

 <p>THE UNIVERSITY OF MELBOURNE</p>	<p>THE UNIVERSITY OF MELBOURNE ARCHIVES</p>
<p>NAME OF COLLECTION</p>	<p>ROTARY CLUB OF MELBOURNE</p>
<p>ACCESSION NO</p>	<p>1986.0117 including 1989.0056;1989.0115, 1991.0145, 1993.0055</p>
<p>CATEGORY ACTIVITY</p>	<p>Community and Political, organisations</p>
<p>DATE RANGE</p>	<p>1921-1992</p>
<p>SIZE OF COLLECTION</p>	<p>58 archive boxes, AV material</p>
<p>HISTORICAL NOTE</p>	<p>Rotary in Australia originated in Melbourne sixteen years after Rotary International's inception in 1905. The Melbourne faction was created by Paul Harris and the first meeting was held at Scotts Hotel Collins Street on 21 April 1921. Prof. W.A. Osborne, the first President, and 38 Charter members were present. The Rotary Club was developed from the idea of 'getting together' to encourage the ideal of service to the community. Meetings were held in rotation, hence the word rotary.</p>
<p>DATE OF TRANSFER</p>	<p>1986</p>
<p>ACCESS CONDITIONS</p>	<p>Access: Open</p>
<p>DESCRIPTION</p>	<p>Rotarian presidents 1934-1983; club service, financial committee and membership register 1935-1984; membership committee 1979- 1986; club history and records committee 1921-1981; club procedure 1977-1985; vocational service committee 1968-1985; youth service 1979-1986; international service 1980-1986; community service 1966-1985; ethnic affairs committee 1979-1985; fundraising projects 1978-1986; selection committee; papers and mementoes of Rotarian Reg Turner 1935-1966; miscellaneous files 1953-1986; district conference committee 1979-1986; publications committee 1921-1986; photographs; audio and cassette tapes; songbooks; flags.</p>
<p>NOTE ON COLLECTIONS</p>	

NOTE ON LISTING	
LISTED BY	Amendments Christine Elias
DATE	2016

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

LIST OF RECORDS

- SERIES 1 Rotarian Presidents and incoming Presidents Kit
- SERIES 2 Club Service, Financial Committee and Membership registers
- SERIES 3 Membership Committee
- SERIES 4 Club History and the Records Committee
- SERIES 5 Club Procedure
- Attendance Committee
 - Public Relations Committee
 - Information Committee
 - Programme Committee
 - Extension Committee
- SERIES 6 Vocational Service Committee
- SERIES 7 Youth Service
- Student Exchange Committee
 - Melbourne Rotaract Club
 - Welfare of the Young Committee
- SERIES 8 International Service
- International Service Committee, Rotary Foundation and Group Study Exchange
- SERIES 9 Community Service
- Welfare of the Elderly Committee
 - Community Projects Committee
 - Community Projects Research and Evaluation Committee
 - Crossroads Youth Project
- SERIES 10 Ethnic Affairs Committee
- SERIES 11 Fundraising Projects
- SERIES 12 Selection Committee
- SERIES 13 Papers and mementoes of Rotarian Reg Turner
- SERIES 14 Melbourne Peace Forum Committee
- SERIES 15 Miscellaneous
- SERIES 16 District Conference Committee
- SERIES 17 Publications Committee
- SERIES 18 Rotary Memorabilia
- Photographs
 - Audio and cassette tapes
 - Songbooks
 - Flags

THE UNIVERSITY OF MELBOURNE ARCHIVES

ROTARY CLUB OF MELBOURNE

SERIES 1

BOX 1

TITLE ROTARIAN PRESIDENTS AND MISCELLANEOUS

DATE RANGE: 23 August 1934 - 1 June 1983

CONTENTS:

FOLDER

- 1/1 Angus Mitchell - President Rotary International:
Journal and data on club visits, extensive and detailed entries and accounts made by Mitchell on his visits on behalf of Rotary International, 20 July 1948 - 18 May 1949
- 1/2 Angus Mitchell - Miscellaneous:
- Club Service speech (undated) by Angus Mitchell
- letter from Angus Mitchell, 24 August 1938
- address by Angus Mitchell entitled "Tools of the District Governor", Rotary International Assembly
- Rotary addresses made by Angus Mitchell. No apparent dates with the exception of an address by Mitchell to the Sydney Club, 30 June 1942
- Angus Mitchell Memorial. Correspondence Regular members, Mitchell, biography. 23 August 1961 - 29 June 1962
- 1/3 Rotary International 65 District Assembly 1934
Angus S. Mitchell, District Governor, 23 August - 24 August 1934
- 1/4 Rotarian Presidents - Miscellaneous:
- Rotary addresses by Rotarians, 7 August 1935 - 1945 (no date or month/dates are not marked clearly)
- newspaper cuttings, 10 November 1942 - 23 September 1948
- the first Angus Mitchell oration "Bridging the Gaps" by the Reverend Dr. I.R.M. Parsons, 1971
- Sir Angus Mitchell eulogy, 18 August 1961
- 1/5 Angus Mitchell Scholarship
- correspondence relating to the Angus Mitchell Scholarship
- Tulsa University (arranged according to date), 30 November 1949 - 4 May 1950
- applications for the Angus S. Mitchell Scholarship - Tulsa University, 20 December 1949 - 17 January 1950
- 1/6 Rotarian A.V. Richardson's Work Book No. 1, 1969-1970, (No subsequent workbooks in the collection) and workbook of minutes of Rotary Club of Melbourne meetings 1-15, 9 July - 15 October 1969

FOLDER

- 1/7 Rotary Club of Melbourne Nominating Committee 1980:
- procedure and memos to Presidents and Nominating Committee Members, 1 April 1980 - 24 July 1980
- 1/8 Rotary Club of Melbourne, Incoming Presidents for 1983-1984 (this was already labelled by Rotary)
- Rotary Club of Melbourne organisational chart
- Rotary Club minutes of meetings of Board of Directors, 15 December 1959
- Information Committee Second Summary of Minutes of

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- Meetings, July 1980 - June 1982
- Information Committee Second Summary of Minutes of Meetings, June 1982 - June 1983
- Rotary Club By-Laws
- Inter-club visits 1983/1984, Committee structure, club sponsorship, venues of consideration, Rotary Committee Club leaflets, 15 December 1959 - 1 June 1983

SERIES 2

BOX 2

TITLE: ROTARY CLUB OF MELBOURNE: FINANCIAL COMMITTEE AND MEMBERSHIP REGISTERS

DATE RANGE: 26 June 1935 - 7 March 1984

CONTENTS:

FOLDER

- 2/1 Rotary Club of Melbourne, Finance expenses and expenditure:
- Budget 1950-1951, Auditors Report 1950-51, Budget 1951-1952, estimated expenditure 1952, receipts for the hire of the Board Room 1951, Correspondence regarding subscriptions and donations, 2 April 1951 - 31 December 1953
- 2/2 Rotary Club of Melbourne, Finance Committee, District 980
- Correspondence and operations account 1983. 28 October 1982 - 1 March 1984

EXERCISE BOOK:

- The book chronicles Rotary Club of Melbourne's membership: names, admittance dates, and resignation dates (if applicable) are recorded, 1 April 1921 - 26 June 1935

REGISTER 1

- Rotary Club of Melbourne. Subscription/Members Register (extensive data on analysis of subscriptions, analysis of cash received, members who paid in advance, budget, 31 December 1941 - 31 December 1942)

REGISTER 2

- Rotary Club of Melbourne, Subscription/Members Register (similar details to Register 1 book), 30 June 1943 - 30 June 1942

SERIES 3

BOX 3

TITLE ROTARY CLUB OF MELBOURNE MEMBERSHIP COMMITTEES

DATE RANGE: 9 August 1979 - 23 June 1989

CONTENTS:

FOLDER

- 3/1 Membership committees. Directors elected(?). Including correspondence, minutes of meetings of Directors elected 2/12/83 and 27/1/84 and Committee structure, 1984/1985. 21 June 1983 - 6 March 1984

**THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE**

- 3/2 Membership of Committees
File includes minutes of meetings, committee structure 1983/1984, membership of committees, list of members, organisation of committees, timetable for elections 1983 and 1984. 16 December 1983 - 8 June 1984
- 3/3 Membership Committee
Minutes of meetings and notice of meetings, 9 August 1979 - 14 May 1980
- 3/4 New Membership Committee
File includes minutes of meetings of New Members Committee, correspondence, statement of duties and responsibilities, attendance records 1984 and 1985. 5 May 1983 - 11 May 1985
- 3/5 New Membership Committee
Correspondence to new members and other Committee members, 3 January 1984 - 24 April 1985
- 3/6 New Membership Committee
General Correspondence and statement of duties and responsibilities, 2 May 1984 - 12 July 1984
- 3/7 New Membership Committee
Host schedule, 13 May 1985 - 23 August 1985
- 3/8 New Membership Committee
Letter Attachment (no relevant dates)
- 3/9 New Membership Committee
Correspondence from New Membership Committee, Rotary Club of Melbourne, District 980 (Predominantly signed by J.A. Teele, Chairman of the Committee, or Chris McCormick, Secretary of the Committee). Also letters to new members and introducing and welcoming members, 16 July 1985 - 18 June 1986
- 3/10 New Membership Committee
Minutes of meetings, 5 August 1985 - 23 June 1987
- 3/11 Membership Development Committee
File includes memos, correspondence and minutes of meetings of Membership Development Committee, 6 July 1983 - 23 May 1985
- 3/12 Operation Streamline Committee
File includes notes on Operation Streamline, proposed and current procedures for electing members, report of Ad Hoc Committee on Operation Streamline, report to the Board of Directors, Committee structure 1984/1985. 9 July 1984 - 25 April 1985
- 3/13 General membership material
- welcome to Rotary, a Guide to New Members
 - introduction to Rotary
 - Rotary Club of Melbourne. List of Committees and their responsibilities 1975/76 and 1984/85
 - Rotary Club attendance rules. Rotary International

SERIES 4

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

BOX 4

TITLE: ROTARY CLUB OF MELBOURNE: CLUB HISTORY AND THE RECORDS COMMITTEE,
HISTORY SUB-COMMITTEE AND INFORMATION COMMITTEE

DATE RANGE: November 1921 - 27 July 1981

CONTENTS:

FOLDER

- 4/1 Original edition of The Rotarian, U.S.A., November 1921
- 4/2 "Things you should Know about Rotary". These seven paragraphs are enclosed in a 1939 Diary. Also included in the diary are newspaper cuttings about Rotarian Presidents and Rotary Projects, 22 April 1948 - 21 June 1951
- 4/3 Introduction to the History of Rotary Club of Melbourne, District No. 28 of Rotary International.
The Rotary Information Committee
- an unabridged History of the Melbourne Club, including selected addresses by Rotarians, yearly details about membership, appeals and committees, reports on National War Effort, 1921 - 1960
- 4/4 Rotary Club of Melbourne, Club History and Records Committee 1962
- reports, minutes of meetings, correspondence, edited edition of History of Rotary Club of Melbourne, 1921 - 1955, newspaper cuttings, Rotary emblem. 6 November 1959 - 24 July 1962
- 4/5 Rotary Club of Melbourne, Club History and Records Committee
- reports, minutes of meetings, programmes and timetables. 9 July - 1963 - 5 September 1972
- 4/6 A History of the Rotary Club of Melbourne for the first fifty years, 1921-1971
- 4/7 Rotary Club of Melbourne, The Sixth 10 Years, 1971-1981
- 4/8 An appreciation of Paul Harris (Founding President of Rotary International) by Angus Mitchell, February 1967
- 4/9 A History of the formation and development of Rotary District 280, compiled by Rotarian K.J. Ling, District 289 historian, June 1973
- 4/10 Notes recorded at the informal Rotarian and History Sub-Committee Luncheon, 27 July 1981
- 4/11 History Sub-committee. Record of the conversation at Luncheon, 10 November 1981
- 4/12 Getting Acquainted with Rotary: Questions and Answers. Pamphlet No. 38
- 4/13 70 Years of Rotary in Print, April 1981
- 4/14 Historical Binder, named by Rotary (no particular order)

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- file contains numerous press cuttings on Rotary and individuals includes Tom Lothian (Charter Member) Obituary, 23 April 1974; article "Giving Service with a dedicated smile" (The Australian, 9 June 1969); Rotarian Bulletins 22 August 1973 - 15 March 1975; Rotary Club of Melbourne National War Effort Report for information of members, 3 July 1940; History of Rotary Club of Melbourne, 1956 - 1961 and 1962

NOTE: Folders 6 to 13 are listed under Rotary Club of Melbourne History Sub-Committee. The majority of material is devoted to the history and past of the Rotary Club.

SERIES 5

BOX 5

TITLE: ROTARY CLUB OF MELBOURNE: CLUB PROCEDURE, WEEKLY MEETING NOTES AND ATTENDANCE COMMITTEE

DATE RANGE: 30 June 1977 - 3 July 1985

CONTENTS:

FOLDER

- 5/1 Rotary Club of Melbourne Weekly Club Meeting Notes, 1983/1984.
13 July 1983 - 11 April 1984
- 5/2 Rotary Club of Melbourne - Weekly Club Meeting Notes 1984
4 July - 19 December 1984
- 5/3 Rotary Club of Melbourne Weekly Club Meeting Notes 1985.
2 January - 27 March 1985
- 5/4 Rotary Club of Melbourne Weekly Club Meeting Notes 1985.
File includes list of inter-club visits, /able 1985, list of new members inducted 1984/1985, weekly meeting notes.
3 April - 3 July 1985
- 5/5 Rotary Club of Melbourne Attendance Records, 1977/1978 and 1982/1983
This ledger chronicles attendance of Rotarians at every meeting for year ended 30 June 1977 - 21 December 1983
- 5/6 Rotary Club of Melbourne Attendance Committee
Attendance records for the years 1982, 1983 and 1984, and correspondence. 8 July 1983 - 27 August 1984

BOX 6

TITLE: ROTARY CLUB OF MELBOURNE: CLUB PROCEDURE - PUBLIC RELATIONS COMMITTEE MATERIAL

DATE RANGE: 29 February 1980 - 25 June 1986

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

CONTENTS:

FOLDER

- 5/7 Rotary Club of Melbourne Public Relations Committee 1983/1984.
File includes minutes of the Rotary Club of Melbourne Public Relations Committee and correspondence regarding committee, members, events, i.e. Prefects Data in Schools, 27 May 1983 - 17 December 1984
- 5/8 Rotary Club of Melbourne Public Relations Committee
Minutes of Meetings, 18 July 1983 - 17 February 1986
(incomplete)
- 5/9 Rotary Club of Melbourne Public Relations Committee Luncheon
Speakers. File includes correspondence, proposed speakers, date
and title of address, biographical details. 8 September 1982 -
24 May 1983
- 5/10 Rotary Club of Melbourne Public Relations Committee
Correspondence, 29 February 1980 - 19 December 1983
- 5/11 Rotary Club of Melbourne Public Relations Committee
Correspondence to and from School Prefects, 5 May 1981 - 26 May
1983
- 5/12 Rotary Club of Melbourne Public Relations Committee
Correspondence 20 January 1984 - 3 July 1985
- 5/13 Rotary Club of Melbourne Public Relations Committee
Correspondence 11 February 1986 - 25 June 1986
- 5/14 Rotary Club of Melbourne Public Relations Committee
Miscellaneous. File includes guide to new members, two editions
of Rotary Down Under, August and November 1983, Draft submission
to the Rotary Club of Melbourne, photographs (unlabelled) of a
speech. No apparent date range

BOX 7

TITLE: ROTARY CLUB OF MELBOURNE: CLUB PROCEDURE - PUBLIC RELATIONS COMMITTEE
AND CLASSIFICATION COMMITTEE

DATE RANGE: 8 September 1983 - 23 June 1987

CONTENTS:

FOLDER

- 5/15 Rotary International District 980 Public Relations Manual, 1983
- 1984
- 5/16 Rotary International District 980 Public Relations Manual
1094-1985 (Two editions)
- 5/17 Rotary Club of Melbourne Classification Committee
File includes Classification Committee workload, correspondence,
minutes of meetings of Classification Committee, minutes of
meetings of Classification Sub-committee, memos, status reports

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

and statistics, and nominations for membership, 8 September 1983
- 13 June 1985

5/18 Rotary Club of Melbourne Classification Committee
Minutes of meetings of Classification Committee, Nos. 1-8
(complete), 8 May 1986 - 28 June 1987. File also includes
related correspondence, extensive list of classifications and
lists of past, active and honorary members, October 1986

BOX 8

TITLE: ROTARY CLUB OF MELBOURNE CLUB PROCEDURE - INFORMATION COMMITTEE,
MISCELLANEOUS

DATE RANGE: 1 July 1983 - 24 February 1988

CONTENTS:

FOLDER

5/19 Rotary Club of Melbourne Information Committee General Material
1983 - 1988. File includes notes for interviewing prospective
members; Committee structure 1983-1984; Information Committee
summary of minutes of meetings July 1983 - June 1984, July 1984
- April 1985. 1 July 1983 - 24 February 1988

5/20 Information Committee correspondence to and from members of
Rotary Club of Melbourne, 3 January 1984 - 24 July 1985.
File also includes process of membership nominations, method of
electing members (incomplete collection of material). Date
range of this folder 21 December 1983 - 20 August 1986

5/21 Rotary Club of Melbourne Index of Summary of Minutes on Meetings
of the Information Committee, including July 1983 - June 1984.
Summary of significant meetings, July 1983 - April 1985 and July
1984 - April 1985.

5/22 Rotary Club of Melbourne Information Committee - Short talks and
presentations on Information Committee (2½/3 minute talks) 28
October 1983
- possible 3 minute talk, 14 November 1983
- Information Committee Introduction Talk, 1 February 1984
- Information Sub-Committee on Short Talks, Notes on
Meetings, 1 March 1984
- draft of notes for Information Sub-Committee Meetings, 1
March 1984
Date range, 28 October 1983 - 1 March 1984

BOX 9

TITLE: ROTARY CLUB OF MELBOURNE: CLUB PROCEDURE - INFORMATION COMMITTEE,
MINUTES AND CORRESPONDENCE

DATE RANGE: 1 July 1983 - 24 February 1988

CONTENTS:

FOLDER

5/23 Rotary Club of Melbourne Information Committee Minutes of

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

Meetings and related correspondence, and draft notes for Sub-Committee, 8 May 1983 - 4 June 1985

- 5/24 Rotary Club of Melbourne Information Committee Minutes of Meetings and related Correspondence, 19 March 1984 - 17 June 1985
- 5/25 Rotary Club of Melbourne Information Committee Minutes of Meetings, 13 January 1985 - 16 June 1986
- 5/26 Rotary Club of Melbourne Information Committee, Minutes of Meetings and related correspondence, 14 October 1985 - 8 August 1988

NOTE: The correspondence relates to the meetings re apologies for failing to attend, and letters sent enclosing minutes.

BOX 10

TITLE: ROTARY CLUB OF MELBOURNE, CLUB PROCEDURE - PROGRAMME COMMITTEE CORRESPONDENCE AND LUNCHEON SPEAKERS

DATE RANGE: 1 July 1978 - 11 February 1985

CONTENTS:

FOLDER

- 5/27 Rotary Club of Melbourne Programme Committee. Details of suggested speakers for Rotary events and copies of papers presented at Rotary Conferences, 1 July 1978 - 11 February 1985
- 5/28 Rotary Club of Melbourne Programme Committee Conference - to and from the Rotary Programme Committee, 22 March 1983 - 23 May 1984
- 5/29 Rotary Club of Melbourne Programme Committee Program of Luncheon Speakers 1982, 2 August 1982 - 16 July 1984
- 5/30 Rotary Club of Melbourne Programme Committee Schedule of Luncheon Speakers, 10 November 1983 - 15 May 1984
- 5/31 Rotary Club of Melbourne Programme Committee Schedule of Luncheon Speakers, correspondence, list of invitees to Rotary events, 17 November 1983 - 11 June 1984

NOTE: Folders 3 to 5 largely contain the schedule of luncheon speakers for Rotary events. These include the meeting dates, speakers' names, confirming letters, correspondence regarding the committee, membership and events and biographical details of speakers.

BOX 11

TITLE: ROTARY CLUB OF MELBOURNE CLUB PROCEDURE - PROGRAMME COMMITTEE, MISCELLANEOUS AND LUNCHEON SPEAKERS

DATE RANGE: 11 May 1983 - 20 July 1986

CONTENTS:

FOLDER

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- 5/32 Rotary Club of Melbourne Programme Committee general material including correspondence with Committee and club members, assorted minutes and newsletters (incomplete), 11 May 1983 - 7 May 1984
- 5/33 Rotary Club of Melbourne Programme Committee Schedule of Luncheon Speakers, 11 July - 21 December 1984
- 5/34 Rotary Club of Melbourne Programme Committee Schedule of Luncheon Speakers, correspondence, list of proposed speakers, 2 January - 11 April 1985
- 5/35 Rotary Club of Melbourne Programme Committee Schedule of Luncheon Speakers, Correspondence and newspaper cuttings, 30 July - 20 december 1985
- 5/36 Rotary Club of Melbourne Committee Schedule of Luncheon Speakers, and related correspondence, 7 January - 18 June 1986
- 5/37 Rotary Club of Melbourne Programme Committee General Correspondence, 15 April - 20 July 1986
- NOTE: Folders 2 to 5 contain the schedule of luncheon speakers for Rotary; these schedules include the meeting dates, speakers' names, confirming letters and other correspondence, and biographical details of proposed and arranged speakers.

BOX 12

TITLE: EXTENSION COMMITTEE AND CLUB GROUPS

DATE RANGE: 10 August 1939 - 1 November 1964

CONTENTS:

FOLDER

- 5/38 Extension Committee and Rotary International Literature on organising a Rotary Club. File includes
- correspondence to A.S. Mitchell regarding the extension of clubs
 - paper titled "Reasons for the organisation of more than one Rotary Club in larger cities" and other pamphlets
 - incomplete extension survey report
 - general correspondence
- 10 August 1939 - 18 June 1952
- 5/39 Rotary Club of Frankston
- correspondence and minutes of meetings of formation of Rotary Club of Frankston and other general material
 - Rotary International survey for Frankston
 - application for members in Rotary International
 - minutes of visit to Frankston by Governing Special Representative
 - Rotary International Constitution and By-Laws
- 28 August 1948 - 11 May 1950
- 5/40 Rotary Club of Hawthorn includes correspondence regarding Extension Committee and Charter Right, 4 February 1952 - 19 April 1963
- 5/41 Rotary Club of Brunswick/Coburg

**THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE**

- Correspondence, Charter material, 24 March 1952 - 16 January 1953
- 5/42 Rotary Club of Coomba
Correspondence and Charter material, 4 January 1953 - 13 February 1954
- 5/43 Rotary Club of Wodonga
Charter members of Wodonga and letter on membership, 19 October 1953
- 5/44 Rotary Club of Leongatha
Charter Right material and correspondence, 22 December 1953 - 9 February 1954
- 5/45 Rotary Club of Drouin
Licence(?) and telegram, 22 April 1954 - 26 May 1954
- 5/46 Rotary Club of St. Arnaud
Correspondence and Charter Right material, 1 May - 27 May 1954
- 5/47 Rotary Club of Seymour
List of Charter members, correspondence and Charter Right material, 12 August - 12 October 1954
- 5/48 Rotary Club of Oakleigh/Clayton
Correspondence and memos regarding extension, 23 August 1954 - 21 February 1955
- 5/49 Rotary Club of Belgrave
Correspondence, newspapers, Charter material, 8 September 1954 - 27 July 1956
- 5/50 Rotary Club of Cobram
Bulletins, correspondence and Charter Right material, 4 October 1954 - 14 June 1955
- FOLDER**
- 5/51 Rotary Club of Chelsea
Correspondence and Charter Right material, 8 November 1954 - 4 October 1955
- 5/52 Rotary Club of Myrtleford
Correspondence and Charter material, 17 November 1954
- 5/53 Rotary Club of Moonah
Correspondence and Charter material, 7 January - 21 January 1955
- 5/54 Rotary Club of Trafalgar
Correspondence regarding donations, extension and Charter Right, 3 May 1955 - 6 June 1955
- 5/55 Rotary Club of Wonthaggi
Correspondence and Charter Right material, 25 May - 13 June 1955
- 5/56 Rotary Club of Bacchus Marsh
Correspondence and Charter material, 10 June - 14 September 1955
- 5/57 Rotary Club of Rosebud
General correspondence and form of Charter night, 11 August - 19 September 1955

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- 5/58 Rotary Club of Geelong West
Correspondence, 25 August - 2 September 1955
- 5/59 Rotary Club of Prahran
Correspondence and minutes of preliminary meeting of Rotary Club
of Prahran, 30 November 1955 - 20 January 1956
- 5/60 Rotary Club of Healesville
Correspondence, 22 August 1955 - 21 February 1956
- 5/61 Rotary Club of Coburg
Correspondence and Charter Right material, 10 July - 10 August
1956
- 5/62 Rotary Club of Box Hill
Correspondence, minutes of meetings and Charter material, 31
July 1956 - 6 May 1957
- 5/63 Rotary Club of Sunshine
Correspondence and Charter material, 8 August - 10 September
1956
- 5/64 Rotary Club of Camberwell
Correspondence, preservation of Charter, 19 November 1956 - 5
February 1957
- FOLDER**
- 5/65 Rotary Club of Heidelberg
Correspondence and Charter material, 21 December 1956 - 29
January 1957
- 5/66 Rotary Club of Oakleigh
General correspondence and report of Extension Committee, and
Charter Right material, 9 May 1957 - 22 May 1958
- 5/67 Rotary Club of Collingwood
Correspondence regarding extension and Charter Right material,
18 September 1958 - 27 November 1959
- 5/68 Survey of Ringwood and Nunawading
Only one Extension Committee report, 25 January 1961
- 5/69 "Report on procedures followed in the establishment of the
Rotary Club of Richmond", November 1964

DATE RANGE: 10 August 1939 - 1 November 1964

NOTE: Most of the material is enclosed in envelopes, not
folders. In addition, the contents are not all in
adequate condition and require careful handling.

BOX 13

TITLE: EXTENSION COMMITTEE AND FORMATION OF ROTARY CLUB OF CARLTON

DATE RANGE: 6 September 1967 - 17 November 1987

CONTENTS:

**THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE**

FOLDER

- 5/70** Extension Committee, 1967-1976
Correspondence 16 September 1967 - 30 October 1975, largely regarding the formation of Rotary Clubs
- minutes of meetings of Extension Committee (5 March 1962 - 17 March 1977)
 - reports to Committee members
 - Extension Committee Survey, 15 November 1974
- 5/71** Extension Committee, 1977-1983
- correspondence, 21 April 1977 - 30 June 1983
 - minutes of meetings, 4 August - 12 September 1985
 - amended draft of the proposed new description of the territory of the Rotary Club of Melbourne
- 5/72** Extension Committee 1984-1986
- correspondence 15 June 1984 - 3 February 1986
 - notice of Extraordinary General Meeting 11 February 1985
 - resolution of Board of Directors, 23 January 1985
 - Rotary International Extension Survey of Carlton 1984
 - Physical Survey of Carlton area, 28 October 1984
- 5/73** Extension Committee 1984-1988
- correspondence 16 October 1985 - 12 November 1987
 - minutes of meetings 31 July - 10 September 1986
 - notes and draft of the proposed new description of the territory of Rotary Club of Melbourne
 - maps, 16 October 1985 - 12 November 1987
- 5/74** Extension Committee Documentation of the formation of the new Rotary Club of Carlton, 1984/1985
Correspondence:
- minutes of Extraordinary General Meeting of Rotary Club of Melbourne
 - minutes of 1st, 2nd and 3rd meeting of new Club Membership Committee
 - minutes of Rotary Club of Carlton Charter Night organising Committee Meeting
 - historical background data relating to formation of Carlton
 - notes, surveys and other material
 - certificate of Rotary Club of Carlton Organisation and establishment (27 June 1988)
- Date range 27 July 1984 - 27 June 1988
- 5/75** Extension Committee
File includes maps and Block Plans relating to proposed territories of Rotary Club of Melbourne (n.d.)

SERIES 6

BOX 14

TITLE: VOCATIONAL SERVICE COMMITTEE, 1968-1972

DATE RANGE: 13 MAY 1968 - 19 JUNE 1973

CONTENTS:

FOLDER

- 6/1** Vocational Service Committee Correspondence

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

14 October 1971 - 7 June 1972

- 6/2 Vocational Service Committee, Minutes of Meetings
14 September 1971 - 9 May 1972
- 6/3 Vocational Service Committee papers, submission and special events.

BOX 15

TITLE: VOCATIONAL SERVICE COMMITTEE 1968-1973

DATE RANGE: 13 May 1968 - 19 June 1973

CONTENTS:

FOLDER

- 6/4 Vocational service Committee correspondence
14 October 1971 - 9 June
- 6/5 Vocational Service Committee, Minutes of Meetings
14 September 1971 - 9 May 1972
- 6/6 Vocational service Committee papers, submissions and events.
File includes:
- draft SAA Industrial Safety Code and Draft SAA Code for Industrial Accident Prevention sign; Survey and submission on Victorian Health Act 1956; Brochures; Address by President of Rotary, Lewis Bennett, 71 Rotary Club of Melbourne training in Industry Seminar
1 September 1971 - 14 March 1972
- 6/7 Vocational Service award
File includes:
- correspondence 13 May 1968 - 11 June 1971; Nomination forms for the Vocation Service Awards 1968-1970 (completed forms); guide notes; receipts for expenses, including award medallions.
- 6/8 Vocational Service Pilot study and Questionnaire on employment of University graduates and their placement. File includes completed questionnaires, letter chronicling the questionnaire and analysis of the replies, 8 May 1973 - 19 June 1973
- 6/9 Vocational service results and analysis of the Rotary Club of Melbourne Questionnaire on the placement of University graduates. (no date range evident)
- 6/10 Rotary Club of Melbourne Vocational Service miscellaneous articles and newspaper cuttings on industry and graduates in the field, 1 September 1972 - 20 April 1973

BOX 15

TITLE: VOCATIONAL SERVICE COMMITTEE, 1969-1979

DATE RANGE: 13 March 1969 - 25 March 1977

CONTENTS:

FOLDER

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- 6/11 Vocational Service Committee 1969-1970
File includes Correspondence; Vocational Service Committee attendance and report for 1970; Vocational Service Committee minutes of meetings; copies of the Rotary International Governor's monthly letter; copy of Education Department of Victoria Senior Technical Syllabus, 1969
13 March 1969 - 23 June 1970
- 6/12 Vocational service Committee 1970-1971
File includes Vocational Service Committee Attendance; Objectives of the Committee; Correspondence; Vocational service Committee minutes of meetings; Report of the Vocational Service Committee 1970-1971 and Report of Information Committee 1970-1971
27 April 1970 - 22 June 1971
- 6/13 Vocational service Committee - Industry and Commerce. File includes National Conference: Training for Industry and Commerce; General issues; Copy of Draft Standard for Public Review; Industrial Safety and Accident Prevention Signs and Questionnaire for a proposed environment conservation seminar, 22 November 1971
- 6/14 Vocational Service Committee 1971-1972
File includes: Correspondence; Vocational service Committee Minutes of Meetings; Brochures; The University of Melbourne Special Evening for Rotarians and wives; and Articles on industry, commerce, the environment and industrial safety,
5 July 1971 - 2 June 1972
- 6/15 Vocational Service Committee 1972-1973
File includes correspondence; Vocational service Committee Minutes of Meetings; Vocational Service Committee members and attendance; report of Vocational Service Committee; report for the year ending June 1973; and notes for District Conference : "How can the Vocational service Program of Rotary be improved",
20 June 1972 - 13 June 1973
- 6/16 Vocational Service Committee 1974-1977
File includes Correspondence; Vocational Service Committee Minutes of Meetings; Report for Vice-President John Nathan; and report of the Information House Sub-Committee, 16 April 1975 - 25 March 1977
- NOTE: Also included in Box 15, a roll of film entitled: "Is this your career? The Printing Industry".

BOX 16

TITLE: VOCATIONAL SERVICE COMMITTEE, 1977-1980

DATE RANGE: 12 July 1979 - 15 April 1982

CONTENTS:

FOLDER

- 6/17 Vocational Service Committee minutes and reports, 1977-79.
File includes Vocational Service Committee minutes of meetings (12 July 1977 No. 1 - 24 April 1979); Copy and report from the teachers who attended the 3 day work programme; report of the work of the Vocational Service Committee, 1978-1979

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- 6/18 Vocational Service Committee memos, bulletins and reports.
File includes Rotarian talk by Henry N ? , October 25, 1978;
List of filled and unfilled classifications and lists of past
service and senior and honorary members; Annual Appeal 1978/1979
25 October 1978 - 9 August 1979
- 6/19 Chairman - Directors Reports on Committee's Objectives, 15
August 1979
- 6/20 Vocational Service Committee Correspondence from Chris Gardener,
Programme Committee Chairman (arranged according to surname on
letters), 4 September 1978 - 29 June 1982
- 6/21 Vocational Service Committee correspondence to Chris Gardener
(as above), 8 June 1978 - 7 April 1982
- 6/22 Newspaper articles and receipts accredited to Vocational service
Committee, 3 August 1978 - 15 April 1982
- 6/23 Vocational service Award 1979
File includes Vocational Service Award Timetable; Report of the
Vocational Service Committee on the Vocational Service Award;
Nominations for the Award; Minutes of Meetings of the Vocational
service Committee relating to the award, 18 July 1978 - 24 April
1979
- 6/24 Completed nomination forms for the Vocational Service Award 1979
File includes attached forms detailing questions relating to
nominations; biographical details of the nominees, 1979
- 6/25 Vocational Service Award correspondence, 15 March 1979 - 15
April 1980
- 6/26 Vocational Service Award 1980 and 1981
File includes correspondence; Vocational Service Award Selection
committee reports; Vocational Service Award 1980 Timetable;
Completed nomination forms for the Vocational Service Award, 25
September 1979 - 27 April 1981
- 6/27 Vocational Service Committee 1979-1980
File includes Nominations to Committee; Minutes of meetings of
Vocational Service Committee (also including related
correspondence); Report on the work of Vocational Service
Committee 1978-1979; Vocational Service Project - Career Teacher
Training Brief for Participating Rotarians, 20 February 1979 -
24 April 1980
- NOTE: The order and content of these folders have been retained due to
time limitations

BOX 17

TITLE: VOCATIONAL SERVICE COMMITTEE 1979-1983

DATE RANGE: 24 March 1979 - 14 September 1983

CONTENTS:

FOLDER

**THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE**

- 6/28** Vocational service Committee 1979/1980
File includes:
- general correspondence, 10 April 1979 - 5 June 1980
 - minutes of meetings of the Vocational Service Committee, 24 April 1979 - 11 April 1980
 - dates and committee members and structures
 - Vocational Service Newsletter, 6 December 1979
 - Vocational Service Award 1980 Timetable
 - work experience material
 - article and reports on the issues and implications for education in the 1980's; career teacher training and work experience kit
- 6/29** Vocational Service Committee 1980/1981
File includes general correspondence 20 January 1980- 28 October 1981
- minutes of meetings of the Vocational Service Committee, 11 April 1980 - 16 March 1981
 - Address by E.T. Connellan to Melbourne Rotary, 23 September 1981
 - material on the Career Teachers' Program
 - Vocational Service Committee members
 - edition of Australian Vocational Advisory Committee Handbook
- 6/30** Vocational Service Committee 1981/1982/1983
File includes general correspondence, 28 February 1980 - 17 February 1983
- minutes of meetings of the Vocational Service Committee, 13 July 1979 - 14 September 1983
 - Vocational Service Award 1979-1980
 - Vocational Service Committee Careers Teacher Training, minutes of sub-committee meeting, 5 August 1982 - 1 December 1982, and submission to the Minister for Education on Career Teacher experience
- 6/31** Vocational Service Award 1981
File includes nomination form and the aim of the Award
- correspondence and completed nomination forms, 4 June 1980 - 2 June 1981
 - Vocational Service Award Presentation Programme, 27 May 1981
 - applicants for the Vocational Service Award

BOX 18

TITLE: VOCATIONAL SERVICE COMMITTEE 1980-1983

DATE RANGE: 3 April 1980 - 20 February 1984

CONTENTS:

FOLDER

- 6/32** Vocational Service Committee Correspondence, 3 April 1980 - 14 May 1981
- 6/33** Vocational Service Committee Career Teachers' Programme
File includes Career Teachers' Seminar, 3 December 1980
- Career Teachers' Training 7 day programme, agenda, November 1980
 - report on the BHP 3 day Seminar for Career Teachers

**THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE**

- conducted by BHP, 4 February 1981
 - discussions about the programme between rotary representatives, industry representatives and participating teachers, 10 February 1981
 - completed copies of Career Teachers' Training Seminar Questionnaire
- 6/34 Advance Australia Awards
- 6/35 Vocational Service Committee Correspondence 27 May 1981 - 4 June 1982 (including extensive information on the Welfare of the Young Committee)
- 6/36 Vocational Service Committee, Members and Meetings details
File includes list and address of Committee Members:
- attendance records 1981/1982
 - Vocational Service Committee Meeting dates, 1981/82
- 6/37 Vocational service Committee Minutes of Meetings and Agenda, 13 July 1982 - 8 March 1983
- 6/38 Vocational Service Committee Correspondence, 19 August 1982 - 21 December 1982
- 6/39 Vocational service Committee Minutes of Meetings and Agendas.
Also includes Rotary mailing list of Vocational Service Committee, 14 June 1983 - 8 May 1984
- 6/40 Vocational Service Committee correspondence, 17 February 1983 - 23 May 1984
- 6/41 Vocational service Committee Reports and Programmes 1981/82
File includes Rotary Overseas Vocational Exchange guidelines
- pilot programme: Experience for teachers' administration by Schools Exchange and Travel Scheme 1982
 - Young People in Transition by Mary Bride and Barry Knight, 1981
 - Briefing: Work Education Resource Centre
 - Report: "Out of School Experience for Teachers" by Mary Bride 1982
 - Rotary Club of Melbourne Work Experience Programme for Melbourne High School boys 10 - 14 August 1981
 - Teachers and Industry Pilot Program, 1982
 - "An Employer's Guide to Work Experience Programme" by Peter Cote, VISE Guide 1981
- 6/42 Vocational Service Award 1983
File includes completed copies of nomination forms, programmes, presentation and instructions (no date range)
- 6/43 Vocation Service Committee programmes and seminar papers
File includes papers presented at the Rotary Adelaide Seminar, 26 March 1983
- Project proposal (COP) (a Careers Observation Programme) 9 June 1983
 - Rotary Club of Melbourne COP Advisory Committee Minutes of meetings, 24 October 1983 - 20 February 1984
 - COP draft for consideration
 - submission to the Minister for Education on Career Teachers' experience in industry

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

BOX 19

TITLE: VOCATIONAL SERVICE COMMITTEE

DATE RANGE: 27 July 1981 - 13 May 1987

CONTENTS:

FOLDER

- 6/44 Vocational service Committee Minutes of Meetings, 27 July 1981 - 8 May 1984
- 6/45 Vocational Service Committee general correspondence, 8 July 1981 - 30 April 1984
- 6/46 Vocational service Committee Career Teacher Training, Minutes of Sub-committee meetings also included; Reports; Draft of career experience in industry; seminar for career teachers, project proposal of Vocational service Committee, 1981 - 19 November 1982
- 6/47 Vocational Service Committee 1984/1985
Includes Minutes of meeting of Vocation Service Committee and minutes of the Sub-committee of Vocational Service Committee meeting; correspondence; Vocational Service Committee membership list; Vocation Service Award 1985 nomination, programme, material on COP, 27 February 1984 - 11 June 1985
- 6/48 Vocational Service "Corporate Career's Seminar"
File includes Vocational Service Committee membership list, 1986/1987; Minutes of meetings of Vocational Service Committee; Correspondence; Report to Vocational Services Committee regarding Corporate Careers Seminar; Overview of proposed seminar; speakers, summary of seminar, 8 July 1986 - 13 May 1987

BOX 20

TITLE: VOCATIONAL SERVICE COMMITTEE

DATE RANGE: 21 November 1983 - 12 December 1985

CONTENTS:

FOLDER

- 6/49 Vocational Service Committee Correspondence (arranged by date), 24 July 1984 - 12 March 1985
- 6/50 Vocational Service Committee Correspondence (addressed to the committee and arranged according to sender's surname), 28 January 1985 - 14 May 1986
- 6/51 Vocational Service Committee Correspondence (addressed from the Committee and arranged according to surname), 14 May 1985 - 20 May 1986
- 6/52 Vocational Service Committee correspondence
Letters relating to the Committee 27 August 1985 - 25 August 1986
- 6/53 Vocational Service Committee Minutes of Meetings. Also includes list of Principal Activities 1985/1986, 1 July 1983 - 16 June

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

1986

- 6/54 Invitations to join the Vocational service Committee, 14 June 1985
- 6/55 Vocational Service Committee - Careers Observation Programmes (COP), includes Statistics of COP, August 1984, Summary and Review; COP Advisory Committee Discussion Paper - Agenda Item 3, 4, 5; Review and conclusions drawn from the 1984 pilot programmes (no date range)
- 6/56 Nomination and group captions of the Vocational Service Committee, 1985/1986
- 6/57 List of the Vocational Award recipients, 1970-1983
- FOLDER**
- 6/58 Guides, Programs and Publications relating to the Vocational Service Committee
Includes The Director's Guide, Angus S. Mitchell oration 13 February 1985, COP program, school industry exchange program and report of the Sub-committee on manpower development, training and re-training in the Leather and Footwear Industry. Presented at Third and Tripartite Meeting, 12 December 1985
- 6/59 The 4 Way Test and the Rotary Club of Melbourne, October 1984
- 6/60 Vocational Service Sub-committee: Research, articles, and reports on ethics and notary and material regarding the Business Ethics Sub-committee of the Vocational service Committee, 21 November 1973 - 21 February 1984

BOX 21

TITLE: VOCATIONAL SERVICE COMMITTEE CAREER OBSERVATION PROGRAMME

DATE RANGE: 1 May 1984 - 13 August 1987

CONTENTS:

FOLDER

- 6/61 Career Observation Programme 1984
File includes minutes of meetings of the Advisory Committee on COP (incomplete), 2 July 1984 - 1 October 1984
- summary and review of Phase 1, 1 May 1984
- Career Observation Programme School Evaluation of Pilot Progress, August 1984
- 6/62 Weekly Bulletin - Rotary Club of Melbourne COP 1984. Also offer to receive student visits, April 1984
- 6/63 Career Observation Programme 1985
File includes list of participating schools, hosts and their problem areas, and the official report on COP, 26-27 August 1985
- 6/64 Career Observation Programme 1986
File includes outline of programme, Vocational Service Committee Report by District Governor John King on his official visit, 8 October 1986; Memo to Schools in COP; Evaluation questionnaires; and the official report on the programme, 8 April 1986 - 30

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

April 1987

- 6/65 Careers Observation Programme 1987
 File includes COP minutes of meetings (incomplete) and copies of
 student applications for the programme, 15 May 1987 - 13 August
 1987
- 6/66 Copy of the Planning Report - Career Education in Government
 Post - Primary Schools by Minister of Education, Schools
 Division

SERIES 7

BOX 22

TITLE: YOUTH SERVICE - STUDENT EXCHANGE COMMITTEE

DATE RANGE: 3 August 1979 - 26 May 1987

CONTENTS:

FOLDER

- 7/1 Youth Service general material
 File includes Rotaract general outline on agenda
 - "Welfare of the Young", working paper and general
 correspondence
 - Student Exchange Committee minutes of meetings and related
 correspondence, 3 August 1979 - 19 June 1979
- 7/2 Student Exchange Committee report of meetings and
 correspondence, 1 July 1983 - 8 May 1984
- 7/3 Student Exchange Committee minutes of meetings and related
 correspondence, 12 April 1984 - 10 June 1985
- 7/4 Student Exchange Committee minutes of meetings. Also includes
 introduction and overview of the year's Student Exchange
 Committee, 12 April 1983 - 26 May 1987
- 7/5 Student Exchange Program correspondence
 Also includes several monthly reports from Rotary Exchange
 students and a copy of a standard letter sent in reply to
 enquiry for student exchange, 21 February 1984 - 4 July 1986

BOX 23

TITLE: YOUTH SERVICE - MELBOURNE ROTARACT CLUB

DATE RANGE: 18 July 1980 - 7 July 1986

CONTENTS:

FOLDER

- 7/6 Melbourne Rotaract Club 1978-1980
 File includes Melbourne Rotaract Club dates, committee members
 and events 1979/1980
 - general correspondence, 13 June 1978 - 31 January 1980
 - minutes of Melbourne Rotaract Board of Directors meetings,

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- 14 June 1978 - 22 February 1980
 - receipts for expenses
 - copies of "The Rotator", 18 July 1970 - 1 October 1979 (incomplete)
 - "Rotaract News", Nos. 1 and 2, 1979-1980
 - pamphlets on Rotaract and how to join
- 7/7 Melbourne Rotaract Club 1980/1981
- correspondence and memos, 3 April - 27 June 1980
 - Rotary/Rotaract Committee Meeting minutes, 1 July 1980
 - Rotaract membership forms
- 7/8 Melbourne Rotaract Club 1981/1982
- File includes Rotaract Committee information
- correspondence 29 July 1980 - 7 June 1982
 - minutes of meetings of Rotaract Committee, 22 July 1980 - 6 October 1980
 - minutes of Melbourne Rotaract Board Directors Meetings, 24 June 1981 - 1 April 1982
 - general meeting minutes, 1 July 1981 - 6 January 1982
 - Club Service Committee minutes, 17 June 1981
 - Rotaract Club of Melbourne Annual Changeover Agenda, 16 June 1982
- 7/9 Melbourne Rotaract Club 1982/1983
- File includes membership details and committee structure; correspondence, 11 May 1982 - 1 August 1983; Minutes of Board Meetings, 15 May 1982 - 9 May 1983
- 7/10 Minutes of Joint Meeting between the Rotary Club of Melbourne and Melbourne Rotaract Committee, 9 November 1981
- 7/11 Melbourne Rotaract Club Ceremonial Procedures and events
- File includes procedure for induction ceremony, 18 February 1981
- Rotaract speech, 18 April 1981
 - Rotaract Grace and Rotaract induction charge
 - procedure for changeover night for Melbourne Rotaract Club, 3 June 1981
 - edition of "Practical Rotaract"
- 7/12 Melbourne Rotaract Club 1983/1984
- Memos and correspondence, 5 July 1983 - 10 January 1984
- 7/13 Melbourne Rotaract Club Committee minutes of Board meeting and correspondence, 18 June - 10 October 1984
- 7/14 Correspondence to the Melbourne Rotaract Club District 980 (predominantly to Red Garland), 5 July 1983 - 11 July 1986
- 7/15 Correspondence from the Melbourne Rotaract Club or relating to it, 12 April 1984 - 26 May 1986
- 7/16 Melbourne Rotaract Club Committee general material
- File includes minutes of meeting of Melbourne Rotaract Club Committee, 12 July 1983 - 7 July 1986, and District Handbook, Standard Rotaract Constitution and District 980 Conference tender for 1986 (no specific dates available)

BOX 24

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

TITLE: YOUTH SERVICE - WELFARE OF THE YOUNG COMMITTEE

DATE RANGE: 4 July 1983 - 6 June 1988

CONTENTS:

FOLDER

- 7/17 Welfare of the Young Committee general material, 1983/84
File includes correspondence, memos, report of activities
1981/82, Welfare Committee minutes of meetings, 4 July 1983 - 2
April 1984
- 7/18 Welfare of the Young Committee minutes of meetings and related
correspondence and 6 months' report, 1984-1985
4 June 1984 - 3 June 1985
- 7/19 Welfare of the Young Committee minutes of meetings
14 July 1986 - 4 May 1987 (incomplete)
- 7/20 Welfare of the Young Committee minutes of meetings
13 July 1986 - 6 June 1988 (incomplete)
- 7/21 Welfare of the Young Committee correspondence, 21 June 1986 - 11
May 1988

SERIES 8

BOX 25

TITLE: INTERNATIONAL SERVICE: INTERNATIONAL SERVICE COMMITTEE AND ROTARY
FOUNDATION AND GROUP STUDY EXCHANGE

DATE RANGE: 31 July 1979 - 22 June 1990

CONTENTS:

FOLDER

- 8/1 International Service Committee
File includes objectives and miscellaneous correspondence, 28
August 1979 - 2 November 1979
- 8/2 International Service Committee minutes of meetings Nos. 1 - 8,
and related correspondence and Care Internationale 1983
Programme, 14 June 1983 - 1 May 1984
- 8/3 International Service Committee minutes of meetings (incomplete)
Begins at No. 11 and goes through to No. 4, 12 June 1984 - 11
June 1985
- 8/4 International Service Committee minutes of meetings and related
correspondence, 15 August 1989 - 22 June 1990
- 8/5 International Service Committee Bina Tari Project - Sumatra 1988
- 1990
File includes correspondence, final report to the Rotary
Foundation, photographs, 5 June 1988 - 5 March 1990

**THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE**

- 8/6 Rotary Foundation and Group Study Exchange Committee
Minutes of first meeting and correspondence, 31 July 1979 - 25
January 1980
- 8/7 Rotary Foundation and Group Study Exchange Committee
Minutes of meetings and related correspondence, 4 July 1983 - 28
May 1984
- 8/8 Rotary Foundation and Group Study Exchange Committee
File includes minutes of meetings; correspondence; material on
Rotary Foundation Graduate Fellowships; Rotary Foundation
Contribution Report 1985; programme for the visit of Group Study
Exchange from New Mexico, 10 July 1984 - 14 May 1985

BOX 26

TITLE: ROTARY FOUNDATION SCHOLARSHIPS AND GROUP STUDY EXCHANGE

DATE RANGE: 30 September 1980 - 13 July 1987

CONTENTS:

FOLDER

- 8/9 Rotary Foundation and Group Study Exchange Committee Minutes of
meetings, 30 September 1980 - 3 October 1985 (incomplete)
- 8/10 Rotary Foundation Committee and Paul Harris Scholarships
Correspondence 23 June 1980 - 30 April 1986
- 8/11 Rotary Foundation and Group Study Exchange Committee
Minutes of meetings and related correspondence; also includes
Rotary organisation chart, statement of duties, Rotary
Foundation recommendation form, 22 February 1986 - 4 May 1987
- 8/12 Applications for Rotary Foundation Scholarships 1985-1988
? completed applications, 16 April 1985 - 13 April 1987
- FOLDER**
- 8/12 Group Study Exchange Team
File includes correspondence, exchange applications, Rotary
memos on the arrangements of the exchange team from Connecticut,
29 August - 17 November 1986
- 8/13 Group Study Exchange Team
File includes application to join team in Connecticut;
correspondence; documents from Group Study Exchange Committee,
16 October 1986 - 26 November 1986
- 8/14 Correspondence and material relating to the Rotary visually
handicapped children's music program
File includes correspondence, money raising ventures, 20 October
1986 - 27 June 1987
- 8/15 Rotary Foundation and Group Study Exchange Committee donations
of funds, 30 June - 13 July 1987
- 8/16 Publicity material on the Rotary Foundation and award recipients

SERIES 9

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

BOX 27

TITLE: COMMUNITY SERVICE - WELFARE OF THE ELDERLY COMMITTEE

DATE RANGE: 25 October 1966 - 8 June 1988

CONTENTS:

FOLDER

- 9/1 Welfare of the Elderly Committee correspondence, notes and minutes of meetings, newspaper cuttings (incomplete), 25 October 1966 - 8 November 1972
- 9/2 Welfare of the Elderly Committee Minutes of Meetings and reports, 16 November 1973 - 6 June 1974
- 9/3 Welfare of the Elderly Committee Minutes of Meetings (incomplete), 23 April 1975 - 16 November 1978
- 9/4 Welfare of the Elderly Committee Minutes of Meetings, 11 August 1983 - 23 April 1985
- 9/5 Welfare of the Elderly Committee Correspondence
Also includes proposals for procedures of processing Appeals, 23 June 1984 - 29 June 1984
- 9/6 Welfare of the Elderly Committee general material, 1984/1985
Includes Committee Structure 1984/1985; special meeting of the Community Projects Committee; general material on the aged; proposed vocational training programme; Emergency Services Aged Care Bulletin, No. 1 (n.d.)
- 9/7 Welfare of the Elderly Committee Minutes of Meetings, 28 June 1984 - 27 November 1985
- 9/8 Welfare of the Elderly Committee minutes and correspondence and supporting papers, 9 July 1985 - 8 June 1988
- 9/9 Edition of Melbourne City Council "Forward Plan for the Elderly", July 1985
- 9/10 Welfare of the Elderly Committee correspondence
Also includes Alzheimer's Disease and Related Disorders Society of Victoria Newsletter, No. 8, December 1986, and ADARDS Annual Report, 1985/1986
16 July 1985 - 14 May 1987
- 9/11 Welfare of the Elderly Committee Minutes of Meetings, 19 September 1985 - 19 June 1987
- 9/12 Welfare of the Elderly Committee Minutes of Meetings, 2 May 1987 - 26 June 1988
- 9/13 Welfare of the Elderly Committee Correspondence to John Finemore(?) (Chairman of the Committee) and other related correspondence, 12 May 1987 - 30 April 1988

**THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE**

9/14 Correspondence from John Finemore (Chairman of the Elderly Committee), 16 September 1987 - 19 November 1987

BOX 28

TITLE: COMMUNITY SERVICE FUND CLAREMONT HOME FOR THE AGED

DATE RANGE: 12 June 1972 - 20 December 1990

CONTENTS:

FOLDER

- 9/15 Claremont Home for the Aged, Redevelopment Stage 1
Reports and Correspondence, 1974-1976
File includes reports from Community Service Committee; The 16th Annual Report of Claremont Home for the Aged; Correspondence, leaflets and the Trust Deed of the Rotary Club of Melbourne - Community Trust Fund, 12 June 1972 - 21 July 1976
- 9/16 Claremont Home for the Aged, Drafts 1, 2 and 3 of Reports on Rotary, the Aged and the need for care and related correspondence, 18 May 1982 - 28 June 1982
- 9/17 Claremont Home Committee submissions and correspondence
File includes brief history of Claremont Home, Claremont Home Redevelopment Stage 1 Submission to Rotary Club of Melbourne, and Community Project Evaluation Committee, and correspondence and memos, 19 September 1988 - 29 June 1989
- 9/18 Claremont Home Committee minutes of meetings (also includes reviews of progress), 20 July 1989 - 14 February 1991
- 9/19 Claremont Home for the Aged Redevelopment Appeal
Correspondence with and from prospective donors
File includes general correspondence on the Appeal:
- list of Trust, donations, amounts
- letters declining financial support for the Redevelopment Appeal, 7 March - 20 December 1990
- letters of consideration, 5-14 March 1990
- newspaper articles, 1 March 1990
Date range, 1 March - 20 December 1990
- 9/20 Claremont Home for the Aged Redevelopment Appeal Dinner Dance Organising Committee, 1990
File includes object of the Appeal
- correspondence and memos
- Rotary Claremont Home Redevelopment Appeal dinner Dance Committee minutes of meetings
- media releases and advertisements
- timetable and menu for Dinner Dance
- financial result and other relevant notes
7 February 1990 - 2 October 1990
- 9/21 Claremont Home for the Aged
Correspondence and Report by Welfare of Elderly Committee, 3 February 1975 - 25 June 1976
- NOTE:** Over the Decade of development, the Claremont Home for the Aged Fund has undergone several name changes. Therefore, I will use

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

the appropriate titles on the material. The entire box is devoted to the Claremont project.

BOX 29

TITLE: COMMUNITY SERVICE COMMITTEE AND COMMUNITY PROJECTS COMMITTEE

DATE RANGE: 19 February 1974 - 18 October 1983

CONTENTS:

FOLDER

- 9/22 Community Service Committee Reports and minutes of meeting with related correspondence, 19 February 1974 - 7 July 1975
- 9/23 Rotary Community Village Hall Committee Minutes of Meetings (incomplete) and Newsletter cutting, 19 February 1975 - 26 February 1979
- 9/24 Community Service "Think Tank" Minutes of Meetings, 23 June 1974 - 25 November 1974
- 9/25 District Community Service Forum Minutes of Meetings, 30 January 1975
- 9/26 Community service Progress Reports for Board meetings, 22 August 1979 - 26 March 1980
- 9/27 Community Service general correspondence, 19 July 1979 - 2 May 1980
- 9/28 Community Service Reports and Minutes of Meetings (incomplete), 25 July - 22 November 1979
- 9/29 Community Service Adelaide Conference: Community Service session for District 980 Adelaide Conference Minutes of Meetings and Correspondence, 27 November 1979 - 7 May 1980
- 9/30 Community Projects Committee Minutes of Meetings, related correspondence and Committee report forms, 15 September 1975 - 9 June 1979
- 9/31 Community Projects Committee Correspondence, 28 June 1979 - 23 June 1980
- 9/32 Community Projects Committee Minutes of Meetings, and Draft Submission on Current Program to Rotary Club of Melbourne, 24 July 1979 - 18 October 1983
- 9/33 Community Projects Committee Minutes of Meetings and correspondence
File also includes memos; list of projects 1984; recommended donations for Rotary year 1984/1985
29 April 1983 - 18 June 1985

BOX 30

TITLE: COMMUNITY PROJECTS COMMITTEE AND SUB-COMMITTEES

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

DATE RANGE: 30 September 1983 - 25 March 1988

CONTENTS:

FOLDER

- 9/34 Community Projects Committee File 1, 1985/1986
Correspondence and Minutes of Meetings (also including research and evaluation and material on health subjects), 28 June 1985 - 12 February 1986
- 9/35 Community Projects Committee File 2, 1985/1986
Correspondence and minutes of Meetings, 13 February - 25 June 1986
- 9/36 Community Projects Committee
Minutes of Meetings, 28 July 1986 - 29 February 1988
- 9/37 Community Projects correspondence, list of Committees and Project information, 14 May 1986 - 25 March 1988
- 9/38 Committee for Development of Youth Employment
Minutes of general meetings, 30 September 1983 - 29 May 1984
- 9/39 Committee for Development of Youth Employment
File includes Statement of Policy, copy of the Work Search book produced by the Committee, material on the pilot Youth Enterprise Scheme, 19 January 1984 - 1 May 1984
- 9/40 Bridging the Gap Project - Job help general material, 28 June 1985 - 16 August 1985
- 9/41 Committee for Development of Youth Employment
Minutes of general meetings, 30 September 1983 - 29 May 1984
- 9/42 Committee for Development of Youth Employment
Includes Statement of Policy, newspaper cuttings, copy of the Work Search Book produced by the Committee, proposal for the establishment of a Pilot Youth Enterprise Scheme in Victoria, 19 January 1984 - 1 May 1984

BOX 31

TITLE: COMMUNITY PROJECTS RESEARCH AND EVALUATION COMMITTEE

DATE RANGE: 17 June 1985 - 3 June 1990

CONTENTS:

FOLDER

- 9/43 Community Projects Research and Evaluation Committee
File includes minutes of meetings; reports of Chairman and reports to Club Assembly and related correspondence to and from Committee members, 17 June 1985 - 24 March 1988
- 9/44 Community Projects Research and Evaluation Committee, File 1, general material
File includes minutes of meetings of Board of Directors, reports and recommendations, correspondence, operations accounts and other submissions, 9 February 1988 - 14 November 1989

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- 9/45 Community Projects Research and Evaluation Committee, File 2
Fundraising and research proposals
File includes correspondence, reports on intended fundraising
issues re Brotherhood, Hanover Welfare Services, Microsurgery at
St. Vincent's Hospital and other community Service Project
ideas, 21 April 1988 - 6 March 1989
- 9/46 Community Projects Research and Evaluation Committee, File 3
Research proposals and fundraising
File includes correspondence and reports on National YMCA,
Teenage Runaway Project, Trees for Survival Project, Claremont
Home Project, Minutes of Meetings (20 September - 22 November
1989) and Media Alert
23 November 1988 - 1/3 June 1990

BOX 32

TITLE: COMMUNITY SERVICE - CROSSROADS YOUTH PROJECT

DATE RANGE: 1 October 1976 - 14 July 1987

CONTENTS:

FOLDER

- 9/47 Crossroads Youth Project Committee
File includes brief address, memos, special report to Board of
Directors 1983, correspondence, agendas of Crossroads Steering
Committee, Draft Submission to the Rotary Club of Melbourne, and
information on expenditure
5 December 1983 - 4 September 1985
- 9/48 Crossroads Youth Project Committee Minutes of Meetings, 17
January 1985 - 6 May 1987
Also includes Crossroads Youth Project Report to Rotary Club of
Melbourne 1986 and bank accounts held by Crossroads
- 9/49 Crossroads Youth Project Committee Correspondence, 12 February
1985 - 24 June 1987
- 9/50 Crossroads Youth Project
File includes Advisory Council of Crossroads Committee
Minutes of meetings, general information and draft submission to
Rotary, 29 May 1985 - 14 July 1987
- 9/51 "Give a Kid a Job Project" Working Party
Includes minutes of "Give a Kid a Job Project" meetings,
Newsletters, news releases, bulletins, guidelines and
correspondence, 1 October 1976 - 22 February 1979

SERIES 10

BOX 33

TITLE: COMMITTEES: ETHNIC AFFAIRS COMMITTEE AND MISCELLANEOUS

DATE RANGE: 25 July 1979 - 29 April 1985

**THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE**

CONTENTS:

FOLDER

- 10/1** Ethnic Affairs Committee general material
File includes tentative list of events 1980/81, Ethnic Affairs Committee Members, intended correspondence with Committee member, objectives of the Committee and questionnaire and notes of the Committee of Review, 24 June 1980 - 23 August 1983
- 10/2** Ethnic Affairs Committee Minutes of Meetings, 4 June 1980 - 4 February 1982
- 10/3** Ethnic Affairs Committee correspondence, 28 April 1980 - 12 February 1982
- 10/4** 3H Committee material and report, 25 July 1979
- 10/5** 75th Rotary International Anniversary Committee minutes of meetings and related correspondence, 2 August 1979 - 20 February 1980
- 10/6** Rotary Park Committee, Correspondence and Use of Rotary Park of Remembrance, 18 July 1984
- 10/7** Rotary Victoria's 150th Celebrations
File includes correspondence, news releases, brochures, Rotary District 980 poster campaign, receipts incurred by expenses, etc., 20 May 1984 - 29 April 1985
- NOTE:** None of these files contain complete records. Ethnic Affairs Committee files are the most comprehensive.

SERIES 11

BOX 34

TITLE: FUNDRAISING PROJECTS AND MISCELLANEOUS

DATE RANGE: 13 January 1978 - 29 November 1981

CONTENTS:

FOLDER

- 11/1** Rotary House / Rotary Community Village Project
File includes notes relating to a meeting of an ad hoc Health Commission Department Director, Material drafts and notes and proposed Community House, memos, feasibility study, correspondence, Rotary Community Village concept Study and Strategy Plan, 8 March 1979 - 23 January 1980
- 11/2** Rotary Doncaster and District Community Health Centre and Day Hospital
File includes report of the meeting with Community Health Centre representatives, correspondence, draft of the Health Centre Submission and Proposals, 19 March - 30 April 1980

BOX 35

TITLE: SMALL WARD PROJECT

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

DATE RANGE: 7 October 1980 - 27 May 1983

CONTENTS:

FOLDER

- 11/3 Preliminary discussions and set analysis for the Rotary Club of Melbourne Small World Project
File includes status report on selection of sites, Small World archives check list, site analysis - Werribee Park, comments on work by Leonie Ryan, Architect's Brief for Miniature(?) Village and other reports on the project and land selection 1980 (most are not dated)
- 11/4 Small World - Working Party No. 1
List of members of the Working Party, display selection and notes of Meeting No. 1 of the Working Party concerning the choice(?) of models and displays, 8-22 July 1981
- 11/5 Small World Co-ordination Group
List of members of the Co-ordination Group and notes of meetings No. 2 - No. 6 of the Co-ordination Group regarding the Feasibility Study of the 'Small World Project' (incomplete), 29 July 1981 - 14 October 1981
- 11/6 Rotary Small World Committee members and Fund organisers for the project, 24 April - 18 October 1982
- 11/7 Minutes of Meetings of ad hoc Committee to consider M ? proposal, 7 October - 26 November 1980
- 11/8 Minutes and Notes of 'Small World' Committee meetings, 8 April 1981 - 4 August 1982
- 11/9 Minutes and notes from meetings relating to the 'Small World Project', 7 May 1981 - 27 May 1983
- FOLDER
- 11/10 Melbourne Rotary Club Small World Melbourne Feasibility Study Progress Reports No. 1 and No. 2, and a statement by the Rotary Club of Melbourne 1982, 25 June 1981 - 1 August 1982
- 11/11 'Small World' Melbourne Feasibility Study
File includes 'Small World' Melbourne Feasibility Study Vol. 1, 1981; objectives for structured interviews arranged by Rotary and John Connell group approach to the Feasibility Study prepared by Victoria's 150th Anniversary Committee (no date range)
- 11/12 'Small World' Project Studies
File includes Small World Feasibility Study Public Acceptance Survey; capital cost estimate of 'Small World'; 'Small World' Melbourne Sponsorship suggestions; Feasibility Study, November 1981 (prepared by John Connell Consulting Group in association with D. Simpson, architect, and members of Rotary Club); and Review of the Feasibility Study, November 1981

BOX 36

TITLE: 'SMALL WORLD' PROJECT CORRESPONDENCE

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

DATE RANGE: 21 May 1980 - 19 September 1984

CONTENTS:

FOLDER

- 11/13 Letters to Norman Carlyon - arranged according to surname of sender, A - K, 5 December 1980 - 8 February 1983
- 11/14 Letters to Norman Carlyon - arranged according to surname of sender, L - Z, 13 October 1980 - 27 January 1983
- 11/15 Letters from Norman Carlyon - arranged according to date, 21 May 1980 - 19 September 1984
- 11/16 Copies of correspondence to 'Small World Project' Committee members sent by Norman Carlyon, 23 October 1980 - 21 January 1983
- 11/17 'Small World Project' general correspondence - arranged according to surname of sender, 5 December 1980 - 29 April 1983
- 11/18 'Small World Project' correspondence with Victoria's 150th Anniversary Celebrations Committee - arranged according to date, 18 August 1980 - 21 January 1983
- 11/19 'Small World Project' correspondence with West Gate Bridge Authority - arranged according to date, 3 December 1980 - 26 April 1982

FOLDER

- 11/20 'Small World Project' correspondence with the Rotary Board, 8 September 1980 - 3 November 1982
- 11/21 Photographs and cuttings relating to the 'Small World Project' on the Presentation of the 'Small World' proposal to Malcolm Fraser, 30 November 1981 - 5 February 1983
- 11/22 Brochures and articles on Maduradum (the replica of The Hague in Holland and a model for the Small World Project (no date range)

BOX 37

TITLE: AUSTRALIAN NATIONAL ANTARCTIC MUSEUM IN MELBOURNE 1984-1986

DATE RANGE: 30 April 1984 - 29 February 1988

CONTENTS:

FOLDER

- 11/23 Correspondence regarding The Australian National Antarctic Museum, 30 April 1984 - 9 March 1986
- 11/24 Minutes of Meetings of The Australian National Antarctic Museum includes Antarctic Museum Proposals Committee, 8 November 1984 - 6 March 1985; National Antarctic Museum Promotion Group, 20 May 1986 - 24 September 1986; agenda of the Antarctic Museum Advisory Committee, 29 February 1988
- 11/25 Phillip Law and the Kesta Dan
File includes articles and submission by Phillip Law (member of

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

Science Museum and leader on the need for the Museum) and material on Kista Dan (the vessel that played an important role in the history of the Antarctic)

- 11/26 Rotary Club of Melbourne and the Australian National Antarctic Museum
File includes a proposal to the Victorian Vi-centennial Council for the Establishment of the Museum 1985; draft submission and submission to the Victorian Bi-centennial Committee, January 1986; summary of funding requested
- 11/27 Newspaper cuttings relating to the Antarctic and the proposed Museum, 7-14 April 1986

BOX 38

TITLE: FUNDRAISING PROJECT: 'THE BAKER APPEAL'

DATE RANGE: 21 November 1985 - 21 April 1988

CONTENTS:

FOLDER

- 11/27 Rotary Club of Melbourne (Baker Fundraising Project) general information. File includes:
General information, correspondence, circulars, Baker Institute Alfred Hospital Summary Annual Report; Baker Institute Appeal Executive Committee minutes of meetings, notes, financial statements, newsletters, 21 November 1985 - 13 July 1988
- 11/28 Rotary Club of Melbourne. Baker Appeal Executive Committee Agenda and minutes of meetings 1987-1988. 6 April 1987 - 13 July 1988
- 11/29 Rotary Club of Melbourne. The Baker Appeal Family Fun Day at the Mornington Race Course - File No. 1.
File includes list of Family Fun Day Co-ordinating Committee and Sub-committee, program, sponsors and material relating to site plan, entertainment, signs, manpower rosters, transport, car parking, ? / gates, crowd control, finance / insurance. No dates evident
- 11/30 Rotary Club of Melbourne. The Baker Appeal. Family Fun Day at the Mornington Race course - File No. II.
File includes material regarding finance, addresses, sponsors, and correspondence. 27 November 1987 - 21 April 1988
- 11/31 Rotary Club of Melbourne. The Baker Appeal. Family Fun Day at Mornington Race Course. Aerial Display.
File includes guide to planning and conducting an air display, Air Navigation Orders Section 29.4, maps of the Mornington Peninsula, correspondence, aerial display programme, 75 photographs of the display. 7 March - 17 April 1988
- 11/32 Rotary Club of Melbourne / The Baker Appeal Family Fun Day at Mornington Race Course. Acceptance notes and Family Fun Day recruits. No date range

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

11/33 Photographs of the Family Fun Day at Mornington Race Course.

SERIES 12

BOX 39

TITLE: SELECTION COMMITTEE PAPUA NEW GUINEA STUDY VISIT 1963

DATE RANGE: 26 September 1962 - 4 February 1964

CONTENTS: (The titles of files have been retained)

FOLDER

- 12/1 Selection Committee Papua New Guinea Study Visit 1963, File 1
File includes minutes on 1st meeting of the Selection Committee; correspondence; completed applications to the Department of Territories for permits to visit Papua New Guinea; list of considered applicants, and applications to the Committee for consideration, 29 November 1962 - 7 March 1963
- 12/2 Selection Committee Papua New Guinea Study Visit 1963, File 2
File includes list of the Selection Committee; applications to join the program; interviewing sessions; correspondence, and objects of the study visit, 1 January - 10 February 1963
- 12/3 Selection Committee Papua New Guinea Study Visit Origins
Minutes of first submission to Board of Directors and subsequent minutes of Board meeting
File also includes draft statement and correspondence, 26 September 1962 - 25 January 1963
- 12/4 Selection Committee Papua New Guinea Study Visit Selections
Correspondence and interviewing sessions, 14 December 1962 - 14 March 1963
- 12/5 Selection Committee Papua New Guinea Study Visit Preparation, correspondence and report of the Research Committee, 25 February 1963 - 26 March 1963
- 12/6 Selection Committee, P.N.G. Study Visit Itinerary
Correspondence; lecture notes, questions asked by team; address to study team, 28 March - 29 April 1963
- 12/7 Selection Committee P.N.G. Study Visit
Acknowledgements; addresses; dissemination and finance
File includes acknowledgements and report; minutes of meeting of the Publicity Committee; distribution; correspondence; addresses by team; dissemination and extension; progress report; Rotary Club of Port Moresby Weekly Bulletin; Finance and final Club meeting, including expenses, 3 June 1963 - 4 February 1964
- 12/8 Rotary Club of Melbourne Report on P.N.G. Study Visit, April - May 1963

SERIES 13

BOX 40

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

TITLE: ROTARY PAPERS AND MEMENTOS OF ROTARIAN REG TURNER

DATE RANGE: 4 February 1935 - 18 May 1988

CONTENTS:

FOLDER

- 13/1 Proceedings of Annual Conferences of the Rotary Clubs (incomplete series) The 10th Annual Conference 1937; Annual Conference 1962; and 53rd Annual Conference 1985, 21 September 1937 - 11 March 1985
- 13/2 Record of Group captains in Rotary District Clubs 1952-1973 and cards verifying Reg Turner's acceptance of Rotary meetings, 26 August 1964 - 28 February 1987
- 13/3 Minutes of meetings of the Malvern Group Rotary Club of Melbourne and general information about Rotary in this district, 21 May 1986 - 18 May 1988
- 13/4 Attendance report of Rotary Club of Melbourne presented at the request of the Board, 16 February 1977 - 30 June 1982
- 13/5 Correspondence to Reg Turner - arranged according to surname of sender, 4 February 1935 - 8 July 1988
- 13/6 Correspondence from Reg Turner to other Rotarians - arranged according to date, surnames not always evident, 31 August 1953 - 6 September 1983
- 13/7 Miscellaneous
File includes Rotary Club of Melbourne Information Committee News sheet, No. 14, 30 September 1955; Report on Club Service Activities; Weekly Report 23 March 1988; several receipts for Reg Turner; rotary addresses by Angus Mitchell, 2 March 1955 and by M.G. Osborne, 1 July 1959
- 13/8 Rotary Clubs of Brisbane and Launceston
File includes Rotary Club of Brisbane, No. 18 Annual Report, 1940-1941 and officers and committees of Rotary Club of Launceston 1938-1939
- 13/9 Editions of the Rotarian (incomplete)
File includes February 1940, October 1963, december 1963, November 1964, February 1965, and editions of Rotary Down Under (incomplete), No. 2 May 1965 and No. 3 June 1965
- 13/10 Newspaper cuttings on Rotary (small amount), 17 November 1938 - 16 August 1983
- 13/11 Songs and songbooks distributed on different Rotarian occasions (no date)
- 13/12 Housing for the Aged - A Rotarian Project of the Welfare of the Elderly Committee
File includes Housing for the Aged - Types of Accommodation, Claremont Home for the Aged, prepared by Reg Turner, District 980 Project Review Rotary Community Village (no date range)

NOTE: Reg Turner was a dedicated Rotarian who was both an active

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

member from 1935 to 1988, and a Board member in 1941 and 1958. He left this collection of papers and memorabilia for the archives of the Rotary Club of Melbourne. Many are of archival interest in addition to giving an insight into the variety of activities Turner was involved in.

TURNER - Active member Launceston 30 January 1935 - 14 April 1938
Brisbane 1 March 1939 - 31 August 1941
Melbourne 2 October 1952 - 1988
Elected to the Board Brisbane 1941
Melbourne 1958

The collection was retained by the Rotary Archives, not with the intention of storing all Rotary publications which a particular member has accumulated, but because a similar collection was not maintained elsewhere.

SERIES 14

BOX 41

TITLE: MELBOURNE ROTARY PEACE FORUM COMMITTEE 1988/1989

DATE RANGE: 8 May 1988 - 19 June 1989

CONTENTS:

FOLDER

14/1 Melbourne Rotary Peace Forum Committee general material including expenses and receipts for the forum and general information about the forum, its inception and intention (no date range)

14/2 Melbourne Rotary Peace Forum - 'A power for Peace in the Pacific Includes tentative program Rotary Peace Forum Melbourne 30 and 31 May 1988; Actual program of the Forum; Peace Forum Keynote Address by President Royce Abbey, 30 May 1989; Introduction to the Forum - Preliminary sessions 1, 2 and 4 (3 is missing); and the fifteen papers (addresses) presented to the Rotary Peace Forum 1989

14/3 Melbourne Rotary Peace Forum Miscellaneous Includes correspondence 28 June 1988 - 21 July 1989; tentative program; copies of The Peace Forum (a Rotary publication, incomplete) June and September 1988 and August and October 1989; copy of the Rotary Peace Forum in Hiroshima 7-8 November 1988

14/4 Melbourne Rotary Peace Forum Committee minutes of meetings, No. 1 - No. 19, 18 August 1988 - 17 May 1989

FOLDER

14/5 Melbourne Rotary Peace Forum Committee correspondence Includes press releases, facsimiles, memos, 8 May 1988 - 19 June 1989

SERIES 15

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

BOX 42

TITLE: MISCELLANEOUS

DATE RANGE: 27 June 1983 - 19 June 1985

CONTENTS:

FOLDER

- 15/1 Rotary Club of Melbourne - summary of Club plans and objectives, 1984/1985
File includes membership; organisation details; Club administration; attendance; strengths and weaknesses of Rotary Club of Melbourne; States' report; report of Board of directors 'Operation Streamline'; attendance record; reports and related correspondence, 15 August 1984 - 21 November 1984
- 15/2 Rotary Club of Melbourne - Club Procedure/Summary of City Plans and Objectives, 1984/1985
File includes report to the President, 21 November 1984; Reports given to Club Assembly 12 September 1984; Minutes of meetings of Welfare of the Elderly Committee; Attendance record 1982/1983 and 1984
27 June 1984 - 21 November 1984
- 15/3 Rotary Club of Melbourne Agenda and Minutes of Meetings of Board of Directors, 23 November 1983 - 25 July 1984
- 15/4 Rotary Club of Melbourne Interclub Visits Committee
Correspondence and list of Interclub Visits, 1983
27 June 1983 - 18 July 1984
- 15/5 Rotary Club of Melbourne Club Groups
File includes correspondence addressed to and from various Rotary Clubs regarding Rotary projects, events and Club meetings, 13 July 1983 - 3 October 1984
- 15/6 District 980 Rotary International Correspondence, 25 November 1983 - 21 May 1985
- 15/7 Rotary Club of Melbourne general correspondence 1984/1985
Also includes receipts; personal memos; telegrams, 6 January 1984 - 19 June 1985
- FOLDER
- 15/8 Rotary Club of Melbourne General
Includes reports and correspondence regarding matters of protocol and the National Anthem, 25 July - 18 September 1984
- 15/9 Rotary Club of Melbourne Reception Committee Duty Roster, January - June, June - December 1985
- 15/10 Rotary Club of Melbourne Victoria's 150th Celebrations
Includes correspondence; news releases; brochures; Rotary District 980 poster campaign; Rotary receipts incurred by expenses 20 May 1984 - 29 April 1985; Correspondence and Minutes of Meetings

BOX 43

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

TITLE: MISCELLANEOUS

DATE RANGE: 5 January 1953 - 5 March 1990

CONTENTS:

FOLDER

- 15/11 Miscellaneous Rotarian correspondence addressed to and from Doctor Coates (President of Rotary Club of Melbourne) and also regarding Student Exchanges, 5 January 1953 - 1 July 1959
- 15/12 Obituary of Dr. Les Gleadell (Past President, Rotary Club of Melbourne 1974-1975), 30 September 1955
- 15/13 Correspondence to Professor W.A.Osborne (Rotarian), 18 October 1966
- 15/14 Rotarian Address by the Rotarian International President Richard Evans, 19 March 1967
- 15/15 Rotary Club of Melbourne Jubilee Dinner Arrangements
File includes correspondence; menu; seating arrangements; 18 March - 20 April 1971
- 15/16 Victorian Council of Community Service Clubs - Club Week
File includes correspondence; press release; formats; programs; newspaper cuttings; 1 May 1979 - 22 February 1981
- 15/17 The Sir John Reid Annual Community Service Award
Includes correspondence; proposal for the establishment of an award for Community Service for the late Sir John Reid; notes on meeting of the Sir John Reid Memorial Committee (29 May 1985); 30 January - 24 June 1989
- 15/18 Miscellaneous letters from Owen Parnaby (President of Rotary Club of Melbourne) to Royce Abbey (Rotary International) accepting invitation to become an Honorary member, 26 June 1988 - 23 June 1989
- 15/19 Inter ? Appeal
Information and correspondence relating to the Appeal, 13 November 1987 - 15 April 1988
- 15/20 International Service for the Tibetan(?) refugees, 15 April 1987
- 15/21 Rotary Club of Melbourne Rotary Foundation Committee
Correspondence and Project Ideas, 1988-1989
File includes Small World Project Architects ?; information and correspondence relating to Suzuki Blend Group Musicians Youth Berlin World Convention, August 1987; application and correspondence relating to Operation Raleigh (Rotarian sponsored), 3 August 1988; correspondence and reports on Special Grant Project 1400 - Rotarian Homes, 12 December 1980 - 5 March 1990
- 15/22 District Governor's Visit, Memorandums, 8 October 1986
Includes Memorabilia; correspondence; summary of Club plans and objectives; State's report to District Governor John King; report on International Service; Brief for District Governor's Visit; Report to District Governor, 17 September 1986

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

SERIES 16

BOX 44

TITLE: DISTRICT CONFERENCE COMMITTEE

DATE RANGE: 25 July 1979 - 13 June 1986

CONTENTS:

FOLDER

- 16/1 Adelaide Conference Committee 1980
File includes correspondence; Chairman - Director's Reports on Committee Objectives 1979-1980; Minutes of meetings No. 1 and No. 2 of Conference Committee; Action Notice No. 1, Programme Sub-committee of Conference Committee - Adelaide, Progress Report No. 3, Itinerary of Adelaide Conference; Adelaide programme and accommodation details, 25 July 1979 - 1 August 1980
- 16/2 District Conference Committee 1981
Includes correspondence; news bulletin Nos. 1 and 2; District 980 Conference Albury 16-19 March 1981; details pertaining to dinner at Beechworth for the District Conference; 2 June 1980 - 15 July 1981
- FOLDER
- 16/3 District Conference Committee 1982
Includes correspondence; registration forms Rotary International District 980, 50th Rotary Conference (completed); Rotary Committee structure 1981-1982; memo to Gosford Conference registrants; minutes of meetings of Conference Committee, 22 July 1981 - 10 February 1982
- 16/4 District Conference Committee 1983
Includes correspondence; Conference Committee memo; Committee structure 1982-1983; proposed resolutions for consideration; function details; 3 June 1982 - 28 March 1983
- 16/5 Completed Registration forms Rotary International District 980, 51st Rotary Conference, Adelaide, 24-27 March 1983
Includes correspondence; minutes of the 'on - to' Conference Committee Meeting on 8 July and 29 July 1983; function details; 23 June 1983 - 14 March 1984
- 16/6 Conference Committee Finance
Includes receipts; expenses from conventions; state's report; minutes of the on - to Status Conference Committee Meeting; 29 July 1983 - 18 July 1984
- 16/7 District Conference Committee
Includes correspondence; material relating to District 980 Rotary Conference Albury 1984; and Minutes of the On In (?) Conference Committee meeting, 29 July 1983 - 16 April 1985
- 16/8 District Conference Committee - Agenda and Minutes of the Meeting of the Board of Directors
Also includes Vice-President's report; operations account; committee reports; 25 July 1984 - 26 June 1985

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- 16/9 District 980 correspondence regarding registration applications, membership and statistics, 25 January 1984 - 13 June 1986
- 16/10 District Conference Committee 1985
Includes correspondence; Conference acceptances; receipt of expenses, Rotary Conference Bulletins Nos. 1-3; list of Committees and their responsibilities; conference agenda; function details; Rotary International District 980 53rd Annual Conference Programme - Launceston 8-11 March 1985
6 March 1984 - 23 June 1985

BOX 45

TITLE: CONFERENCES OF THE ROTARY CLUB

DATE RANGE: September 1924 - November 1981

CONTENTS:

FOLDER

- 16/11 History of the Rotary Club of Melbourne 1921-1955
- 16/12 First Australasian Rotary Conference - Sydney, 2,3,4,5 September 1924
- 16/13 Annual Australian Official Rotary Conferences, including:
- proceedings of the First Official Australian Rotary Conference, March 1926
 - proceedings of the 2nd Australian Official Rotary Conference, Adelaide, March 1927
 - report of the 2nd Annual Conference of the Rotary Club of Australia, Canberra 12-14 March 1929
 - report of the proceedings of the 3rd Pacific Rotary Conference, Sydney, March 1930
 - proceedings of the 4th Conference of Rotary Clubs, Ballarat, 12-14 March 1931
 - proceedings of the 5th Conference of Rotary Clubs, Geelong, 18-19 April 1932
 - proceedings of the 6th Conference of Rotary Clubs, Bendigo, 13-14 March 1933
 - proceedings of the 7th Conference of Rotary Clubs, Mt. Gambier, 12-13 March 1934
 - report of Australian Rotary Conference, Melbourne 18-22 March, 1938
 - Rotary Conference, Hobart, 11-15 September 1948
 - report of proceedings of 17th Conference, Rotary International, Lakes Entrance, 20-24 August 1949
 - report of proceedings of 18th Conference of Rotary Clubs, Albury 1950
 - report of proceedings of 20th Conference, Launceston, 2-7 May 1952
 - report of proceedings of 24th Annual Conference, Lorne, 7-11 April 1956
 - Annual Conference proceedings, Lorne, 24-27 March 1961
 - Annual Conference proceedings, Lorne, 23-27 March 1962
- 16/14 Report on Papua New Guinea Study Visit (sponsored by Rotary Club of Melbourne), April - May 1963
- 16/15 Programme of the Australian Rotary Conferences, including:

**THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE**

- 1st Official Rotary Conference Programme, Melbourne, March 1926
- 1st Official Rotary Conference Programme, Adelaide, March 1927
- programme of the 1st Conference of the Rotary Clubs of the 65th District 1928, Tasmania, March 3-10 1928
- 3 Pacific Rotary Conference Programme
- Rotary International Programme, Geelong, 18-19 April 1932
- Australian Conference at Melbourne, Programme, 18-22 March 1935
- Rotary International Programme 65th District Conference 21-24 September 1936
- 275 District Conference, Randwick Racecourse, 20-22 February 1961
- Rotary Club of Melbourne to record the Pacific Regional Conference, 26-29 November 1981

16/16 Rotary Club of Northcote - Official History
1981 Pacific Region Conference of Rotary International, Melbourne 26-29 November 1981
Includes invitation, circulars, correspondence, P ? Regional Conference programme, duties and rosters, 13 January 1978 - 26 November 1981

BOX 46

TITLE: CONFERENCES OF THE ROTARY CLUB - PREDOMINANTLY ROTARY INTERNATIONAL

DATE RANGE: 1 October 1928 - 27 March 1983

CONTENTS:

FOLDER

16/17	Edition of the 2nd Pacific Conference, Tokyo, Japan, 1-4 October 1928
16/18	Proceedings of 5th Pacific Conference, Manila, Phillipines, 17-20 February 1935
16/19	Proceedings of 10th Annual Conference of Rotary Club 65th District Rotary International, 21-24 September 1937
16/20	Rotary International 68th District Conference, 21-24 September 1937
16/21	Proceedings of 11th Annual Conference of Rotary Clubs of 65th District Rotary International, 12-17 September 1938
16/22	Proceedings of 13th Conference of Rotary Clubs 65th District of Rotary International, Albury, 22-23 September 1940
16/23	22nd Conference of the 28th District Rotary International, Sorrento - Portsea, 27-31 March 1954 (including addresses)
16/24	Golden Anniversary Conference, Rotary International No. 9 District, Eastbourne, 18-20 March 1955
16/25	Golden Anniversary Convention, Rotary International, Chicago 1955

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

16/26 25th Conference of 28th District Rotary International, Lorne, 5-9 April 1957 (including addresses)

16/27 Proceedings of 1958 Assembly and Conference of 255th District of Rotary International, Maryborough, 11-15 April 1958

FOLDER

16/28 Report District 280 Annual Conference District 289, Lorne, 1 April 1960

16/29 The Pacific Regional Conference, 26-29 November 1981

16/30 District 980 Conference Report, Adelaide, 24-27 March 1983

16/31 Visit of President Rotary International, Bill Carter, 5 December 1973

SERIES 17

BOX 47

TITLE: PUBLICATIONS COMMITTEE AND ROTARY CLUB OF MELBOURNE WEEKLY BULLETIN

DATE RANGE: 10 February 1971 - 9 May 1985

CONTENTS:

FOLDER

17/1 Publications Committee, objects and responsibilities
Includes roster, sub-committees check list and instructions for preparations of rosters, Rotary Club of Melbourne Directory 1984-1985 and related correspondence, 6 August 1982 - 9 May 1985

17/2 Rotary Club of Melbourne Club Bulletin 1983
File includes correspondence; report to Board on the Club Bulletin (no date range)

17/3 Rotary Club of Melbourne District 980 Weekly Bulletin
(incomplete), 10 February 1991 - 21 June 1978

17/4 Rotary Club of Melbourne District 980 Weekly Bulletin
(incomplete), 24 May 1978 - 17 October 1984

BOX 48

TITLE: MISCELLANEOUS PUBLICATIONS

DATE RANGE: 1921 - 1985

CONTENTS:

- 1) A History of the Rotary Club of Melbourne for the first 50 years 1921-1971, prepared by Len Mitchell, drafted by the late Douglas Leep
- 2) Rotary Club of Melbourne, The Sixth 10 Years, 1971-1981 (author unknown)

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- 3) History of the Rotary Club of Sydney 1921-1955 (author unknown)
- 4) 40 Years of Active Service 1937-1977, a History of the Rotary Club of Footscray
- 5) "How to get a Start in Life" by Walter B. Pitkin 1938-1939, published by Rotary International
- 6) Adventure in Service, Rotary International (16th printing) 1967
- 7) 10 Years of Rotary Club of Werribee, 1968-1978
- 8) Rotary Club of Melbourne 'Training for Industry and Commerce', 14 March 1972 Seminar
- 9) Rotary Club of Melbourne B-Laws and Constitution
- 10) Rotary Foundation of Rotary International Educational awards Handbook 1979/80
- 11) Rotary Club of Adelaide list of members, August 1980
- 12) Rotary International Manual of Procedure pamphlet No. 35, 1981
- 13) Rotary Club of Melbourne, 62nd Annual Report, 1983
- 14) Rotary Club of Sydney Directory 1983-1984
- 15) Rotary International District 980 Directory 1983-1984
- 16) Rotary International District 980 Directory 1984-1985
- 17) Open Family foundation - no date
- 18) Report to the Board, Rotary Club of Melbourne, from Welfare of the Young Committee. Proposed Summary from Rotary Club of Melbourne to assist Victorian Society for Prevention of Child Abuse and Neglect
- 19) Homeless Kids at Centre Stage by Action Committee - no date

SERIES 18

BOX 49

TITLE: ROTARY MEMORABILIA - PHOTOGRAPHS

DATE RANGE: 1921 -

CONTENTS:

- 1) a. Photograph of Sir Angus Mitchell, including negative in Kodak folder
- b. Photograph of the Club Badge of Sir John Monash
- c. Scott's Hotel in Melbourne 1921. This was the first Meeting Place for the newly formed Rotary Club of Melbourne - taken from O. Broadbent's Road Guide

THE UNIVERSITY OF MELBOURNE ARCHIVES
ROTARY CLUB OF MELBOURNE

- 2) Miscellaneous Photographs
 - a. Angus S. Mitchell by G.J. Coles - date unknown
 - b. Photograph of the Rotary Park of Remembrance
 - c. Photograph of Angus S. Mitchell
 - d. Rotary Club of Melbourne, photograph of Rotarians 1947
 - e. Rotary Club of Melbourne, photograph of Rotarians including Paul Harris, Angus S. Mitchell
- 3) Barton Hack Photographs
 - a. Member of Rotary Study Tour to Papua New Guinea 1963
 - b. Change-over dinner 1963 - installation of Rev. Alan Watson as President
 - c. Charter member Mr. C. Hotham dedicating a tree 1971
 - d. Dedication 1971 (enlarged photograph)
- 4) Preservation of Charter to President Lance Hinton, Rotary Club of St. Kilda 1967-1968 (enlarged photograph)
- 5) Photographs intended for 1986/1987 Rotary Club of Melbourne Annual Report, including presentation of "the Salvos at Work" 1986; presentation of Paul Harris Fellowship 1986; and photos of individuals and events; includes negative and most are named
- 6) 1986/1987 Photographs intended for the 1987 Rotary Handbook, with attached notes and printer's copy of the Rotary Club of Melbourne 63 Year Directory 1985-1986
- 7) Miscellaneous
 - a. Photographs of Rotarian Speech, November 1985 (no date or title)
 - b. Photographs of the Bolshoi evening (no date)
 - c. First meeting of Peace Forum Committee (no date)
 - d. Photographs of Rotary Park Tree dedication, 8 July 1988
- 7) Photographs of Japan
- 8) Material and photographs for the Baker Medical Research Institute 1987
- 9) Enlarged photograph of John Muir, Past President of Rotary Club of Melbourne and President of Baker Institute
- 10) Enlarged photograph from the Vocational service Award 1987
- 11) Enlarged photograph from the Changeover Dinner, 1 July 1987
- 12) 1987-1988 Photographs intended for the Rotarian Handbook 1988 with enclosed Rotary International District 980 Directory 1987-1988
- 13) Kodak Photographs of 1988/1989 Rotary Club of Melbourne including:
 - a. Presentation 1988
 - b. Changeover Dinner 1988
 - c. Presentation of Paul Harris Fellowship to Sue Caldwell by Royce Abbey
 - d. District Governor's Official Visit to Rotary Club of Melbourne, 16 November 1988

Box 50

Contents:

1. Rotary Luncheon Meetings, 1984
2. Induction Procedure, 1975 – 1985
3. Information Committee, 1982 - 1983
4. District Governor/District 980, 1983
5. Vice Presidents, 1983
6. Rotary – Correspondence Chairman/Directors, 1983

Box 51

Contents: Four leather bound songbooks collected and arranged by Angus S. Mitchell and family, probably 1900 – 1920

1. "Kiddies Songs" written by Daisy McGeogh, London, Leonard and Company, owned by A.S. Mitchell
2. "The Refuge of the Sail" by Lyttleton and Hartwell-Jones, London, Beal, Shettard and Co., owned by A.S. Mitchell
3. "Starlight" by Edward Madden and Theodore Marx, Melbourne, Collins, owned by "Teenie" Mitchell (wife of A.S.)
4. "L'Innocense" by Charles Coote Jnr., London, owned by Mrs. McKenzie (daughter of A.S. Mitchell)

Also included in box a letter from the McCullochs (daughter and son-in-law of A.S. Mitchell) donating the Songbooks, 11 January 1984.

Box 52

Contents: Sheet music and songbooks

Box 53

Contents: Rotary of Melbourne, Club Flags

Box 54

Contents: Rotary of Melbourne, International Flags

Box 55

Contents: Rotary of Melbourne, Photographs 1930s

Accession January 1993

Box 56

Series 19: Miscellaneous Committees

Date Range: 17 February 1987 – 16 April 1991

Contents:

Folder 19/1: Vocational Service Committee Careers Observation Programme 1988

File includes correspondence, notes, employers/activities, standard form letters, employer feedback, non-participating employers, participating employers, schools/students, allocations, 17 February 1987 – 9 June 1988.

Folder 19/2: Rotary Club of Melbourne Welfare of the Elderly 1988-1991

File includes correspondence, bulletins, welfare of the elderly minutes of meetings, reports, material from the Australian Council on the Ageing, 12 March 1988 – 16 April 1991.

Folder 19/3: Rotary Club of Melbourne Publications Committee "A Few Notable Addresses 1989-1991"

File includes miscellaneous addresses presented at various functions re Vocational Service Awards, Club Birthday, Anzac Day and Rotary evenings, 1986 – 1990.

Note: These files were titled by Rotary Club of Melbourne

Box 57

Series 19: Miscellaneous Committees

Date Range: 7 July 1987 – 19 June 1992

Contents:

Folder 19/4: Vocational Service 'Past' 1988 (Numbered by Rotary 88, 2 VOC)

File includes correspondence, Career Observation Program and reports, various minutes of meetings, including Agenda of School – Industry Personnel Exchange, Agenda of Rotary Club of Melbourne Vocational Service meeting, Vocational Service Committee membership list, 7 July 1987 – 24 June 1988.

Folder 19/5: Corporate careers 1988 (Numbered by Rotary 88, 2 VOR?)

File includes material on Corporate Careers seminar, correspondence, kit used in the 1988 seminar, reports, 18 September 1987 – 28 November 1988.

Folder 19/6: Vocational Service Present Agenda and Minutes (Numbered by Rotary 891 VOC)

File includes correspondence, draft on Rotary Club of Melbourne inventors and projects, Careers Observation Program, miscellaneous reports, 11 April 1989 – 19 June 1990.

Folder 19/7: Corporate Careers 1989 (Numbered by Rotary 893 COR)

File includes correspondence, reports, material on careers seminar 1989, past sponsors of Corporate Careers, 3 April 1988 – 1 September 1989.

Folder 19/8: Vocational Service 1989 (Numbered by Rotary 894 VOC)

File includes nomination forms for the John Reid Community Service Award, material on Corporate Careers seminar, correspondence, memorandums, Careers Observation Programme, assorted copies of the Bulletin, 25 July 1988 – 19 December 1989.

Folder 19/9: Vocational Service Correspondence (Numbered by Rotary 895 VOC)

File includes correspondence, Careers Observation Program 1989, Vocational Service Newsletter, n.d., range 1989

Folder 19/10: Program Committee past Rotary Speakers

File includes correspondence, facsimile messages, notes for introduction of speakers, biographical details of certain speakers, 19 June 1991 – 19 June 1992.

Folder 19/11: Rotary Club of Melbourne International Service Committee

File includes International Service Committee minutes of meetings, reports, annual plan 1991/1992, the Rotary Foundation Special Marching Grant Application for Vietnam, 31 October 1991 – 16 June 1992.

Folder 19/12: Rotary Club of Melbourne Public Issues Committee 1989/1990

File includes correspondence, Public Issues Committee, minutes of meetings, 13 July 1989 – 12 April 1990.

Folder 19/13: Rotary Club of Melbourne, Club Survey Results 1992 and four computer discs of the results.

Individual items

1986.0117.00001

Film titled "Rubella", c.1975

1986.0117.00002

VHS tape of the Rotary Youth Leadership Awards Seminar 1984

1986.0117.00003

Audio tape – Penang, Pearl of The Orient

1986.0117.00004

Audio tape – Indonesian Memories, Performed by Angklung and Kulintang Band, 1982

1986.0117.00005

Audio tape – Rotarian International President, Royce Abbey Addresses the Rotary Club of Melbourne, 15th February 1989

1986.0117.00006

Audio tape – Conference, Adelaide 1976

1986.0117.00007

Audio tape – Untitled

1986.0117.00008

Photograph of Sir John Monash, President 1922 – 1923

1986.0117.00009

Photograph of Paul Harris

1986.0117.00010

Rotary Code of Ethics

1986.0117.00011

Gramophone record: Melbourne Rotary Club; Address given by Sir Angus Mitchell; Wednesday 22 February 1961; Copy 1

1986.0117.00012

Gramophone record: Melbourne Rotary Club; Address given by Sir Angus Mitchell; Wednesday 22 February 1961; Copy 2

1986.0117.00013

Gramophone record: Melbourne Rotary Club; Address given by Sir Angus Mitchell; Wednesday 22 February 1961; Copy 3

1986.0117.00014

Gramophone record: Public Opinion & The United Nations, Part 1 and Part 3

1986.0117.00015

Gramophone record: Public Opinion & The United Nations, Part 2