



The New York Public Library  
Schomburg Center for Research in Black Culture,  
Manuscripts, Archives and Rare Books Division

Guide to the

**Howard Memorial Fund records**

1945-1990

Sc MG 615

**Summary**

**Creator:** Howard Memorial Fund (New York, N.Y.)

**Title:** Howard Memorial Fund records

**Date:** 1945-1990

**Size:** 6.0 linear feet (6 boxes)

**Source:** Gift of the Howard Memorial Fund, Elizabeth Stubbs, 1997.

**Revision History:** Finding aid updated by Lauren Stark.

**Abstract:** The Howard Memorial Fund records document the efforts of this organization to provide financial assistance to college students in the metropolitan New York area.

**Conditions Governing Access:**

Students' application files are restricted for 100 years from the year of creation. Researchers must sign confidentiality form for access.

**Preferred citation:** [Item], Howard Memorial Fund records, Sc MG 615, Schomburg Center for Research in Black Culture, Manuscripts, Archives and Rare Books Division, The New York Public Library

**Language of the Material:** English

**Processing note:** Accessioned by Janice Quinter, March 2008.

**Related Materials:**

Howard Orphanage and Industrial School records, Sc MG 126, Manuscripts, Archives and Rare Books Division, Schomburg Center for Research in Black Culture

## Creator History

The Howard Memorial Fund grew out of the Brooklyn Colored Orphanage Asylum (1868). The name of the institution was changed to the Howard Orphanage and Industrial School in 1912, and closed six years later. Funds from a bequest made it possible for the establishment, in 1946, of a scholarship fund to provide assistance to Black students between the ages of fourteen and twenty years who resided in Long Island, Queens, and Brooklyn. The scholarship was to be used to prepare the students for a vocation or to secure preliminary education leading to vocational training. Most of the recipients were youth, under the care of social agencies, who needed help to continue their senior year in high school.

In later years, the Fund has focused on aiding students seeking undergraduate college degrees, rather than high school diplomas. In keeping with its historic mission, priority is given to Black students who are orphans, in foster care, or otherwise have an economically disadvantaged background. During the 1960s-1970s, the Fund made grants to Harlem's St. Philip's Community Service Council's program to send local children to the Fresh Air Fund's camp and Friendly Town Program; today, the Howard Memorial Fund no longer supports this service.

## Scope and Content Note

The Howard Memorial Fund records document the efforts of this organization to provide financial assistance to college students in the metropolitan New York area. There are four series: Board of Directors files, Scholarship Committee, Correspondence, and Financial records. The Board of Directors series consists of files of the board's semi-annual meetings and the annual membership meetings, 1947-1987. These files contain a great amount of financial information including lists of awardees and the amounts granted, along with reports of the Finance and Scholarship Committees. Requests for aid and reports from Harlem's St. Philip's Community Youth Center for its summer camp program can be found here. There is also correspondence between the secretary-treasurer and the board of directors and members of the Fund concerning its operation, 1958-1965.

Student-centered files in the Scholarship Committee series include applications to the Howard Memorial Fund that discuss the students' educational, employment, and financial background; family members living at home; and letters of recommendation, 1986-1987. Other student files consist of several folders of inquiries, 1987-1990; these are categorized by possible grantees. There are copies of the letters from the Scholarship Committee informing applicants of their awards, 1968-1986, as well as a small number of letters from the applicants discussing their financial situation, and in some instances, the colleges that they are attending.

The balance of the collection consists of financial records such as check stub books (1962-1976), accounting statements and tax forms (1961-1978), and cash and cash receipt books (1945-1976).

**Arrangement:** Collection organized into four series: I. Board of Directors files; II. Scholarship Committee; III. Correspondence; and IV. Financial records.

## Key Terms

### Subjects

African American students  
African Americans -- Education (Higher)

African Americans -- Scholarships, fellowships, etc

**Names**

Howard Memorial Fund (New York, N.Y.)

## Container List

### Board of Directors files 1954-1987

- b. 1 f. 1 Board meeting 1987 October 28
- b. 1 f. 2 Annual Meeting of Members 1987 October 28
- b. 1 f. 3 Board meeting 1987 June 4
- b. 1 f. 4 Annual Meeting of Members 1986 October 21
- b. 1 f. 5 Board meeting 1986 October 21
- b. 1 f. 6 Board meeting 1986 June 25
- b. 1 f. 7 Board meeting 1985 October 30
- b. 1 f. 8 Annual Meeting of Members 1985 October 30
- b. 1 f. 9 Board meeting 1985 May 29
- b. 1 f. 10 Special Meeting of Members 1985 January 10
- b. 1 f. 11 Annual Meeting of Members 1984 October 26
- b. 1 f. 12 Board meeting 1984 October 26
- b. 1 f. 13 Board meeting 1984 June 25
- b. 1 f. 14 Annual Meeting of Members 1983 October 19
- b. 1 f. 15 Board meeting 1983 October 19
- b. 1 f. 16 Board meeting 1983 June 15
- b. 1 f. 17 Annual Meeting of Members 1982 October 27
- b. 1 f. 18 Board meeting 1982 October
- b. 1 f. 19 Board meeting 1982 June 17
- b. 1 f. 20 Annual Meeting of Members 1981 October 29
- b. 1 f. 21 Board meeting 1981 October 29
- b. 1 f. 22 Board meeting 1981 June 9
- b. 1 f. 23 Annual Meeting of Members 1980 October 30
- b. 1 f. 24 Board meeting 1980 October 30
- b. 1 f. 25 Board meeting 1980 June 17
- b. 1 f. 26 Board meeting 1979 October 23
- b. 1 f. 27 Annual Meeting of Members 1979 October 23
- b. 1 f. 28 Board meeting 1979 June 14
- b. 1 f. 29 Annual Meeting of Members 1978 October 19
- b. 1 f. 30 Board meeting 1978 October 19
- b. 1 f. 31 Board meeting 1978 May 25
- b. 1 f. 32 Annual Meeting of Members 1977 October 27
- b. 1 f. 33 Board meeting 1977 October 27
- b. 1 f. 34 Board meeting 1977 May 19
- b. 1 f. 35 Board meeting 1976 October 28
- b. 1 f. 36 Annual Meeting of Members 1976 October 28
- b. 1 f. 37 Board meeting 1976 May 14
- b. 1 f. 38 Board meeting 1975 December 16

Board of Directors files (cont.)

- b. 1 f. 39 Annual Meeting of Members 1975 May 15
  - b. 1 f. 40 Board meeting 1975 May 15
  - b. 1 f. 41 Board meeting 1974 December 19
  - b. 1 f. 42 Annual Meeting of Members 1974 May 23
  - b. 1 f. 43 Board meeting 1974 May 23
  - b. 1 f. 44 Board meeting 1973 December 20
  - b. 1 f. 45 Annual Meeting of Members 1973 May 22
  - b. 1 f. 46 Board meeting 1973 May 22
  - b. 1 f. 47 Board meeting 1972 December 20
  - b. 1 f. 48 Board meeting 1972 May 24
  - b. 1 f. 49 Annual Meeting of Members 1972 May 24
  - b. 1 f. 50 Board meeting 1971 December 14
  - b. 1 f. 51 Board meeting 1971 May 27
  - b. 1 f. 52 Annual Meeting of Members 1971 May 27
  - b. 1 f. 53 Board meeting 1970 December 17
  - b. 1 f. 54 Board meeting 1970 May 20
  - b. 1 f. 55 Board meeting 1969 December 10
  - b. 1 f. 56 Annual Meeting of Members 1969 May 21
  - b. 1 f. 57 Board meeting 1969 May 21
  - b. 2 f. 58 Board meeting 1968 December 17
  - b. 2 f. 59 Board meeting 1968 June 5
  - b. 2 f. 60 Annual Meeting of Members 1970 May 20
  - b. 2 f. 61 Annual Meeting of Members 1968 June 5
  - b. 2 f. 62 Board meeting 1967 December 20
  - b. 2 f. 63 Annual Meeting of Members 1967 May 10
  - b. 2 f. 64 Board meeting 1967 May 10
  - b. 2 f. 65 Board meeting 1966 December 14
  - b. 2 f. 66 Board meeting 1966 May 18
  - b. 2 f. 67 Annual Meeting of Members 1966 May 18
  - b. 2 f. 68 Board meeting 1965 December 15
  - b. 2 f. 69 Annual Meeting of Members 1965 May 19
  - b. 2 f. 70 Board meeting 1965 May 19
  - b. 2 f. 71-71b Copies of minutes 1954-1964
- Scholarship Committee 1987-1990
- Inquiries
- b. 2 f. 72-73 1990
  - b. 2 f. 74-75 1989
    - b. 2 f. 76 1987
    - b. 3 f. 77
  - b. 3 f. 78 Rejected applications 1988-1990
  - b. 4 f. 110 Scholarship recipients 1987-1986
  - b. 4 f. 111 Benzer, Jill

Scholarship Committee (cont.)

Applications

- b. 5 f. 112 New 1986-1987
- b. 5 f. 113-117 Re-applicants 1982-1987
- b. 5 f. 118-131 Awards 1968-1982

Correspondence 1955-1965

- b. 3 f. 79 Directors and members 1963-1965
- b. 3 f. 80 Officers and members 1958-1961
- b. 3 f. 81 Trustees 1955
- b. 3 f. 82 1965
- b. 3 f. 83-84 Miscellaneous 1955-1964
- b. 3 f. 85 American Friends Service Committee, Southern Negro Student Project 1962-1963
- b. 3 f. 86 Vocational Scholarship Aid Committee forms

Financial records 1945-1988

- b. 3 f. 87 Financial statements 1947-1953
- b. 3 f. 88 Board convention expenses 1955
- b. 3 f. 89 List of securities and income notices 1955-1957
- b. 3 f. 90 Vouchers 1955-1957
- b. 3 f. 91 Financial statements 1956-1957
- b. 3 f. 92 Baker, Weeks, and Co. (Henry Herman and Company) 1957-1958
- b. 3 f. 93 Bank statements 1958-1961
- b. 3 f. 93a Statements and tax forms 1961-1978

Check stubs

- b. 3 1982-1988
- b. 4 1958-1982
- b. 5 1962-1976

Financial statements

- b. 4 f. 94-95 1967-1968
- b. 4 f. 96 1965-1966
- b. 4 f. 97 Stock transactions 1959
- b. 4 f. 98 Membership 1958-1964
- b. 4 f. 99 1958-1961
- b. 4 f. 100 Vouchers
- b. 4 f. 101 Correspondence 1962-1965
- b. 4 f. 102 Vouchers 1959-1960
- b. 4 f. 103 Receipts and vouchers 1958
- b. 4 f. 104 Vouchers 1962-1964
- b. 4 f. 105 Finances 1963-1964
- b. 4 f. 106-107 Bank statements 1962-1964
- b. 4 f. 108 Vouchers 1964-1965
- b. 4 f. 109 Budget meeting minutes 1964

Financial records (cont.)

- b. 6 f. 1    Reports 1949-1962
- b. 6 f. 2    Wertheim and Company N.Y.C. Stock Exchange receipts 1981-1982
- b. 6 f. 3    Assets and correspondence with the Bank of New York 1968-1973
- b. 6 f. 4    Correspondence and financial slips from Brown Brothers 1974
- b. 6 f. 5    Scholarship Committee report and Wertheim and Company stock receipts  
              1979-1981
- b. 6 f. 6    Correspondence 1972-1980
  - b. 6    Cash receipt books 1945-1987
  - b. 6    Audit report 1953
  - b. 6    Expense ledger 1975-1981