MINNESOTA OFFICE OF CITIZENSHIP AND VOLUNTEER SERVICES
An Inventory of Its Records

OVERVIEW OF THE RECORDS
Series Title: Records.
Quantity: 3.4 cu. ft. (4 boxes and 1 oversize folder).
Location: See Detailed Description section for box locations.

ADMINISTRATIVE HISTORY OF THE OFFICE

The Minnesota Office of Citizenship and Volunteer Services (MOCVS) was established June 30, 1975 by Executive Order as the Governor's Office of Volunteer Services (GOVS). Initial funding was provided by a three year grant from ACTION (a federal volunteer agency), matched by funds from the state.

Enabling legislation was passed effective July 1, 1977, creating the Office of Volunteer Services in the Office of the Governor [Laws 1977 c389]. The office operated under an executive director appointed by and designated an employee of the governor. The governor also appointed the office’s advisory committee, which was composed of 21 members, at least one member being from each of the state's economic development regions.

On July 1, 1978, for budgeting purposes only, the office was transferred to the Department of Administration under Reorganization Order No. 93, but retained the title of Governor's Office of Volunteer Services. The office was renamed the Minnesota Office on Volunteer Services in July 1981 and, in 1987, responsibility for appointment of the executive director and advisory committee was officially transferred from the governor to the commissioner of administration [Laws 1987 c365 s1-3]. In July 1995, the name was again changed, to Minnesota Office of Citizenship and Volunteer Services [Laws 1995 c254 art1 s60-63].

In July 2001, the office was transferred back to the Office of the Governor [Laws 2001 1st Spec. Sess. c10 art2 s32, s97]. Due to budget cutbacks, the office was closed on January 21, 2002 [Laws 2002 c220 art10 s40].

The office was created to promote citizen participation efforts, increase the impact of volunteer programs, and stimulate public-private partnerships in Minnesota. During its existence
it sought to facilitate and promote volunteerism through a wide variety of means, including
enhancing the capacity of citizens and organizations to solve problems affecting their
communities, convening community leaders to develop strategies for strengthening their
communities through citizen action, introducing innovative ideas and resources to improve
volunteerism, publishing reports on legislation and informing state policymakers about issues
important to volunteerism, bringing visibility and public recognition to the values and
accomplishments of volunteerism and civic engagement, sponsoring an annual statewide
volunteer recognition award program, creating materials for organizations and the media that
promote and enhance awareness of volunteerism, and providing events and other opportunities
for member organizations to market their volunteer programs.

Sources: MOCVS Records, Minnesota Laws, Minnesota Statutes.

SCOPE AND CONTENTS OF THE RECORDS

Records of this office, whose duty was to promote citizen participation efforts, increase the
impact of volunteer programs, and stimulate public-private partnerships in Minnesota. The files
include various descriptive and financial annual reports (1978-2000), reports and handbooks

The advisory committee files include its minutes and agenda packets, news releases, and
documents of various task forces focusing on leadership, legislation, marketing, planning, and
resource development. The reports and handbooks and subject files contain materials covering
such activities as citizen advocacy, youth involvement, volunteer recognition, the State Fair
Volunteer Booth, volunteer transportation programs, interaction with the governor’s office,
legislation, workshops, and the Standing Ovation for Minnesota Volunteers, State of
Volunteerism, Volunteer for Minnesota, Volunteers for Minnesota, and Volunteers Move
Minnesota programs. The subject files also include brochures, member bulletins, and a complete

The photographs, mainly black and white and color snapshots, document all aspects of the
office, including office staff, advisory committee members, conferences and workshops,
meetings and legislative hearings, presentations, special events, and volunteer activities. Most are
dated; many are identified. The posters were used to promote the office's various programs.

INDEX TERMS

This collection is indexed under the following headings in the catalog of the Minnesota
Historical Society. Researchers desiring materials about related topics, persons or places
should search the catalog using these headings.

Topics:

Citizen participation--Minnesota.
Citizens' advisory committees--Minnesota.
Community leadership--Minnesota.
Political participation--Minnesota.
Public-private sector cooperation--Minnesota.
Voluntarism--Minnesota.
Voluntarism--Minnesota--Photographs.
Volunteers--Law and legislation--Minnesota.
Youth volunteers--Minnesota.

Organizations:
  Minnesota Office on Volunteer Services.
  Minnesota State Fair.
  Minnesota. Dept. of Administration.
  Minnesota. Governor's Office of Volunteer Services.
  Minnesota. Office of the Governor.

Types of Documents:
  Brochures.
  Manuals.
  Newsletters.
  Photographs.
  Posters.

Titles:
  Governor's Office of Volunteer Services (Newsletter).
  Minnesota Office on Volunteer Services (Newsletter).
  MOCVS (Newsletter).
  Volunteers move Minnesota (Newsletter).

ADMINISTRATIVE INFORMATION

Preferred Citation:
  [Indicate the cited item and folder title here].

Accession Information:
  Accession number(s): 2003-1

Processing Information:
  Processed by: Kristin Poling, July 2002; Cheri Thies, December 2002
  PALS ID No.: 0900323372 (History)
  PALS ID No.: 0900323373 (Records)
DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note both the location and box numbers shown below. Each file consists of one folder unless specified otherwise.

<table>
<thead>
<tr>
<th>Location</th>
<th>Box</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
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<td>Advisory Committee, 1982-2001:</td>
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<td></td>
<td>These are very incomplete.</td>
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<tr>
<td></td>
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<td>2 folders.</td>
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<tr>
<td></td>
<td></td>
<td>Reports and handbooks, 1980-1998:</td>
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<tr>
<td></td>
<td></td>
<td>Citizen Advisory Advocate Handbook, undated.</td>
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<tr>
<td></td>
<td></td>
<td>Gearing Up for Youth Community Service: The Role of Nonprofits, March 28–30,</td>
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<td></td>
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<td>1989.</td>
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<tr>
<td></td>
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<td>Power and Potential of Youth in Service to Communities: Materials for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trainers, undated.</td>
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<td>Sent to General Colin Powell on October 6, 1998; it was kept at the State</td>
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<td></td>
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<td>Fair booth for visitors to write their comments on volunteering to illustrate</td>
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<td>the spirit of volunteerism in Minnesota.</td>
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<td>Location</td>
<td>Box</td>
<td>Reports and handbooks (cont.):</td>
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</tbody>
</table>
Volunteer for Minnesota, 1984.  2 folders.  
| 128.K.6.2F | 2   | Subject files, 1975-2002:  
Governors:  
Legislation: Advisory Committee proposed elimination, 1983.  
*Governor’s Office of Volunteer Services*, Volume 1, No. 1  
*Minnesota Office on Volunteer Services*, Volume 6, Nos. 2-3  
*MOCVS* (Minnesota Office of Citizenship and Volunteer Services), Volume 21, No. 3 (Summer 1996) – Volume 27, No. 3 (Fall 2001).  
Personal testimony on the importance of volunteerism, 1999. |
| 126.G.6.5B-2 | 4   | President’s Volunteer Action Award, May 7, 1984.  
Certificate and photograph of Jackie Sinykin, Chair of the Minnesota Office of Volunteer Services Advisory Committee, receiving the award from President Ronald Reagan. |
State of Volunteerism project community meetings, 1994.  
Two transcripts: November 16, St. Paul; December 1, Edina.  
<table>
<thead>
<tr>
<th>Location</th>
<th>Box</th>
<th>Description</th>
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| 128.K.6.2F | 2   | Photographs, 1976-2002:  
The photographs and photograph albums contain black and white and color photographs documenting office staff, advisory committee members, conferences and workshops, meetings and legislative hearings, presentations, special events, and volunteer activities. Most are dated; many are identified.  
Negatives and prints of governors Wendell Anderson, Rudy Perpich, Al Quie, and Arne Carlson. |
| 128.K.6.3B | 3   | Photograph albums, 1976-2002:  
Compiled by the MOCVS staff in January 2002.  
Late 1980s – May 1990. 1 volume.  
Includes photographs from the 1999 public hearings held in nine cities across the state and of the MOCVS offices just prior to closing in 2002.  
Titled “Building Stronger Communities,” it contains photographs of staff, advisory committee members, and volunteer events and meetings. |
| 112.C.2.5   | 5   | Posters, undated. 1 oversize folder.  
Every Day in Every Way: Minnesota Volunteers.  
Standing Ovation for Minnesota Volunteers.  
Stars of the North: Minnesota Volunteers.  
Volunteers: Building Stronger Communities.  
Volunteers: Minnesota’s Magic.  
Volunteers: The Heart of Minnesota. |