

**Record Group 4: Administration
Series 4: Administrative Assistant**

**Records
1979-[ongoing]**

16.4 linear feet [ongoing]

**Japanese American Service Committee Legacy Center
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**Prepared by Deborah Mieko Burns, Archivist
2002**

Japanese American Service Committee Legacy Center
Record Group 4, Administration
Series 4, Administrative Assistant's Records
Finding Aid

Overview of the Collection

- Creator:** Japanese American Service Committee Administrative Assistant
(Chicago, IL)
- Title:** Records
- Dates:** 1979-[ongoing]
- Abstract:** This record group documents the overall administrative functions of the JASC with emphasis on fundraising activities. It consists of correspondence, meeting minutes, budgets, financial statements, reports, memoranda, receipts, invoices, contracts, federal and state tax forms, donor lists, photocopies of checks, cards (for pledges, reservations, and donations), tickets, brochures, flyers, and advertisements. The records date from 1979 to 2000 with additions added periodically following the guidelines in the JASC's Records Management Manual. A portion of this material, especially correspondence, is in Japanese language generally with English translations provided. This series is arranged roughly chronologically. For related information, please see also Record Group 3 (Executive Director), Record Group 7 (Keiro Nursing Home/Keiro Extended Care Center), and Record Group 10 (Audio-Visual Resources). These records will be administered in accordance with the *JASC Legacy Center Access & Use Guidelines* provided to all researchers. Researchers assume full responsibility for following libel, privacy, and copyright laws as they may apply to use of this collection.
- Quantity:** 16.4 linear feet (17 boxes) [ongoing]

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Acknowledgements

The JASC Legacy Center gratefully acknowledges the Chicago Japanese American Council, Japanese Chamber of Commerce & Industry of Chicago, National Historical Publications and Records Commission (NHPRC), and the Woods Fund of Chicago for generously supporting the preservation, processing, and care of these records.

Deborah Mieko Burns, Archivist, and Mike Courtney, Archival Assistant, processed these records.

Provenance

The Administrative Assistant created and stored these records at the JASC's current facility.

Access and Restrictions

These records will be administered in accordance with the *JASC Legacy Center Access & Use Guidelines* provided to all researchers. Researchers assume full responsibility for following libel, privacy, and copyright laws as they may apply to use of this collection.

The preferred citation for this collection is: [Item Name, Folder Number, Box Number]. Record Group 4, Administration. Series 4, Administrative Assistant Records. Japanese American Service Committee Legacy Center, Chicago, Illinois.

Container lists available upon request, archives@jasc-chicago.org or (773) 275-0097 x224.

History of the JASC

The Japanese American Service Committee (JASC) is a non-profit, community-based organization providing social services and cultural and community programming. It was founded in 1946 to assist in the resettlement of over 20,000 newly arrived Japanese Americans to Chicago who had been interned in U.S. concentration camps during World War II. Originally called the Chicago Resettlers Committee (CRC), the agency sought to help Japanese American resettlers with housing, job placement, educational, medical, social service, translation, and recreational needs. At the end of the resettlement era, the agency renamed itself the Japanese American Service Committee in October 1954.

After the initial postwar period of resettlement, the JASC undertook a new priority and sought to provide comprehensive services for seniors including English language classes, employment doing piece work (called the Sheltered Workshop begun in 1960), home visitations, and healthcare programs. In addition, the JASC began coordinating community-wide programs and cultural events such as arts and music programs, lectures, festivals, and special celebrations. Eventually the JASC expanded their activities to include other social services such as individual and family counseling, a nutrition program, meals on wheels, adult day services, and household care and general assistance for seniors. The agency constructed a 200-unit home for seniors in 1980 called Heiwa Terrace (920 W. Lawrence in Chicago) and a 180-bed skilled nursing care facility in 1993 called Keiro Extended Care Center (3919 W. Foster in Chicago). This nursing care facility is now called Harmony Nursing Home.

The JASC has been a center of the Japanese American community in Chicago since its founding. As a Japanese American social service agency, the JASC has been keenly aware of the important role it can and should play in preserving, promoting, and passing on Japanese and Japanese American traditions, history, culture, and arts. The agency has made that heritage an integral part of its programming and services.

Currently the JASC serves the Japanese American community in the Chicago metropolitan area as well as various parts of the Midwest. The JASC distinguishes itself by being the only Japanese American social service organization in the Midwest, but it has also grown into a community center used by many other Japanese American and Asian American organizations to hold meetings and events. The primary population the agency serves is Japanese American, but through its various social service programs, the JASC serves a diverse group of people regardless of age, race, gender, religion, sexual orientation or disability.

Today the JASC runs a wide variety of programs including Adult Day Services; Casework & Counseling; Home Support Services; educational workshops on topics such as health insurance, social security, senior driver's education, and estate planning; health screening and flu shot clinics; arts and cultural classes such as ceramics, ikebana (flower-arranging), origami, and tai chi; Japanese American community events

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and festivals; and the Legacy Center (an archive and library). The JASC also serves as a meeting place for many community groups such as the Tohkon Judo Academy, Tampopo-kai (pre-school), Northside Friends (Quakers), Asian American Law Enforcement Association, Angel Island Theatre Company, Chicago Nisei Post (veterans), New Horizons (a senior singles group), Nisei Minyo Dance Group, Ukulele Club, and the Quilting Club. The JASC is a partner with other groups in programs such as the Lunar New Year celebration, a citywide Japanese American community picnic, periodic Intergenerational Dialog programs, and the annual Day of Remembrance event honoring the U.S. Presidential signing of Executive Order 9066 (authorizing the internment of Japanese Americans). Today the JASC extends its services not only to Chicago' s Japanese American population, but also other Asian American groups and seniors.

Scope and Contents Note

This record group consists of correspondence, meeting minutes, budgets, financial statements, reports, memoranda, receipts, invoices, contracts, federal and state tax forms, donor lists, photocopies of checks, cards (for pledges, reservations, and donations), tickets, brochures, flyers, and advertisements. The records date from 1979 to 2000 with additions added periodically following the guidelines in the JASC's Records Management Manual. A portion of this material, especially correspondence, is in Japanese language generally with English translations provided. This series is arranged roughly chronologically.

These records document the overall administrative functions of the agency with emphasis on fundraising activities. The Administrative Assistant supported the Executive Director and various staff members responsible for fundraising efforts. These records document the day-to-day planning and development of fundraising events such as the JASC's biannual community festivals called Market Day and Christmas Sale/Holiday Delight held on the first Saturday of June and December, respectively. In addition, the JASC holds an annual fundraising dinner and entertainment event called Fuji Festival. These records document the planning, execution, and follow-up for these fundraising events.

Also documented in these records are the JASC's efforts to solicit individuals and corporations for funding. The records document how the agency targeted local companies for corporate membership and contributions to Fuji Festival. The agency sought funding from individuals through its Contributors' Fund and later its Year-End Appeal, now called Holiday Appeal, for outright cash donations. In addition, the agency solicited in-kind contributions of items from individuals and corporations for the Market Day, Holiday Delight, and Fuji Festival raffles.

The Administrative Assistant helped compile United Way of Chicago reports and planning documents (the United Way partially funds the social service programs), board reports, and federal and state tax filings. The records include acknowledgement and thank you letters for all types of contributions (monetary, in kind, and in memoriam). The records include limited information about the JASC's health fair, Keiro Nursing Home/Keiro Extended Care Center project, membership drives, contracts with facility tenants (such as Tohkon Judo Academy and Search Development Center), and special cultural events (like Taste of Oshogatsu/New Year's Day Celebration).

For related information, please see also Record Group 3 (Executive Director), Record Group 7 (Keiro Nursing Home/Keiro Extended Care Center), and Record Group 10 (Audio-Visual Resources).

Generally information and dates listed on the folders and container lists were copied directly from the original folders. Information added by the processor is indicated in

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brackets [XX]. The JASC fiscal year runs from July to June. For example, fiscal year 1999 is July 1998 to June 1999.

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