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Records of the Church Home and Hospital Nurses' Alumnae Association

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Processing Information: The Records of the Church Home and Hospital Nurses' Alumnae Association were processed by Ruth Carver in 2010 with funding from the Church Home and Hospital Nurses' Alumnae Association.

Collection Overview

Creator: Church Home and Hospital Nurses' Alumnae Association

Administrative/Biographical History:

The Alumnae Association of the Church Home and Hospital School of Nursing was founded in 1904, as stated in its charter, for graduates' "mutual association and improvement, the promotion of fellowship among its members, the advancement of the best interest of trained nurses, and the maintenance and elevation of the standards of professional nursing." In 1914, with Jane Nash's assistance, the association created a nurses' registry to aid in placing graduate nurses in positions. It selected an emblem for its nursing pin, a black Greek cross with the gold embossed monogram of Church Home and Hospital. They chose a motto in German, "Ich dien," or "I serve." In 1920, this motto was changed to its Latin equivalent, "Ego servo." During the years of World War II, the annual dances were cancelled, and members serving in the war were relieved of paying their dues.

One of the association's primary legacies is of financing continuing education and studies of its members. The scholarship fund began in 1930, and continues today. Funds were also devoted to current CHHSON students, who then had to sign a two-year contract to work at CHH, and to alumnae to continue their studies elsewhere. In 1984, it inaugurated a scholarship given to a graduate of the Johns Hopkins University School of Nursing. The association also acted philanthropically in many other ways; in 1941, they presented the Hospital with a portrait of the Drs. Davis, Hunner, and Cullen.

The alumnae association also has a history of publishing. The first alumnae newsletter was published in 1916. A brief history and yearbook was published in 1929 to celebrate the twenty-fifth anniversary of the association. In 1954 it commissioned Judith Robinson to author a history of the School and Hospital for its fiftieth anniversary. The resulting book, *Ensign on a Hill*, is an excellent anecdotal source on the history of these institutions.

The association has an active social calendar, and has a membership-wide meeting, now held in conjunction with the Homecoming celebrations of fellow Consortium for Nursing Education members, Johns Hopkins Nurses' Alumnae Association, with whom they formally merged in 2004.

Scope and Content:

The records of the Church Home and Hospital Nurses' Alumnae Association consist of documents outlining its governance, correspondence and several publications. Particularly well- documented are some of the Association's committee activities, especially the Scholarship Committee. Financial records from the period of 1953 to 1973 are also strong. Incomplete but broad series of the Association's newsletter may be found from 1936 to 2003. Copies of the alumnae newsletter provide a record of the association's activities, and note important updates in the lives of its members.

Accruals Description: 2008-030, 2014-096, 2015-072

Language: English

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Sub-record group/Sous-fonds : Correspondence

Scope and Content: The correspondence series of the Alumnae Association contains general correspondence between alumnae and the board, and between the board and other institutions or organizations. The correspondence with the board spans the 1940s to 2001, and reflects the changing leadership of the association. The association also interacted a great deal with the Johns Hopkins University School of Nursing, and records from 1987 to 1994 include various event invitations and discussions about nursing education. See also the scholarship committee records for information about the CHH scholarship at JHUSON. The remainder of the correspondence records is made of information from various Maryland nursing organizations.

Series : Board Members - 1940-2001

Folder : Board Members - -1976

Extent: 1 folder

Folder : Board Members - 1988-2001

Extent: 1 folder

Folder : CHH Service and Volunteer Awards Dinners - 1959-1994

Extent: 1 folder

Folder : Church Home and Hospital Events - 1952-2004

Extent: 1 folder

Scope and Content: Includes invitations, information on awards dinners, testimonial dinners, service awards, and dedications.

Folder : JHUSON convocation programs - 1989-1996

Folder : Invitations to JHUSON Events - 1987-1993

Extent: 1 folder

Folder : [Johns Hopkins University School of Nursing - 1987-1994](#)

Extent: 1 folder

Folder : [Liaison of Maryland Nurses' Organizations - 1980-1991](#)

Extent: 1 folder

Folder : [Maryland Hospital Association - 1988-1990](#)

Extent: 1 folder

Folder : [Maryland League of Nursing - 1989-1992](#)

Extent: 1 folder

Folder : [Maryland Nurses Association - 1946; 1988-1993; 1941](#)

Extent: 1 folder

Folder : [Nursing Education Opportunities - 1990-1993](#)

Extent: 1 folder

Scope and Content: Correspondence regarding seminars or conventions of interest to nursing graduates.

Sub-record group/Sous-fonds : Governance and Administration

Scope and Content: The Governance and Administration record group consists of Alumnae Association constitution and bylaws, board of directors records, committee records, and financial records. The series of constitution and bylaws runs from 1925 to 1995, with a new copy for each revision. The records of the scholarship committee are particularly detailed, and provide a history of alumnae philanthropy and education. The financial records also detail the association's focus on fundraising. Cash receipt and disbursement books from 1954 to 1973 offer a detailed account of the association's business transactions. Records of the board of directors are minimal, as tasks were generally dispersed among committees. See also the correspondence records of the board.

Series : Board of Directors

Scope and Content: The records of the alumnae association board of directors include address lists, meeting agendas, and job descriptions for committee chair positions. The records are strong for some periods, largely depending upon the president at the time. Nancye Ross-Bogardy's tenure from 1987 to 1992 has many records and correspondence. Many of the activities of the alumnae association were handled by committees, and more records can be found in committee records and correspondence files.

Folder : [Board and Committee Officer Lists - 1965-1966; 1973; 1989-1992](#)

Extent: 1 folder

Folder : [Executive Secretary](#)

Extent: 1 folder

Folder : [Job Descriptions](#)

Extent: 1 folder

Scope and Content: Includes job descriptions for chairs of the following committees: social, public relations, bylaws, finance, scholarship, membership, addressograph, and education. It also includes the job description for the treasurer of the Alumnae Association.

Folder : Regular Meeting Agendas and Minutes - 1974; 2001; 1967-1969; 1988

Extent: 1 folder

Folder : Reports to Board of Trustees - 1988-1992; 1956; 1965; 1964

Extent: 1 folder

Series : Committees

Scope and Content: Many of the organizational tasks of the Alumnae Association were taken up by various committees. The scholarship committee was particularly active in not only choosing recipients but in fundraising. The publications, social activities, and historic committees were also active. The level of activity often depended upon the involvement of the president and other members of the board.

Folder : Addressograph Committee

Extent: 1 folder

Folder : Historic Committee - Storage Shed

Extent: 1 folder

Sub-series : Membership Committee

Folder : Correspondence - 1956-1989

Extent: 1 folder

Folder : Dues

Extent: 1 folder

Folder : Honorary and Life Members - 1954-1976

Extent: 1 folder

Folder : Member Lists

Extent: 1 folder

Sub-series : Nominating Committee

Folder : Nurses' Registry

Extent: 1 folder

Scope and Content: Includes correspondence and dues book of 1919 to 1930

Sub-series : Publications Committee

Folder : Ensign on the Hill

Extent: 1 folder

Scope and Content: See also the images used in the book in the CHH photograph collection.

Folder : Jeffrey Press Printing

Extent: 1 folder

Folder : Newsletter correspondence

Extent: 1 folder

Sub-series : Scholarship Committee

Bound volume : Annual Bazaar for the Scholarship Fund Guest Book - 1949-1952

Scope and Content: This guest book includes signatures and addresses of those alumnae members who attended the annual bazaar held to raise monies for the scholarship fund.

Sub-sub-series : Applications

Folder : Awarded Scholarships - 1984-1988

Extent: 1 folder

Scope and Content: Includes applications of Jane Seiss Marks, Brenda Pope Stein, Linda Helbing, Kathleen Mohr Chaffinch, Michele Burdette-Taylor, Audrey Fink Schulmeyer, Joanne Satterfield Price, Mary Ann Small Hohenberger, Gail Unger Tweed, Kathryn Porter, and Phyllis Clingan.

Folder : Awarded Scholarships - 1979-1983

Extent: 1 folder

Scope and Content: Includes applications of Karen Milwee Zielinski, Nancy Gould Deady, Thorrenna Kees Lewis, Julia Dryden Ruzin, Angela Lilli, Jane Seiss Marks, Joyce Gunther Humphreys, Cynthia Lewis Nevin, Mary Ellen Short, Margaret Beggs Turner, Joan Fruhling Abel, Kathryn Porter, Penelope Cooper Haviland, Renee Francisco, Shirley Hahn Keller, Katherine Pearce, and Susan Palank.

Folder : Awarded Scholarships - 1991

Extent: 1 folder

Scope and Content: Includes applications of Kathryn Porter, Debra Hofmann Maslow, Michele Burdette-Taylor, Deborah Fretz Witten, Deborah Mann, and Brenda Pope Stein.

Folder : Awarded Scholarships - 1965-1978

Extent: 1 folder

Scope and Content: Includes applications of Betty Markoe, Sandra Orem, Sharon Bell, Linda Kramer, Jacqueline Kedzior Janssen, Patricia Goff Mulkey, Nancy Vetter, Martha Wessel Brown, Gail Houser Bramble, Lynne Teuteberg Connelly, Carolyn Cain Gakenheimer, Cynthia Norman, and Teri Fink Miller.

Folder : Rejected Applications - 1980-1988

Extent: 1 folder

Scope and Content: Includes applications of Phyllis Clingan, Dedra Peterson Milholland,

Anne Mace Hebner, Linda Young, Donna Royster Swope, and
Victoria Regula Broyles.

Folder : Church Home and Hospital School of Nursing Scholarship Fund

Extent: 1 folder

Folder : Recipient Lists

Extent: 1 folder

Folder : Rules and Guidelines

Extent: 1 folder

Folder : S. Griffith Davis Scholarship Fund - 1942-1943

Extent: 1 folder

Scope and Content: Fund established as part of endowment as a scholarship for an operating room nurse.

Folder : Scholarship at Johns Hopkins University - 1984-1993

Extent: 1 folder

Folder : Scholarship Committee Correspondence - 1964-1993

Extent: 1 folder

Sub-sub-series : Scholarship Correspondence

Folder : Alumnae Scholarship Correspondence

Extent: 1 folder

Folder : CHH Scholarship at JHUSON correspondence - 1971-2003

Extent: 1 folder

Scope and Content: Includes with recipients of the scholarship and between administrators of JHU and the CHHNAA board members.

Folder : Scholarship Forms and Agreements

Extent: 1 folder

Bound volume : Scholarship Fund Checkbook - 1946-1947

Extent: 1 folder

Folder : Scholarship Recipient Questionnaires - 1992-1993

Extent: 1 folder

Scope and Content: Questionnaires sent to past recipients from 1965 to 1993

Sub-series : Social/Activities Committee

Folder : Centennial of the Hospital - 1958

Extent: 1 folder

Folder : Event Planning

Extent: 1 folder

Scope and Content: Includes receipts and budgets for Alumnae Association social events

Folder : Final Commencement and Reunion - 1976

Extent: 1 folder

Scope and Content: Information about the last School of Nursing class and the reunion of all previous classes.

Folder : Homecoming

Extent: 1 folder

Series : Financial Records - 1935-2004

Scope and Content: The financial records of the Alumnae Association include assorted treasurer's budgets, receipts, and audit records. The files also document fundraising activities and donations made by the association. The records are varied and there was never a formalized record system for either the treasurer or finance committee. Cash receipt and disbursement books offer a look at its history of expenditures .

Bound volume : Alumnae Dues and Disbursements - 1919-1921

Extent: 1 folder

Folder : Audits

Extent: 1 folder

Folder : Banking - Loyola Federal Savings and Loan - 1961-1962

Extent: 1 folder

Folder : Bonds - 1952-1971

Extent: 1 folder

Sub-series : Cash Receipts

Bound volume : Cash Disbursements - 1966-1968

Extent: 1 folder

Bound volume : Cash Receipts - 1954-1955

Extent: 1 folder

Bound volume : Cash Receipts - 1955-1957

Extent: 1 folder

Bound volume : Cash Receipts - 1954-1955

Extent: 1 folder

Bound volume : Cash Receipts - 1957-1958

Extent: 1 folder

Bound volume : Cash Receipts - 1957-1960

Extent: 1 folder

Bound volume : Cash Receipts - 1967-1970

Extent: 1 folder

Bound volume : Cash Receipts - 1964-1966

Extent: 1 folder

Bound volume : Cash Receipts - 1960-1964

Extent: 1 folder

Bound volume : Cash Receipts - 1970-1973

Extent: 1 folder

Folder : Creutzburg Portrait Fund - 1964-1967

Extent: 1 folder

Folder : Donation to American Nurses' Foundation - 1946-1961

Extent: 1 folder

Scope and Content: Donations to Johns Hopkins University, the Isabel Hampton Robb Fund, and American Nurses' Foundation.

Folder : Donations to Church Home and Hospital - 1941-1991

Extent: 1 folder

Folder : Donations to Isabel Hampton Robb Memorial Fund

Extent: 1 folder

Sub-series : Finance/Advisory Committee

Folder : Endowment Fund - 1942-1965

Extent: 1 folder

Folder : Receipts

Extent: 1 folder

Scope and Content: Includes receipts from purchases for social activities, framings, printing fees, etc.

Bound volume : Sick Relief Fund - 1924-1930

Extent: 1 folder

Scope and Content: Includes dues paid and donations to the Sick Relief Fund and disbursements to sick alumnae.

Folder : Tax Exemption - 1961-1969

Extent: 1 folder

Folder : Treasurer's Reports - 1935; 1965-2002

Extent: 1 folder

Series : Founding Documents

Sub-series : Constitution and Bylaws

Folder : Bylaws Committee

Extent: 1 folder

Folder : Constitution and Bylaws - 1974; 1963; 1957; 1925; 1952; 1946; 1966; 1941

Extent: 1 folder

Folder : Constitution and Bylaws - 1995; 1975; 1969; 1976

Extent: 1 folder

Sub-record group/Sous-fonds : Publications - 1929-2003

Scope and Content: The publications of the Alumnae Association consist of newsletters, recruitment brochures and histories. The Bulletin ran from 1936 to 1960 with a break from 1941-1945. The Alumnae News was published from 1960 to 1990, succeeded by The Ensign which ran until 2003. This full series of alumnae newsletters offers an excellent history of the association, its members, and its activities. The association also published recruitment materials for Church Home and Hospital nursing service and later for Johns Hopkins University School of Nursing. Always interested in preserving its history, the association also participated in the publication of a 25th Anniversary History in 1929 and a book in honor of its 50th Anniversary, Judith Robinson's Ensign on a Hill.

Bound volume : 25th Anniversary Booklet - 1904-1929

Extent: 1 folder

Scope and Content: Includes brief history of school of nursing and alumnae association, as well as class lists and current addresses of alumnae at the time of publication.

Series : Alumnae Newsletters - 1935-2003

Scope and Content: The Alumnae newsletters series consists of a nearly complete run from 1935 to 2003. The newsletter was called the Bulletin from 1935 to 1960, the Alumnae News from 1960 to 1990, and the Ensign from 1990 to 2003.

Sub-series 1: The Bulletin

Folder 1.1: The Bulletin - January 1936-March 1941; February 1946-January 1951

Extent: 1 folder

Folder 1.2: The Bulletin - June 1951-February 1960

Extent: 1 folder

Sub-series 2: The Alumnae News

Folder : The Alumnae News - May 1960-August 1971

Extent: 1 folder

Folder : The Alumnae News - 1987-1990

Extent: 1 folder

Folder : [The Alumnae News - March 1971-October 1980](#)

Extent: 1 folder

Folder : [The Alumnae News - 1981-1986](#)

Extent: 1 folder

Folder 3: [The Ensign - 1990-2003](#)

Extent: 1 folder

Book : [Ensign on a Hill, by Judith Robinson - 1954](#)

Series : [Promotional and Recruitment publications - 1982-1990](#)

Scope and Content: This series consists of recruitment and promotional materials given to the Alumnae Association. Brochures about nurse recruitment from CHH, the Baltimore Association of Nurse Recruiters, and Fairmount Staffing all record the 1980s nursing shortage and wages a graduate nurse could expect to receive. Promotional brochures from the Johns Hopkins University School of Nursing give information about their new nursing education programs, facilities, and scholarships.

Folder : [Johns Hopkins University School of Nursing - 1984-1989](#)

Extent: 1 folder

Scope and Content: Promotional pamphlets about Johns Hopkins University School of Nursing, awards, and scholarships.

Folder : [Nursing Service Recruitment - 1982-1989](#)

Extent: 1 folder

Scope and Content: Pamphlets promoting nursing service at Church Home and Hospital

Artifacts