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Descriptive Summary

Identifier
ICU.SPCL.NAESCSPBTP

Title
Native American Educational Services. Community Board Training Project. Records

Date
1978-1995

Size
9.25 linear feet (17 boxes)

Repository
Special Collections Research Center
University of Chicago Library
1100 East 57th Street
Chicago, Illinois 60637 U.S.A.

Abstract
The Community Board Training Project was an educational program of Native American Educational Services College. CBTP addressed the occupational training needs of Native Americans in the Chicago area, as well as cooperative efforts among various Native American organizations in the area. This collection forms part of the archives of Native American Educational Services, and consists of 9.25 linear feet of materials related to CBTP’s administration, programming, and work with other organizations. This collection also contains some materials regarding the relationship between the CBTP and several other organizations in the Chicago area.

Information on Use

Access
Series VII contains student records, restricted until 2061.

The remainder of the collection is open for research, with no restrictions.

Citation
When quoting material from this collection, the preferred citation is: Native American Educational Services. Community Board Training Project. Records, [Box #, Folder #], Special Collections Research Center, University of Chicago Library

Historical Note
The Native American Educational Services (NAES) College began the Community Board Training Project (CBTP) as a 2 ½ year program in 1979. The CBTP continued through 1983. During that time, the CBTP was structured to help organizations serving the Native American community to function more efficiently. With Louis Delgado as its director, CBTP sponsored workshops which focused on training in the concepts behind community service agencies,
including effective management and technical skills such as planning fiscal management, improving public relations, filing, hiring and using computer technology. During the course of its existence, the program expanded and sought to provide resource materials to community organizations and to offer them technical assistance.

**Scope Note**

This collection represents the activities of the Community Board Training Project (CBTP) and of Native American Educational Services (NAES) College, CBTP’s sponsoring organization. The collection forms part of the archives of Native American Educational Services. Materials in the collection focus on administration, programming, and work with other organizations. It is arranged in seven series, some of which are organized into topical sections. While the collection spans the years 1978-1995, most of the material dates from 1980-1984. The collection is closely related to the records of Chicago American Indians Community Organization Conference (CAICOC), which was itself an outgrowth of CBTP.

Series I: Administrative, contains the administrative records of CBTP, including quarterly reports, student records, correspondence, information generated by the Advisory Board, evaluation of the program and training needs assessment, and a record of the Chicago American Indian Community Service Directory. This series has been arranged alphabetically and then chronologically.

Series II: Courses, contains course materials generated by the courses, workshops and seminars produced by CBTP. These courses included the American Indian Bilingual/Bicultural Teacher Training Program, courses on economics and development, finance and management, education and human services and personal competence. This series has been arranged alphabetically and then chronologically.

Series III: Financial, contains materials relating to funding and grants obtained by the organization during the course of its programming. This series also includes some accounts payable and accounts receivable materials. This series has been arranged alphabetically and then chronologically.

Series IV: Program Development, includes materials which trace the historical development of the programs. It contains a great deal of information from 1980, the first full year of the program. Some of the materials included are proposals and other developmental documents. This series has been arranged alphabetically and then chronologically.

Series V: Organizations, provides a record of some of the federal, private, educational, and financial organizations which participated in the CBTP program, including organization information, requests for technical assistance and other information about the support provided.
Series I: Administrative

Series I contains the administrative records of Community Board Training Project. This includes meeting minutes, quarterly reports, student records, correspondence, information generated by the Advisory Board, evaluation of the program and training needs assessment, and a record of the Chicago American Indian Community Service Directory. This series also includes the mailing records of the CBTP office. This series has been arranged alphabetically and then chronologically.

Box 1
Folder 1
Advisory Board, meeting minutes, correspondence, schedules, 1980-1983
Box 1
Folder 2
Advisory Board, meeting minutes, correspondence, schedules, 1980-1985
Box 1
Folder 3
Advisory Board, newsletters, member lists and information, 1980-1983
Box 1
Folder 4
Chicago American Indian Community Service Directory, correspondence, 1980-1984
Box 1
Folder 5
Chicago American Indian Community Service Directory, directories of members and businesses, 1980-1985
Box 1
Folder 6
Chicago American Indian Community Service Directory, miscellaneous news releases, drafts, and information, 1981-1985
Box 1
Folder 7
Chicago American Indian Community service Directory, organization data, correspondence with other schools, 1980
Box 1
Folder 8
Community Board Training Project, staff meetings, 1980-1983
Box 2
Folder 1
Community Board Training Project, staff meetings, 1982
Box 2
Folder 2
Correspondence, 1980-1982
Box 2
Folder 3
Correspondence, 1983
Box 2
Folder 4
Correspondence, 1983-1986
Box 2
Folder 5
"A Final Evaluation," The Community Board Training Project, 1983
Box 2
Folder 6
Box 2
Folder 7
Forms used by Native American Educational Services College and the Community Board Training Project, no date
Box 2
Folder 8
  Government documents, 1975-1982
Box 2
Folder 9
  Job descriptions and postings, 1981-1983
Box 2
Folder 10
  Library reference lists, 1982
Box 2
Folder 11
  Mailing lists and labels, 1980-1981
Box 2
Folder 12
  Mailing lists and labels, 1980-1982
Box 3
Folder 1
  Mailing procedures and policies, 1981-1983
Box 3
Folder 2
  Meeting minutes, American Indian Center, 1983-1985
Box 3
Folder 3
  Meeting minutes, Community Board Training Project, May 28, 1980 – December 29, 1980
Box 3
Folder 4
  Meeting minutes, Community Board Training Project, January 14, 1981 – December 21, 1982
Box 3
Folder 5
  Meeting minutes, Community Board Training Project, December 1982 – May 10, 1984
Box 3
Folder 6
  Meeting minutes, Community Board Training Project, sponsored community meetings, 1981-1982
Box 3
Folder 7
  Meeting minutes, Native American Educational Services, Chicago Site Board Meeting, 1982-1984
Box 3
Folder 8
  Meeting minutes, Program Assistance Committee, 1985
Box 3
Folder 9
  Memos within the Native American Educational Services College, 1981-1986
Box 4
Folder 1
Native American Educational Services College, Chicago Site Board, by-laws and minutes, 1980

Box 4
Folder 2
Native American Educational Services College, Chicago Site Board, by-laws and minutes, 1981

Box 4
Folder 3
Native American Educational Services College, Chicago Site Board, by-laws and minutes, 1982-1984

Box 4
Folder 4
Native American Educational Services, staff, meeting minutes, 1980

Box 4
Folder 5
Native American Educational Services, staff, meeting minutes, 1981

Box 4
Folder 6
Native American Educational Services, staff, meeting minutes, 1982

Box 4
Folder 7
Needs assessment, questionnaires, 1982

Box 4
Folder 8
Needs assessment, results, 1982

Box 5
Folder 1
Outgoing letters, September – December, 1980

Box 5
Folder 2
Outgoing letters, January – December, 1981

Box 5
Folder 3
Outgoing letters, January – December, 1982

Box 5
Folder 4
Personnel, evaluation forms, luncheons, 1981-1983

Box 5
Folder 5

Box 5
Folder 6
Photos for data fact book, no date
Box 5  
Folder 7  
Program evaluation, correspondence, 1981-1983

Box 5  
Folder 8  
Program evaluation, forms and questionnaires, evaluation reports, 1979-1980

Box 5  
Folder 9  
Quarterly reports, Community Board Training Project, 1980-1984

Box 6  
Folder 1  
Student listings, Community Board Training Project, 1982-1983

Box 6  
Folder 2  
Student records and lists, Community Board Training Project, 1979-1982

Box 6  
Folder 3  
Student records, registration forms, 1979-1983

Box 6  
Folder 4  
Travel documents, 1981-1983

Series II: Courses

Series II contains course materials generated by the courses, workshops and seminars produced by the Community Board Training Project. These courses included the American Indian Bilingual/Bicultural Teacher Training Program, courses on economics and development, finance and management, education and human services and personal competence. There are also study resources and workbooks for several seminars. This series has been arranged alphabetically and then chronologically.

Box 6  
Folder 5  
Adult Learning Center, information, assistance request forms, 1980-1984

Box 6  
Folder 6  
Class listings, 1980-1982

Box 6  
Folder 7  
Class listings, 1983-1984

Box 6  
Folder 8  
Class listings and new class information, no date

Box 6  
Folder 9  
Classes, "American Indian Bilingual/Bicultural Teacher Training Program," planning and budgets, 1981-1984
Box 6
Folder 10
Classes, "American Indian Bilingual/Bicultural Teacher Training Program," proposal, description, 1984

Box 6
Folder 11
Classes, "American Indian Bilingual/Bicultural Teacher Training Program," teacher resumes, budgets, 1984-1985

Box 6
Folder 12
Classes, "American Indian Bilingual/Bicultural Teacher Training Program," teacher resumes, grant applications, 1984-1985

Box 7
Folder 1
Classes, "American Indian Bilingual/Bicultural Teacher Training Program," budget revisions, 1985

Box 7
Folder 2
Classes, "American Indian Bilingual/Bicultural Teacher Training Program," government documents, 1985-1986

Box 7
Folder 3
Classes, "Basic Accounting Techniques in Community Organizations," 1982

Box 7
Folder 4
Classes, "Contemporary Government Issues for Indian Organizations," 1982

Box 7
Folder 5
Classes, "Crisis Intervention in Human Services," 1983

Box 7
Folder 6
Classes, "Dynamics of Community Board Membership," 1979-1984

Box 7
Folder 7
Classes, "Dynamics of Government and Law," 1984

Box 7
Folder 8

Box 7
Folder 9
Classes, "History of Indians in Chicago – Defining a Community," 1982

Box 7
Folder 10
Classes, "Management Issues in Indian Community Organizations," 1981

Box 7
Folder 11
Box 7
Folder 12
Classes, "Management Issues in Indian Community Organizations III – Corporate Responsibility," 1981
Box 7
Folder 13
Classes, miscellaneous information and mailings, 1981-1983
Box 7
Folder 14
Classes, "Native American Literature," 1983
Box 7
Folder 15
Classes, "Personnel Supervision," 1982
Box 7
Folder 16
Classes, "Program Design of Community Service Agencies," 1982
Box 7
Folder 17
Classes, "Role of Community Boards in Indian Organizations" I – Function, 1980
Box 7
Folder 18
Classes, "Role of Community Boards in Indian Organizations," II – Procedures, 1980
Box 7
Folder 19
Classes, "Role of Community Boards in Indian Organizations," III – Legal Responsibilities, 1980
Box 7
Folder 20
Classes, "Role of Community Boards in Indian Organizations," I – Function, 1981
Box 7
Folder 21
Classes, "Role of Community Boards in Indian Organizations," ii – Procedures, 1981
Box 7
Folder 22
Evaluations, questionnaires and reports, 1980
Box 7
Folder 23
Other Institutions, Northwestern University, application and information, 1983-1984
Box 7
Folder 24
Other Institutions, University of Illinois at Chicago, seminars and services, 1982-1983
Box 7
Folder 25
Box 7
Folder 26
Box 7
Folder 27
  Seminars, "Assertiveness Training," descriptions, registration, and questionnaires, 1982
Box 7
Folder 28
  Seminars, "Business Writing Class," articles, registration, outlines, 1981
Box 7
Folder 29
  Seminars, "Chicago Political Systems," information and registration, 1981
Box 7
Folder 30
  Seminars, "Developing Community Board Policy," announcement, 1982
Box 8
Folder 1
  Seminars, "Effective Employee Interactions," brochures, announcements, registration, 1981
Box 8
Folder 2
  Seminars, "Effective Group Working Skills," registration and agenda, 1982
Box 8
Folder 3
  Seminars, "Effective Slide Sound Tape Presentation," course information, 1981
Box 8
Folder 4
  Seminars, "Employee Benefits for Community Organizations," announcement and questionnaires, 1980
Box 8
Folder 5
  Seminars, "Executive Search and Selection," announcements, registration, proceedings, 1981
Box 8
Folder 6
Box 8
Folder 7
Box 8
Folder 8
  Seminars, "Graphics Design," announcements, reports, information, 1981
Box 8
Folder 9
  Seminars, "Guidance and Counseling in Indian Community Organizations," applications, registration, outlines, 1981
Box 8
Folder 10
Seminars, "Journalism Workshop," articles, information, 1982

Box 8
Folder 11

Box 8
Folder 12
Seminars, miscellaneous flyers and announcements for seminars and courses, 1980-1981

Box 8
Folder 13
Seminars, miscellaneous flyers and announcements for seminars and courses, 1982-1986

Box 9
Folder 1
Seminars, "Public Relations in Community Organizations," flyers and information, 1980

Box 9
Folder 2
Seminars, "Public Speaking," list of attendees, 1980

Box 9
Folder 3
Seminars, "Secretary Workshop," worksheets and notes, 1982

Box 9
Folder 4

Box 9
Folder 5
Seminars, "Veteran's Workshops," announcement, 1982

Box 9
Folder 6
Study resources, workbooks, 1981-1984

Box 9
Folder 7
Study resources, workshop information, 1985-1986

Series III: Financial

Series III contains materials relating to funding and grants obtained by the organization during the course of its program. This series also includes some accounts payable and accounts receivable materials, which includes information and correspondence with several donating foundations and individuals. This series has been arranged alphabetically and then chronologically.

Box 9
Folder 8
Administration for Native Americans, applications and information, 1979-1985
Donating foundations, United Presbyterian Church, correspondence, 1983

**Box 9**

Folder 10

Donating foundations, United States Department of Health and Human Services, applications and correspondence, 1982-1984

**Box 9**

Folder 11

Donating foundations, United States Department of Health and Human Services, applications and correspondence, 1984

**Box 9**

Folder 12

Donating foundations, United States Department of Housing and Urban Development, applications and information, 1978-1981

**Box 9**

Folder 13


**Box 9**

Folder 14

Donating foundations, United Way, brochures, correspondence, information, applications, 1978-1979

**Box 10**

Folder 1

Donating foundations, United Way, correspondence, information, applications, 1980-1982

**Box 10**

Folder 2

Donating foundations, Untied Way, correspondence, information, applications, 1982-1984

**Box 10**

Folder 3

Donating foundations, United Way, correspondence, information, applications, 1984-1985

**Box 10**

Folder 4

Donating foundations, Uptown Chicago Commission, invitation, 1985

**Box 10**

Folder 5

Donating foundations, Westside Access Center, correspondence and applications, 1984-1985

**Box 10**

Folder 6

Donating foundations, Wieboldt Foundation, correspondence and application, 1983-1985
Series IV includes materials which trace the historical development of the Community Board Training Project and its programs. It contains a great deal of information from 1980, the first full year of the program, and the early eighties while the program was active. Some of the materials included are proposals and other developmental documents. This series has been arranged alphabetically and then chronologically.

Box 11
Folder 1
"Declaration of Indian Purpose," The Voice of the American Indian, circa 1980

Box 11
Folder 2
Articles, by-laws, case studies and reports, 1978-1980

Box 11
Folder 3
Articles, by-laws, case studies and reports, 1980

Box 11
Folder 4
Articles, case studies, reports, booklet, 1981
Series V: Organizations

Series V provides a record of some of the organizations which participated in the Community Board Training Project program, including organization information, requests for technical assistance and other information about the support provided by CBTP. This series has been arranged alphabetically and then chronologically.

Box 12
Folder 5
American Indian Brotherhood, correspondence, directories, 1980-1981
Box 12
Folder 6
American Indian Business Association, correspondence, announcements, reports, handwritten notes, 1979-1985
Box 12
Folder 7-8
American Indian Center, correspondence, announcements, programs, reports, 1979-1985
Box 12
Folder 9
American Indian Economic Development Association, articles of incorporation, correspondence, by-laws, minutes, 1984-1985
Box 13
Folder 1
American Indian Health Service, newsletter, correspondence, information, 1980-1983
Folder 2
Bo-Sho-Nee-Gee Drop-In Center, service receipt, 1983

Box 13
Folder 3
Boards and staff, lists of Native American community agencies, 1981

Box 13
Folder 4
IEIOHE, report, requests for assistance, 1980-1981

Box 13
Folder 5
Indian Council Fire, correspondence, notes, 1982

Box 13
Folder 6
Little Big Horn High School, request for technical assistance and report forms, 1983

Box 13
Folder 7
Mexican Community Committee, handwritten notes, 1981

Box 13
Folder 8
Native American Committee, correspondence, technical assistance requests and reports, 1982-1983

Box 13
Folder 9
Native American Educational Services, annual reports, forms, brochure, correspondence, 1980-1983

Box 13
Folder 10
Native American Outpost, correspondence, by-laws, report forms, brochure, 1982-1983

Box 13
Folder 11
Native American Program, agenda and announcement, 1981

Box 13
Folder 12
O-Wai-Ya-Wa, minutes, notes, lists of graduates, reports, 1980-1983

Box 13
Folder 13
Organization list, no date

Box 13
Folder 14
Rockford, Illinois Title IV Program, correspondence, handwritten notes, 1981

Box 13
Folder 15
Saint Augustine’s Indian Center, brochures, correspondence, 1984-1985

Series VI: Publications, Media, and Public Relations
Series VI contains various handbooks and manual, articles, and public relations information on funding organizations and individuals that supported the Community Board Training Project and used its resources. It has been divided into several sections, including office documents, evaluations, relations with funding organizations, handbooks and manuals, and publications from the Community Board Training Project. The series has been arranged alphabetically and then chronologically.

**Box 13**
**Folder 16**
Books ordered, list and ledger, 1983

**Box 13**
**Folder 17**
Brochures, letterheads, 1980-1981

**Box 13**
**Folder 18**
Documents, correspondence, 1980-1983

**Box 13**
**Folder 19**
Documents, program descriptions and overviews, 1982-1986

**Box 13**
**Folder 20**
Documents, project files, no date

**Box 13**
**Folder 21**
Documents, reports and proposals, statements of purpose, 1983-1990

**Box 13**
**Folder 22**
Evaluations and surveys, American Indian Center Survey, list of members, no date

**Box 14**
**Folder 1**
Evaluations and surveys, "The Community Board Training Project, Native American Educational Services College, A Final Evaluation," 1983

**Box 14**
**Folder 2**

**Box 14**
**Folder 3**
Evaluations and surveys, health survey statistics, 1981

**Box 14**
**Folder 4**
Evaluations and surveys, miscellaneous follow-up data from reports, 1980-1981

**Box 14**
**Folder 5**
Evaluations and surveys, operational plan for evaluations, 1982
Box 14
Folder 6
  Funding sites, Avon Products, Inc., report and correspondence, 1983
Box 14
Folder 7
  Funding sites, Borg-Warner Foundation, correspondence and report, 1983
Box 14
Folder 8
  Funding sites, Bowman Lingle Trust Foundation, correspondence and book entry, 1983
Box 14
Folder 9
  Funding sites, Educational Foundation of America, correspondence and book entry, 1981-1983
Box 14
Folder 10
  Funding sites, General Mills Foundation, correspondence and book entry, 1983
Box 14
Folder 11
  Funding sites, Hearst Foundation, notes and contact information, 1983
Box 14
Folder 12
  Funding sites, Russell Sage Foundation, book entry, correspondence, booklet, 1980-1983
Box 14
Folder 13
  Funding sites, The Spencer Foundation, booklet, book entry, correspondence, 1982-1983
Box 14
Folder 14
  Funding sites, Sun-Times Charity Trust, correspondence and proposals, 1983-1984
Box 14
Folder 15
  Individuals, Hattie Clark, resume and correspondence, 1986
Box 14
Folder 16
  Intercom, certificate of award for achievement in the Chicago Indian Community, 1983
Box 14
Folder 17
  Job openings and posted positions, 1982
Box 14
Folder 18
  Handbooks and manuals, financial and small business manuals, 1983-1986
Box 14
Folder 19
  Handbooks and manuals, student and volunteer manuals, no date
Box 14
Folder 20
  Handbooks and manuals, teacher manual, United States History, grade 7, 1984
Box 15
Folder 1
Media, articles and newspaper clippings on Native American social issues, 1980-1985

Box 15
Folder 2
Media, news releases, 1981-1983

Box 15
Folder 3
Papers from seminars, 1979-1995

Box 15
Folder 4
Publications Committee, memos, meeting minutes, and audit, 1983-1984

Box 15
Folder 5
Publications, The Adult Learning Center Newsletter, 1983

Box 15
Folder 6
Publications, Bulletin of the Clearinghouse on Teacher Education, 1983

Box 15
Folder 7
Publications, Center for Law and Education, Inc. Newsnotes, 1983

Box 15
Folder 9

Box 15
Folder 10

Box 15
Folder 11
Publications, Fort Belknap Camp Crier, 1983

Box 15
Folder 12

Box 15
Folder 13
Publications, Friends Committee on National Legislation Indian Report, 1983

Box 15
Folder 14
Publications, Indian Law Support Center Reporter, 1983

Box 15
Folder 15
Publications, Linkages for Indian Child Welfare Programs, 1982

Box 15
Folder 16
Publications, miscellaneous drafts and materials, 1979-1995
Box 15
Folder 17
Publications, Monthly Product Announcements, United States Department of Commerce, Bureau of the Census, 1985

Box 15
Folder 18
Publications, Muckleshoot Smoke Signals, 1983

Box 15
Folder 19
Publications, Native American Rights Fund Announcements, 1983

Box 15
Folder 20

Box 15
Folder 21
Publications, New Directions in Indian Purpose – Reflections on the American Indian Chicago Conference, 1988

Box 15
Folder 22
Publications, North Central Association Today, 1983

Box 15
Folder 23

Box 15
Folder 24
Publications, Oklahoma City Camp Crier, 1983

Box 15
Folder 25
Publications, Perspectives, 1982

Box 15
Folder 26
Publications, The Statement of the Case for NAES College – Building a Model for Higher Indian Education, no date

Box 15
Folder 27

Box 15
Folder 28
Publications, Vietnam Era Veterans Inter-Tribal Association Newsletter, 1982

Box 15
Folder 29
Resources, human resources correspondence and materials, 1985-1986

Box 15
Folder 30
Transparencies and presentation materials, 1984-1985
Series VII: Restricted
Series VII contains student records from courses and seminars held by the Community Board Training Project which are restricted for 80 years. This series has been arranged alphabetically.

Box 16
Folder 1
Courses, seminars, Community Board Training Project, Funding Systems, 1981
Box 16
Folder 2
Miscellaneous course records, 1980-1981
Box 16
Folder 3
Student records, transcripts, 1980-1981

Series VIII: Oversized
Series VIII contains two examples of letterhead designs for the Chicago American Indian Community Organization Conference.

Box 17
Folder 1
Letterhead samples, no date