

## **Junior League of Las Vegas Records MS-00179**

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English

Describing Archives: A Content Standard

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## Summary Information

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<b>Repository:</b>	University of Nevada, Las Vegas. University Libraries. Special Collections Division.
<b>Creator:</b>	Junior League of Las Vegas (Las Vegas, Nev.)
<b>Title:</b>	Junior League of Las Vegas Records
<b>ID:</b>	MS-00179
<b>Date [inclusive]:</b>	1946-2010
<b>Physical Description:</b>	51.4 Linear Feet 25 document boxes, 17 oversized boxes, and assorted loose placards, framed photographs and pictures
<b>Language of the Material:</b>	English
<b>Abstract:</b>	The Junior League of Las Vegas Records were compiled from 1946 through 2010, and are comprised of materials that include annual reports, training manuals, articles, minutes, photographs, scrapbooks, cookbooks, placards and framed photographs. Also included are materials on advocacy projects and fundraising efforts.

### Preferred Citation

Junior League of Las Vegas Records, 1946-2010. MS-00179. Special Collections, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada.

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## Historical Note

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The origins of the Junior League of Las Vegas, previously called the Service League, dates back to February 26, 1946, when a small group of women in Las Vegas, Nevada met and considered the need to supplement the services of existing agencies and organizations in Clark County. The seven founding members of the Service League were: Florence Cahlan, Mrs. Richard Donnelly, Mrs. James Down, Mrs. V. Gray Gubler, Mrs. Julian Moore, Mrs. William Moore, and Mrs. Bert Purdy. They soon invited other young women to join them in making a survey of community needs. The Service League would address the unmet needs of the rapidly growing community with the primary purpose of promoting community welfare, education, culture, and civic activities.

In 1958, the League developed a training program for all new members. The emphasis was placed on knowing the community, the social service agencies and welfare organizations, and the cultural resources of the community as well as League policies and projects. In 1959, the Service League started sponsoring the Junior Service League, patterned after the Service League, for local high school girls. Two members of the Service League acted as sponsors and supervised activities with an advisory board composed of five League members. The group was financially independent.

On September 26, 1971, after discussion and several meetings, the Service League aligned with the national organization called the Association of Junior Leagues. Las Vegas became the 219th affiliated member and is known known as the Junior League of Las Vegas. For more than 60 years, the Junior League has donated more than \$1,500,000 to the Las Vegas community.

As of 2014, the Junior League of Las Vegas continues to help the community through their many volunteer projects.

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## Scope and Contents Note

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The Junior League of Las Vegas Records were compiled from 1946 through 2010, and are comprised of materials that include annual reports, fundraising information, training manuals, articles, minutes, photographs, scrapbooks, cookbooks, placards and framed photographs. Also included are many advocacy project involvements such as Drug Abuse Resistance Education (D.A.R.E.), Safe Haven, the Ronald McDonald House and Literature Awareness Program for Children. The League is supported by fundraising efforts including the Repeat Boutique, Holiday Coffees, annual benefits, luncheons, and sales of their cookbooks. The scrapbooks contain newspaper articles saved by members to document their activities year by year.

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## Arrangement

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Materials are organized into eight series:

Series I. Administration, 1946-2001;

Series II. General, 1946-2002;

Series III. Fundraising, 1977-1999;

Series IV. Projects, 1959-2001;

Series V. Cookbooks, 1986-2000;

Series VI. Photographs, 1991-2010, undated;

Series VII. Media/Audiovisual, 1987-2000;

Series VIII. Scrapbooks, 1946-1996

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## Administrative Information

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### Publication Statement

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### Revision Description

The finding aid was revised by Kayla McDuffie to bring it into compliance with DACS. July 2014

### Publication Rights

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### Acquisition Note

Materials were donated in 1977, 1997, and 2013 by the Service League and the Junior League of Las Vegas; accession numbers: 1977-157, 1997-012, 2013-017.

### Processing Note

Material was processed by Joyce Moore in 2013. In 2014, as part of a legacy finding aid conversion project, Kayla McDuffie revised and enhanced the collection description to bring it into compliance with current professional standards. Subsequently Kayla McDuffie entered the data into ArchivesSpace.

### Access

Collection is open for research.

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## Controlled Access Headings

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- Service League
- Women in community development -- Nevada -- Las Vegas
- Women -- Nevada -- Las Vegas
- Women – Nevada -- Las Vegas -- Societies and clubs
- Junior League of Las Vegas (Las Vegas, Nev.)

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## Collection Inventory

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### Administrative, 1946-2001

Physical Description: 1.25 Linear Feet 3 boxes

#### Scope and Contents Note

The Administrative series contains annual reports, board minutes, training manuals, club history and member documents, the League's Constitution and Bylaws, financial statements and reports, policies, procedures and traditions, and various other reports.

#### Arrangement

Materials are arranged alphabetically.

Title/Description	Instances	
Annual Reports, 1946-1959	Box 01	Folder 01
Annual Reports, 1960-1969	Box 01	Folder 02
Board Minutes, 1994-1995	Box 01	Folder 03
Board Minutes, 1995-1996	Box 01	Folder 04
Board Minutes, 1996-1997	Box 01	Folder 05
Chairman Notebook, 2000-2001	Box 01	Folder 06
Chairman Training Manual, 2001-2002	Box 02	Folder 01
Club History and Club Members, 1962-1964	Box 02	Folder 02
Constitutions and Bylaws, 1970	Box 02	Folder 03
Corrected Minutes from American Junior League Association Orientation Visit, 1969 December	Box 02	Folder 04
Financial Documents, 2000	Box 02	Folder 05

Financial Statements and Reports, 1948-1971	Box 02	Folder 06
General Membership Meeting Minutes, 1995-1996	Box 02	Folder 07
Junior Training Manual, 1983-1984	Box 03	Folder 01
Junior League Steering Committee, 1969-1970	Box 03	Folder 02
Policies, Procedure, and Traditions; Handbook of Administration; History of the Service League; Manual for Service League, 1961, 1963-1964, 1971	Box 03	Folder 03
Service League Applications to Junior League; Automobile Tour of Las Vegas and North Las Vegas; Report on Preschool Vision Screening, 1958, 1968, 1969	Box 03	Folder 04

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## General Documents, 1946-2002

Physical Description: 2.5 Linear Feet 6 boxes

### Scope and Contents Note

The General Documents series contains manuals, questionnaires, membership rosters, advocacy efforts, handbooks, correspondence, news articles, various brochures and articles on the history of the Junior League, documents on the application for membership of the Junior Leagues of America, photographs and documents on various projects.

### Arrangement

Materials in folders 1-6 are arranged by date, the remaining materials are arranged alphabetically.

Title/Description	Instances	
Area Liaison Manual Area VI, 1986-1987	Box 04	Folder 01
Association of the Junior League of America Annual Questionnaire Master Copy, 1988-1989	Box 04	Folder 02
Association of the Junior League of America Annual Questionnaire, 1990-1991	Box 04	Folder 03
Board and Chairman Manual, 1999-2000	Box 04	Folder 04
Membership Roster Handbook, 1999-2000	Box 04	Folder 05
Membership Roster Handbook, 2000-2002	Box 04	Folder 06
Advocacy Efforts, 1984-1987	Box 04	Folder 07
Advocacy Resource Guide Originals, 1997	Box 04	Folder 08
Aging Position, 1988	Box 05	Folder 01
Association Management Process Handbook Originals, 1995-1996	Box 05	Folder 02
A New Sphere for the Volunteer, 1970	Box 05	Folder 03
Articles, 1946-1969	Box 05	Folder 04
Articles, 1960-1963		

	Box 05	Folder 05
Articles, 1966-1970	Box 05	Folder 06
Association of the Junior League of America Applying Process, 1971	Box 05	Folder 07
Autorama, 1970-1971	Box 05	Folder 08
Clark County Heritage Museum Exhibit Series, 1989	Box 05	Folder 09
Community Impact Process, 1989	Box 05	Folder 10
Correspondence, 1969-2000	Box 05	Folder 11
Desert Institute Museum, University of Nevada, Las Vegas, 1973	Box 05	Folder 12
Handbooks, 1986-1987	Box 06	Folder 01
Handbooks, 1987-1988	Box 06	Folder 02
Handbooks, 1989-1990	Box 06	Folder 03
Handbooks, 1991-1992	Box 06	Folder 04
Handbooks, 1993-1994	Box 06	Folder 05
Handbooks: Membership Roster, 1993-1994	Box 06	Folder 06
Handbooks, 1994-1995	Box 06	Folder 07
Handbooks: Membership Roster, 1994-1995	Box 06	Folder 08
Handbooks: Placement Brochure, 1994-1995	Box 06	Folder 09
Handbooks: Membership Roster, 1995-1996	Box 06	Folder 10
Handbooks, 1996-1997	Box 06	Folder 11
Handbooks: Board and Chairman Manual, 1997-1998	Box 06	Folder 12
Handbooks: Membership Roster, 1997-1998	Box 06	Folder 13
Handbooks: Membership Roster, 1998-1999	Box 06	Folder 14
Historic Preservation, 1981	Box 06	Folder 15
History of the Service League and Junior League, Brochures, Photocopies of News Articles, 1969-1997, 2005	Box 07	Folder 01
How to Set Priorities in a Changing Environment, 1982	Box 07	Folder 02
Junior League Membership, 1999	Box 07	Folder 03
Las Vegas Hilton Country Club Notebook, 1994	Box 07	Folder 04
Lena Coulthard Fund, 1989-1991	Box 07	Folder 05
Marketing, 1999-2000	Box 07	Folder 06
Membership, 1951-2000	Box 07	Folder 07
Membership Roster Section of the Handbook, undated	Box 07	Folder 08
Name Tags, undated	Box 07	Folder 09

Nevada State Museum, 1983-1987	Box 07	Folder 10
Nevada Victim Rights Recognition, 1981-1983	Box 08	Folder 01
Organizational Goals and Objectives, 1981-1983	Box 08	Folder 02
Organizational Self-Assessment, 1985	Box 08	Folder 03
Photographs, 1993	Box 08	Folder 04
Photographs: Members, undated	Box 08	Folder 05
Planners, 1988-1990	Box 08	Folder 06
Position Statement, 1983-1985	Box 08	Folder 07
Position Statement, 1986	Box 08	Folder 08
Position Statement: Cultural Arts, 1986-1990	Box 08	Folder 09
Program Exchange, 1985-1987	Box 08	Folder 10
Project Committee, 1969	Box 08	Folder 11
State Legislative Advocacy, 1989	Box 09	Folder 01
State Parks Cultural Arts, 1979-1980	Box 09	Folder 02
State Public Affairs Network, 1988-1990	Box 09	Folder 03
State Public Affairs Network Committee, 1988-1990	Box 09	Folder 04
Surface Gallery, 1975-1976	Box 09	Folder 05
Tournament Players Club at Summerlin Las Vegas Invitational Junior League Notebook, 1995-1998	Box 09	Folder 06

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## **Fundraising, 1977-1999**

Physical Description: 2.5 Linear Feet 6 boxes

### **Scope and Contents Note**

The Fundraising series contains documents on the various forms of fundraising through efforts like the Christmas coffee, holiday coffee, annual benefit and gala, Repeat Boutique, and the Ronald McDonald House Project.

### **Arrangement**

Materials are arranged alphabetically.

<b>Title/Description</b>	<b>Instances</b>	
Christmas Coffee, 1977	Box 10	Folder 01
Christmas Coffee, 1978	Box 10	Folder 02
Christmas Coffee, 1979	Box 10	Folder 03
Christmas Coffee, 1980	Box 10	Folder 04

Christmas Coffee, 1981	Box 10	Folder 05
Christmas Coffee, 1982	Box 10	Folder 06
Christmas Coffee, 1984	Box 10	Folder 07
Christmas Coffee, 1985	Box 10	Folder 08
Christmas Coffee, 1986	Box 10	Folder 09
Christmas Coffee, 1987	Box 10	Folder 10
Christmas Coffee, 1989	Box 10	Folder 11
Holiday Coffee, 1990	Box 10	Folder 12
Holiday Coffee, 1991	Box 10	Folder 13
Holiday Coffee, 1994	Box 10	Folder 14
Holiday Coffee, 1995	Box 10	Folder 15
Holiday Coffee, 1996	Box 10	Folder 16
Holiday Coffee, 1998	Box 11	Folder 01
Holiday Coffee, 1999	Box 11	Folder 02
Holiday Coffee Invitations, undated	Box 11	Folder 03
Daily Count Receipts, 1993 June	Box 11	Folder 04
Daily Count Receipts, 1993 July	Box 11	Folder 05
Daily Count Receipts, 1993 August	Box 11	Folder 06
Daily Count Receipts, 1993 September	Box 11	Folder 07
Annual Benefit, 1970	Box 12	Folder 01
Annual Gala, 1982-1994	Box 12	Folder 02
Home Tours, 1993-1994	Box 12	Folder 03
Junior League of Las Vegas 10th Anniversary Information, 1982	Box 12	Folder 04
Judy Bell Chairman Copy of Repeat Boutique, undated	Box 12	Folder 05
May Luncheon, 1995	Box 13	Folder 01
Provisional Course Material, 1987-1988	Box 13	Folder 02
Repeat Boutique Daily Receipts, 1993 June-September	Box 13	Folder 03
Repeat Boutique Master Copies, undated	Box 13	Folder 04
Repeat Boutique Publicity, 1992-1995	Box 13	Folder 05
Repeat Boutique Reports 1, 1995-1998	Box 13	Folder 06
Repeat Boutique Reports 2, 1996-1998	Box 14	Folder 01
Service League Fundraisers, 1946-1968	Box 14	Folder 02
Special Events, 1993-1994	Box 14	Folder 03

Special Events Part 1, 1998-1999	Box 14	Folder 04
Special Events Part 2, 1998-1999	Box 14	Folder 05
Ronald McDonald Correspondence, 1987-1989	Box 15	Folder 01
Ronald McDonald House Project Planning Committee and Minutes, 1988-1989	Box 15	Folder 02
Ronald McDonald House Project Planning Committee and Minutes, 1989-1993	Box 15	Folder 03
Ronald McDonald House Project (McCoalition) Proposal and Concepts, 1986-1989	Box 15	Folder 04
Valentine and Gold Rush Gala, 1991-1994	Box 15	Folder 05

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### Projects, 1959-2001

Physical Description: 1.7 Linear Feet 4 boxes

#### Scope and Contents Note

The Projects series contains documents on community outreach projects.

#### Arrangement

Materials are arranged alphabetically.

Title/Description	Instances	
Homeless Project, 1990-1991	Box 16	Folder 01
A Children's Hands-On Museum, 1983	Box 16	Folder 02
Adolescent Pregnancy Child Watch Project, 1988	Box 16	Folder 03
Art at the Airport, 1981	Box 16	Folder 04
"A Step in Time" Alcohol Awareness Education, 1982	Box 16	Folder 05
Berkley House, 1979-1983	Box 16	Folder 06
Children Arts Center Program and Using Development Steering, 1979	Box 16	Folder 07
Child Watch, 1983-1996	Box 16	Folder 08
Childhood Watch Nevada: Doris French Elementary, 1996	Box 16	Folder 09
Cities in School, 1992-1993	Box 16	Folder 10
Class Act: Live, 1988	Box 16	Folder 11
Community Alternative Sentencing Program, 1983-1984	Box 16	Folder 12
D.A.R.E. Program, 1986	Box 17	Folder 01
D.A.R.E. Program, 1988-1989	Box 17	Folder 02

D.A.R.E. To Say No-To Keep Kids Off Drugs, 1988-1989	Box 17	Folder 03
Day Shelter for the Homeless, 1991	Box 17	Folder 04
Done in a Day Fall Project, 1992	Box 17	Folder 05
Done in a Day Spring Project, 1993	Box 17	Folder 06
Fantasy Park Past Projects, 1959-1963	Box 17	Folder 07
Fantasy Park Project, 1965	Box 17	Folder 08
Focus on Nevada Women and Children, 1988	Box 18	Folder 01
Inventory, 1992	Box 18	Folder 02
Kaleidoscope, 1995	Box 18	Folder 03
Las Vegas Cities in School Site Plan Draft, 1993 February 16	Box 18	Folder 04
Las Vegas: Cross Roads of the West, 1981	Box 18	Folder 05
Leadership Experience and Development for Junior and High Schools, 1984-1987	Box 18	Folder 06
Library District, 2000-2001	Box 18	Folder 07
Litter Awareness Program for Children, 1983-1986	Box 18	Folder 08
McCoalition Background Information, 1991-1994	Box 18	Folder 09
McCoalition Bylaws, 1989	Box 18	Folder 10
McCoalition Project, 1992-1993	Box 18	Folder 11
McCoalition Volunteer Manual, undated	Box 18	Folder 12
Mini Grant Project, 1986-1991	Box 18	Folder 13
Nevada Public Radio Corporation, KNPR, 1978	Box 18	Folder 14
Nevada Remembers, 1988	Box 18	Folder 15
Pas Projects, 1988-1991	Box 18	Folder 16
Photographs: Volunteer Reading Programs, 1997	Box 18	Folder 17
Project Lead, 1985	Box 19	Folder 01
Proposals for Position Statement, 1986	Box 19	Folder 02
Puppets on Nutrition Project Read Aloud Las Vegas, 1978	Box 19	Folder 03
Read Aloud Las Vegas, 1995-1996	Box 19	Folder 04
Repeat Boutique Remodel Scrapbook, 1994-1995	Box 19	Folder 05
Safe Haven, 1998-2001	Box 19	Folder 06
Scrapbook: Reader Volunteer Press Kit, 1997	Box 19	Folder 07
Scrapbook: Provisional Class, 1996-1997	Box 19	Folder 08
"Spice" Project, 1983-1986	Box 19	Folder 09

Spring Book, 1993	Box 19	Folder 10
The Divorce Experience Project, 1988	Box 19	Folder 11
Time Travelers, 1981	Box 19	Folder 12
Volunteer Bureau Projects, 1972	Box 19	Folder 13

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## Cookbooks, 1986-2000

Physical Description: 1.25 Linear Feet 3 boxes

### Scope and Contents Note

The Cookbooks series contains documents on the proposal for the cookbooks, promotions, publishing manuals, meeting minutes, and the many recipes from the books.

### Arrangement

Materials are arranged alphabetically.

Title/Description	Instances	
Dice the Potatoes, undated	Box 20	Folder 01
Fund Evaluation: Cookbook Proposal, 1988	Box 20	Folder 02
Glitter to Gourmet, 1999-2000	Box 20	Folder 03
Junior League Cookbooks, 1985-1989	Box 20	Folder 04
Promotions, 1985-1995	Box 20	Folder 05
Silver Spoon Patrons, 1999-2000	Box 20	Folder 06
Winning at the Table Marketing, 1986-1987	Box 20	Folder 07
Advertising, 1999	Box 21	Folder 01
Cookbook Meeting Minutes, 1999-2000	Box 21	Folder 02
Cookbook PR, 2000	Box 21	Folder 03
Cookbook Proposal, 1996-2000	Box 21	Folder 04
Cookbook Publishing Manual, 2000	Box 21	Folder 05
Meeting Minutes, 1999-2000	Box 21	Folder 06
Celebrity Recipes, undated	Box 22	Folder 01
Chosen Recipes Book Appetizers, undated	Box 22	Folder 02
Chosen Recipes Book Soups, undated	Box 22	Folder 03
Chosen Recipes Book Salads, undated	Box 22	Folder 04
Cook Book Recipes, undated	Box 22	Folder 05
Glitter to Gourmet Beverages Recipes, undated	Box 22	Folder 06

Glitter to Gourmet Bread Recipes, undated	Box 22	Folder 07
Glitter to Gourmet Cakes Recipes, undated	Box 22	Folder 08
Glitter to Gourmet Cookies Recipes, undated	Box 22	Folder 09
Glitter to Gourmet Dessert Recipes, undated	Box 22	Folder 10
Glitter to Gourmet Meat Recipes, undated	Box 22	Folder 11
Glitter to Gourmet Pasta Recipes, undated	Box 22	Folder 12
Glitter to Gourmet Phyllo Recipes, undated	Box 22	Folder 13
Glitter to Gourmet Pies Recipes, undated	Box 22	Folder 14
Glitter to Gourmet Poultry Recipes, undated	Box 22	Folder 15
Glitter to Gourmet Rice Recipes, undated	Box 22	Folder 16
Glitter to Gourmet Sauce-Marinade-Dressing Recipes, undated	Box 22	Folder 17
Glitter to Gourmet Seafood Recipes, undated	Box 22	Folder 18
Glitter to Gourmet Vegetable Recipes, undated	Box 22	Folder 19

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### Photographs, 1990-2010, undated

Physical Description: 3.84 Linear Feet 3 boxes and assorted loose placards and framed photographs

#### Scope and Contents Note

The Photographs series contains two boxes of photographs from the Bicentennial Celebration. It also contains assorted placard awards and framed photos from the Junior League.

#### Arrangement

Materials remain in original order.

Title/Description	Instances
Bicentennial Celebration Photographs, undated	Box 23
Bicentennial Celebration Photographs and Bicentennial Celebration Project Outline, undated	Box 24

Framed Pictures, Awards, and Placards, 1990-2010

Physical Description: 09 Photographic Prints

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### Media/Audiovisual, 1987-2000

Physical Description: 0.42 Linear Feet 1 box

**Scope and Contents Note**

The Media/Audiovisual series contains various types of media such as, cassettes, floppy disks, VHS videotapes, a CD, slides, and pins.

**Arrangement**

Materials remain in original order.

<b>Title/Description</b>	<b>Instances</b>
Tip: The Program, the NBC Nightly News Segment, The Today Show, undated <u>Physical Description:</u> 01 VHS tapes	Box 25
APCW Community Forum, 1990 May 15 <u>Physical Description:</u> 03 Volumes	Box 25
Winning the Table Pins, undated	Box 25
APCW, Floppy Disk 1, undated	Box 25
APCW, Floppy Disk 2, undated	Box 25
APCW, Floppy Disk 3, undated	Box 25
APCW, Floppy Disk 4, undated	Box 25
APCW, Floppy Disk 5, undated	Box 25
APCW, Floppy Disk 6, undated	Box 25
APCW, Floppy Disk 7, undated	Box 25
Focus on Nevada's Women Music, undated <u>Physical Description:</u> 01 Cassettes	Box 25
Glitter to Gourmet Slides, undated	Box 25
Cookbook Tasters List Publisher File, Floppy Disk, undated	Box 25
Junior League Cookbook Information, Floppy Disk, undated	Box 25
Cookbook Lights Document, Floppy Disk, undated	Box 25
Las Vegas Cover, 2000 September 22 <u>Physical Description:</u> 01 CDs	Box 25
Junior League of Las Vegas Enchanted Evening Calendar, 1993	Box 25
"Teen Pregnancy" Dub for Junior League, KTNV-TV, 1990 August 28 <u>Physical Description:</u> 01 VHS tapes	Box 25
Unknown Content, 4 Floppy Disks, undated	Box 25
Nevada Remembers, AMP, 1987 February 21	Box 25

Physical Description: 02 Cassettes

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## Scrapbooks, 1946-1996

Physical Description: 36.42 Linear Feet 17 Oversized boxes

### Scope and Contents Note

The Scrapbooks series contains newspaper articles saved by members to document their activities year by year.

### Arrangement

Materials are arranged, when possible, in chronological order.

Title/Description	Instances
Scrapbook, 1946-1952	Box 26
Scrapbook, 1963-1964	Box 27
Scrapbook, 1960-1963	Box 28
Scrapbook, 1965-1966	Box 29
Scrapbook, 1960-1966	Box 30
Scrapbook, 1966-1967	Box 31
Scrapbook, 1967-1969	Box 32
Scrapbook, 1969-1970	Box 33
Scrapbooks, 1980-1981, 1981-1982 <u>Physical Description</u> : 2 Volumes	Box 34
Scrapbooks, 1962-1965, 1967-1968 <u>Physical Description</u> : 2 Volumes	Box 35
Scrapbook, 1965-1968	Box 36
Scrapbooks, 1977-1978, 1978-1979, 1979-1980 <u>Physical Description</u> : 3 Volumes	Box 37
Scrapbooks, 1982-1983, 1984-1985 <u>Physical Description</u> : 2 Volumes	Box 38
Scrapbooks, 1993-1994, 1994-1995 <u>Physical Description</u> : 2 Volumes	Box 39
Scrapbooks, 1987-1988, 1988-1989 <u>Physical Description</u> : 2 Volumes	Box 40
Scrapbooks, 1991-1992, 1992-1993	Box 41

Physical Description: 2 Volumes

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50th Anniversary Edition Scrapbook, 1946-1996

Box 42

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