Finding Aid  
Caritas Collection  
(10-270)

University of St. Francis Library Archives  
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Descriptive Summary

Collection Title: University Records

Series Title: Caritas Collection

Collection Number: 10

Series Number: 270

Extent: 8 manuscript boxes and 2 large flat boxes (10 boxes total); 1 flat drawer, 6 oversize poster boards; 36.5 linear feet

Abstract: The Caritas Collection relates to the annual dinner and scholarship fundraiser for the University of St. Francis. The materials in this collection largely consist of administrative papers from the Caritas Committee, promotional programs and invitations, photographs and photo albums from various years, newspaper clippings, and other ephemera.

History:
The word “caritas” is used frequently in the teachings of Saint Francis of Assisi (1181 or 1182-1226), and it means “love.” In 1958, the College of St. Francis created a formal dinner-dance in the spirit of this word. Founders LaVerne and Dorothy Brown and the CSF Advisory Board reached out to local individuals and businesses to raise funds for the school. The first Caritas Ball was held February 13, 1958. With the success of the first dinner, Caritas became the annual fundraising event for the school. Typically held in late January or early February, the black-tie affair has been held in various locations over the years, including: the American Legion Ballroom, the Joliet Renaissance Center, CSF’s Recreation Center, and most recently the White Eagle Golf Club in Naperville, Illinois.

Over the years, money raised through silent and live auctions went toward new buildings on campus, new programs and classes, and scholarships for students. Through 1988-2013, various themes were used for promotion, such as: Cinderella’s Ball, Excalibur, Midnight Snow, and Casablanca. Along with the dinner and auction, the Caritas Award is presented to special individuals or groups who exemplify the qualities and teachings of Francis and Clare, the University’s patron saints. In 2014 the event was renamed to the Caritas Scholarship Ball,
focused on raising money for student scholarships. In total, Caritas dinners have netted almost $4 million for the university.

*Physical Location:* LG12 – Section 18, Shelves 1-2; Section 19, Shelves 1-2, Flat Drawer #9, Stack table

*Language:* English

*Processor:* Gloria Hendrickson, Archives Librarian

**Administrative Information**

*Restrictions on use and reproduction:* All rights held by the University of St. Francis. For permission to reproduce, distribute, or otherwise use materials, please contact Archives Staff.

*Restrictions on access:* None

*Provenance / Source of acquisition:* Caritas Committee and Alumni Office

**Scope and Content Note**

*Types of material:* The Caritas Collection consists of administrative papers and photographs related to the annual Caritas Scholarship Ball. Materials include expense reports, correspondence, committee meeting minutes, newspaper clippings, receipts, photographs of the events, and photo albums. This collection is arranged in three series.

**Series I – Administrative Papers and Ephemera, 1958-2016 (Boxes 1-6.5)**
Boxes 1 through 3 contain the administrative files from the Caritas Advisory Board and committee members (1958-2014). Included are: meeting minutes, correspondence, budgets and expense reports, purchase orders, lists of attendees, publicity statements, and newspaper clippings. There is also a committee member handbook and invitations to attend the Caritas Ball.

Boxes 4 and 5 contain the seating chart and oversize lot numbers for the 2014 Caritas Dinner and Silent Auction.

Box 6 and 6.5 holds the official Caritas programs, auction prize lists, and invitations for every Caritas event (1958-2015). There are also 3 videocassettes of the dinner and auction (2010), a zip disk with photographs from the 50th anniversary display “Through the Years” (2007), and 2 digital videocassettes (2010).

**Series II – Photographic Material, 1982-2012 (Boxes 7-9)**
Box 7 consists of photographs from various Caritas dinners (1991-2012), CDs with photographs from recent years (2005-2012), and a small photo album (2000).

**Series III – Oversize Materials**
Flat drawer #9 consists of 2 seating chart layout plans for the first floor of the University of St. Francis recreation center (1994) and an undated alphabetical guest list with table seating poster. There are also 6 large poster boards featuring seating charts and photographs from *Midnight Snow* (2005), *Moroccan Magic* (2006), and *Golden Memories* (2007).

*Dates:* 1933-2016  
*Bulk Dates:* 1958-2007

**Important divisions:**
- Boxes 1-6.5; Series I – Administrative Papers and Ephemera, 1958-2015
- Boxes 7-9; Series II – Photographic Material, 1982-2012
- Flat Drawer #9 and Stacks Table; Series III – Oversize Materials

**Container Listing**

**Box 1:**
- Folder 1 – Fund Raising – 1933-1941; 1953-1962
- Folder 3 – Caritas – 1958
- Folder 4 – Caritas – 1959
- Folder 5 – Caritas – 1960
- Folder 6 – Caritas – 1961
- Folder 7 – College of St. Francis Seal – ca. 1958-1961
- Folder 8 – Caritas – 1962
- Folder 9 – Caritas – 1963
- Folder 10 – Caritas – 1964
- Folder 11 – Caritas – 1965
- Folder 12 – Caritas – 1966
- Folder 13 – Caritas – 1967
- Folder 14 – Caritas – 1968
- Folder 15 – Caritas – 1969
- Folder 16 – Caritas – 1970
- Folder 17 – Caritas – 1971
- Folder 18 – Caritas – 1972
- Folder 19 – Caritas – 1973
- Folder 20 – Caritas – 1974
- Folder 21 – Caritas – 1975
- Folder 22 – Caritas – 1976
- Folder 23 – Caritas – 1977
- Folder 24 – Caritas – 1978
- Folder 25 – Caritas – 1979
- Folder 26 – Caritas – 1980
- Folder 27 – Caritas – 1981
Folder 28 – Caritas – 1982
Folder 29 – Caritas – 1983
Folder 30 – Caritas – 1984
Folder 31 – Caritas – 1985

Box 2:
Folder 1 – Caritas – 1986
Folder 2 – Caritas – 1987
Folder 3 – Caritas – 1988
Folder 4 – Caritas – 1989
Folder 5 – Caritas – 1990
Folder 6 – Caritas – 1991
Folder 7 – Caritas Golf Trip – 1991
Folder 8 – Caritas – 1992
Folder 9 – Caritas Golf Trip – 1992
Folder 10 – Caritas – 1993
Folder 11 – Caritas – 1994
Folder 12 – Caritas – 1995
Folder 13 – Caritas – 1996
Folder 14 – Caritas – 1997
Folder 15 – Caritas – 1998
Folder 16 – Caritas – 1999
Folder 17 – Caritas – 2000
Folder 18 – Caritas – 2001
Folder 19 – Caritas – 2001
Folder 20 – Caritas – 2002
Folder 21 – Caritas – 2003
Folder 22 – Caritas – 2004
Folder 23 – Caritas – 2004
Folder 24 – Caritas Table Captain’s Party – October 20, 2004

Box 3:
Folder 1 – Caritas Raffle Ticket Invoices – 2005
Folder 2 – Caritas Winning Bid Receipts – 2005
Folder 3 – Caritas Coast to Coast – 2005
Folder 4 – Caritas Coast to Coast – 2005
Folder 5 – Caritas – 2006
Folder 6 – Caritas – 2006
Folder 7 – Caritas Raffle Tickets Invoices – n.d.
Folder 8 – Caritas Winning Bid Receipts – 2006
Folder 9 – Caritas Purchase Orders – 2006
Folder 10 – Caritas Bidding Detail by Item – 2006
Folder 11 – Caritas – 2007
Folder 12 – Caritas Auction Items – 2007
Folder 13 – Caritas – 2014
Folder 16 – Caritas Awards – 1987-1999
Folder 17 – Miscellaneous Newspaper Clippings – 1961-1969
Folder 18 – Miscellaneous Reports – 1981-1998
Folder 19 – Caritas Debit Cards – 2006
Folder 20 – Caritas – Strizel Awning Service – n.d.
Folder 22 – Caritas Related Ephemera – 2003-2006

Box 4:
Caritas Dinner and Silent Auction – Seating chart and oversize lot numbers – 2014

Box 5:
Caritas Dinner and Silent Auction – Oversize lot numbers – 2014

Box 6:
Folder 1 – Caritas Programs – 1958
Folder 2 – Caritas Programs – 1959
Folder 3 – Caritas Programs – 1960
Folder 4 – Caritas Programs – 1961
Folder 5 – Caritas Programs – 1962
Folder 6 – Caritas Programs – 1963
Folder 7 – Caritas Programs – 1964
Folder 8 – Caritas Programs – 1965
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Folder 46 – Caritas Programs – 2004
Folder 47 – Caritas Programs – 2005
Folder 48 – Caritas Programs – 2006
Folder 49 – Caritas Programs – 2007
Folder 50 – Caritas Programs – 2008
Folder 51 – Caritas Programs – 2009
Folder 52 – Caritas Programs – 2010

Box 6.5
Folder 1 – Caritas Programs – 2011
Folder 2 – Caritas Programs – 2012
Folder 3 – Caritas Programs – 2013
Folder 4 – Caritas Programs – 2014
Folder 5 – Caritas Programs – 2015
Folder 6 – Caritas Programs – 2016
Zip disk – “Caritas through the Years – 60s, 70s, 80s, 90s”
2 digital videocassette tapes – “Caritas 2010” and “Caritas-Students”

Box 7:
Folder 1 – Caritas Photos – CDs – 2005-2009
Folder 2 – Caritas Photos – CDs – 2008-2012
Folder 3 – Caritas Photos – 1991
Folder 4 – Caritas Photos – 1993
Folder 5 – Caritas Photos – 1995
Folder 6 – Caritas Photos – 1996
Folder 7 – Caritas Photos – 1997
Folder 8 – Caritas Photos – 1998
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Folder 18 – Caritas Photos – 2006
Folder 19 – Caritas Photos – 2006
Folder 20 – Caritas Photos – 2006
Folder 21 – Caritas Photos – 2008
Folder 22 – Caritas Photos – 2009
Folder 23 – Caritas Photos – 2010
Folder 24 – Caritas Photos – 2011
Folder 25 – Caritas Photos – 2012
Folder 26 – Caritas Photos – n.d.
Folder 27 – Caritas Photos – “Through the Years” display – 2007
Folder 28 – Caritas Photos – “Through the Years display – 2007
Folder 29 – Caritas Photos – Black and white pictures – n.d.
Folder 30 – Caritas Photos – Miscellaneous pictures – 1984-2012
Folder 31 – Caritas Photos – Miscellaneous table scapes – n.d.
Folder 32 – Caritas Photos – 1960s
Folder 33 – Caritas Photos – 1970s
Folder 34 – Caritas Photos – 1970s
Folder 35 – Caritas Committee members – 1998
Caritas Photo Album – 2000

Box 8:
Caritas Photo Album – 1982-1993
Caritas Photo Album – 1994-1997
Caritas Photo Album – 1998
Caritas Photo Album – 1999
Caritas Photo Album – 2003

Box 9:
Caritas Photo Album – 1996
Caritas Photo Album – 2000
Caritas Photo Album – 2001
Caritas Photo Album – 2002
Caritas Photo Album – 2004

Flat Drawer #9:
2 seating chart layout plans - First floor of the University of St. Francis Recreation Center – 1994
1 Alphabetical guest list with table seating poster – n.d.

Stacks Table:
Framed *Herald News* article – February 4, 2007
1 *Moroccan Nights* seating chart poster board
1 *Midnight Snow* seating chart poster board
1 *Golden Memories* seating chart poster board
2 *Golden Memories* photograph poster boards
1 *Golden Memories* promotional poster board

**Keywords**

Corporate Names
University of St. Francis

Topics
Caritas
Fund raising
Fund raising – Illinois
Programs
Meeting minutes
Reports
Photographs
Photo albums

Locations
Joliet (IL.)

**Notes:** Last modified 02/05/2016 by Gloria Hendrickson, Archives Librarian