

∞ The Ward M. Canaday Center ∞  
for Special Collections  
The University of Toledo

Finding Aid

➤ **Quota International of Toledo Records** ◀

MSS-129

**Size:** 3 linear feet

**Provenance:** Received from Barbara Luettker on 2/18/98, from Barbara Floyd on 8/9/99 and on 4/26/99. Addition received from Ellen Jones, 1/2008.

**Access:** open

**Collection Summary:** This collection consists of a series of scrapbooks documenting the group from its earliest history to the recent past. Materials include correspondence, photographs, printed materials, and ephemera.

**Subjects:** [Civic Interests](#), [Philanthropy](#)

**Related Collections:** Quota Club, Sixth District, Records, 1922-1997, MSS-122

**Processing Note:** none

**Copyright:** The literary rights to this collection are assumed to rest with the person(s) responsible for the production of the particular items within the collection, or with their heirs or assigns. Researchers bear full legal responsibility for the acquisition to publish from any part of said collection per *Title 17, United States Code*. The **Ward M. Canaday Center for Special Collections** may reserve the right to intervene as intermediary at its own discretion.

**Completed by:** Sara Wise, February 6, 2002. Addition by Brenna Dugan, February 29, 2008; last updated: March 2015.

## **Quota International of Toledo Records**

### **Historical Sketch**

The Quota International Club of Toledo was begun on June 24<sup>th</sup>, 1931 with 35 charter members. Quota International is organized into districts comprised of local clubs. The Quota Club of Toledo is a member of the 6<sup>th</sup> district of Quota International. As a member of Quota International, the club was designed to be a service organization comprised of women from the Toledo area who were interested in philanthropic and charitable enterprises both in the community and internationally. Quota is a social welfare organization particularly interested in contributing help to the hearing and visually impaired.

The records of the Toledo club that are contained within this collection concentrate on materials from the years of the presidencies of Diane Ohms (1992-1993), JoAnn Scott (1993-1994), Carol Russell (1996-1997) and Carol Green (2000-2002). During these years (and in the years intervening) the club was active throughout the community and in charitable contributions to international funds. Among many organizations that the club supported were Bittersweet Farms home for autistic adults, Easter Seal Society for helping children receive hearing aids, Aurora House for single mothers and their children, Toledo Mental Health Center, as well as with UNICEF and CARE International. The club also set up a scholarship fund to aid a hearing impaired student at the University of Toledo.

## Quota International of Toledo Records

### Scope and Content Note

The Quota Club of Toledo collection contains administrative files, financial files, printed material, photographs, scrapbooks and other visual materials. Arranged alphabetically and chronologically, the seven series of files largely document the workings and enterprises of the club between the years 1991-2002 although the charter dates back to 1931 and the administrative files date up to 2005.

The administrative files (box 1 & 2 folders 1-29, box 3 folders 1-6) of the collection include club regulations, membership rosters, correspondence, meeting records, presidential guides and convention and conference materials. The financial papers consist of account statements, budget reports, financial reports, fundraisers and other financial documents. The printed material files in this collection contain articles and literature on hearing loss, newspaper clippings, On the QT newsletter and issues of The Quotarian. Also in the collection are photographs from the 6<sup>th</sup> district conference, photos intended for the 1994-95 scrapbook, and photos from the 1995 summer cruise party and the 1997 style show. Visual materials include miscellaneous sets of information about Quota awards, the Quota song, Quota history, Quota conventions and information about other charity organizations. Scrapbooks in the collection contain visual materials like newspaper clippings and photographs from the years 1935-1989. The last set of visual materials is artifacts, some of which are nametags, two plaques, a banner and other decorative materials.

## Quota International of Toledo Records

### Series List

<b>S1</b>	<b>Administrative Files</b> 1978-2005 Arranged alphabetically and chronologically within This series consists of club regulations, membership rosters, correspondence, meeting records, presidential guides and convention and conference materials.
<b>S2</b>	<b>Financial Files</b> 1982-2004 Arranged alphabetically This series consists of account statements, budget reports, financial reports, fundraisers and other financial documents.
<b>S3</b>	<b>Printed Material</b> 1939-2004 Arranged alphabetically and chronologically within This series consists of articles and literature on hearing loss, newspaper clippings, <u>On the QT</u> newsletter and issues of <u>The Quotarian</u> .
<b>S4</b>	<b>Photographs</b> 1991-1997 Arranged chronologically This series consists of photographs from the 6 <sup>th</sup> district conference, photos intended for the 1994-95 scrapbook, and photos from the 1995 summer cruise party and the 1997 style show.
<b>S5</b>	<b>Miscellaneous</b> 1944-2001 Arranged alphabetically This series consists of Awards that Quota International of Toledo has won, business cards, information about the Deaf Woman of the Year award, handwritten notes, a Quota membership card, information about other charity organizations and about Quota's history, a "shatter silence" bookmark, forms for the 2001 international convention, sheet music for "Quota" song and an envelope and address label.
<b>S6</b>	<b>Scrapbooks</b> 1935-1989 Arranged chronologically This series consists of scrapbooks that contain newspaper clippings, articles and other memorabilia that relate to Quota International of Toledo.
<b>S7</b>	<b>Artifacts</b> 1931-1995 This series consists of the 1931 charter, two plaques, a banner, a button, nametags and assorted decorative materials.

## Quota International of Toledo Records

### Folder List

Box	Folder	Contents
		<b>S1 Administrative Files</b>
1	1	Activities-Quota Clubs Outside Local Area
1	2	Central Area Meeting 2005
1	3	Club Bylaws 1990, 98, 2001-04
1	4	Club Rules 1978, 92-93, 96-97, 2000
1	5	Committee, Officer and Annual Reports 1982, 90-95, 2001
1	6	Election Materials 1993, 2002-03, 05
1	7	Membership Rosters-Toledo and 6 <sup>th</sup> District
1	8	Inter-Club and Miscellaneous Correspondence-1979-1992
1	9	Inter-Club and Miscellaneous Correspondence-1993-2004
1	10	Meeting Records 1982-1992 Includes Agenda, Minutes, Miscellaneous Notes and Programs From Awards Receptions.
1	11	Meeting Records 1993-2003 Includes Agenda, Minutes, Miscellaneous Notes and Programs From Awards Receptions.
2	12	Membership Recruitment Forms and Reference Materials
2	13	Membership Roster and Activities-Alliance, Akron and Canton
2	14	Membership Roster and Activities-East Liverpool, Lake County, Lorian
2	15	Membership Roster and Activities-Lancaster, Massillon, Orrville, Salem
2	16	Membership Roster and Activities-Wooster and Youngstown
2	17	Parliamentary Procedure Reference Materials
2	18	President's Manual and Guides 2001-2005 and undated
2	19	President's Notebook Contains information from years 1998-2001. It probably belonged to Carol Green, president from 2000-2002.
2	20	President's Plan Book Contains a calendar with planning notes that has been passed between Quota Toledo presidents for several years.
2	21	President's Reference Material-1993-2005
2	22	President's Reference Material-Undated
2	23	Quota International Convention-1991
2	24	Quota International Convention-1993
2	25	Quota International Convention-1996
2	26	Quota International Convention-2002
2	27	Quota International Convention-2003
2	28	Quota International Officers Roster 1993-94, 2001-2003
2	29	Quota International Correspondence and Reports 1989-2005
3	1	6 <sup>th</sup> District Conference-1992-94

## Quota International of Toledo Records

3	2	6 <sup>th</sup> District Conference-1996-97
3	3	6 <sup>th</sup> District Conference-2002
3	4	6 <sup>th</sup> District Conference-2005
3	5	6 <sup>th</sup> District Correspondence 1991-95, 2001-2004
3	6	6 <sup>th</sup> District Training Seminar 1993
		<b>S2 Financial Files</b>
3	7	Account Statements May 1992-June 1993
3	8	Budget, Financial Reports and Other Financial Documents 1991-94, 96-2004
3	9	Fundraisers 1982, 88, 90, 93-95, 97, 2003-04
		<b>S3 Printed Material</b>
3	10	Articles and Literature on Hearing Loss and Screening
3	11	Newspaper and Newsletttter Clippings 1981, 84, 88-91, 93, 95, 97, 99, 2000-04
3	12	<u>On the QT</u> Newsletter and Miscellaneous Newsletters 1989-1994
3	13	<u>On the QT</u> Newsletter and Miscellaneous Newsletters 1995-2002
3	14	<u>The Quotarian</u> Collected Issues 1991-94
		<b>S4 Photographs</b>
3	15	1991 6 <sup>th</sup> District Conference
3	16	1994-95 Scrapbook Photos which were intended for this scrapbook
3	17	1995 Summer Cruise Party
3	18	1997 Style Show
		<b>S5 Miscellaneous</b>
3	19	Awards 1993, 2000-02 and undated
3	20	Business Cards including 6 <sup>th</sup> district governor and Missouri College Personnel Association (MCPA)
3	21	Deaf Woman of the Year Award Information
3	22	Handwritten Notes
3	23	Membership Card
3	24	Other Charity Organizations Functions and Advertisements 1992-96
3	25	Quota's History
3	26	"Shatter Silence" bookmark
3	27	2001 International Convention Forms
3	28	Quota Song Sheet Music
3	29	Envelope and Address Label
		<b>S6 Scrapbooks</b>
4	1	Scrapbook 1, 1935
4	2	Scrapbook 2, 1936
5	1	Scrapbook 3, 1936-44
4	3	Scrapbook 4, 1938-39 Contains loose material between p. 9-10

## Quota International of Toledo Records

6	1	Scrapbook 5, 1952-53
6	2	Scrapbook 6, 1953 Contains loose material at the end.
6	3	Scrapbook 7, 1954-55 Contains loose material at the end.
7	1	Scrapbook 8, 1955-56 Contains loose material at the end.
7	2	Scrapbook 9, 1956-57
8	1	Scrapbook 10, 1972-77, p.1-25
8	2	Scrapbook 10, 1972-77, p.26-50
8	3	Scrapbook 10, 1972-77, p.51-77
8	4	Scrapbook 10, 1972-77, p.78-97
8	5	Scrapbook 10, 1972-77, p.98-111 Contains loose material between p. 104-106
9	1	Scrapbook 11, 1989
		<b>S7 Artifacts</b>
Oversize Cabinet Drawer #5		Charter, 1931
9		Artificial Fall Leaves
9	2	Assorted Ribbons and Strips of Paper
9		Barbara Luettker Nametag
9		Glass Ornament with Quota Logo
9		Native American Prayer Card
9		Plaque, 1991
9		Plaque, 1995
9		Quota Banner
9		"Share Quota" Button
9		Silver Star with Tracy Zettner's name on it
9		Membership/Organization Pins