



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

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

OVERVIEW OF THE RECORDS

Agency:	Minnesota Office of Citizenship and Volunteer Services.
Series Title:	Records.
Dates:	1975-2002.
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 (1990-1998), subject files (1975-2002), photographs (1976-2002), and posters (undated).

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 set of the office's newsletters (1976-2001).

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]. Minnesota Office of Citizenship and
Volunteer Services. Records. Minnesota Historical Society. State Archives.
See the Chicago Manual of Style for additional examples.

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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.

Location	Box	
128.K.6.1B	1	<p>Annual reports, FY1978, FY1979. 2 folders.</p> <p>Annual summary reports (brief, various formats), FY 1987–2000.</p> <p>Activities and finances annual reports, FY1987–FY1992. 6 folders.</p> <p>Advisory Committee, 1982-2001:</p> <ul style="list-style-type: none"> Minutes and agenda packets, 1980-1997; 1999–2001. 9 folders. <ul style="list-style-type: none"> March 1980 – December 1982. January 1983 – April 1984. January 1985 – December 1986. June, December 1987; May 1988 – December 1989. June 1990 – December 1992. March 1993 – June 1994. August 1994 – June 1996. August 1996 – December 1997. September 1999 – September 2001. These are very incomplete. <p>Leadership Development Task Force, 1988–1992.</p> <p>Legislative Relations Task Force, 1990–1992.</p> <p>Marketing plans, 1991.</p> <p>Marketing Task Force, 1988–1991.</p> <p>News releases, 1982, 1988–1998. 2 folders.</p> <p>Planning and Evaluation Task Force, 1983–1991.</p> <p>Resource Development Task Force, 1987–1994.</p> <p>Strategic planning, 1985–1992.</p> <p>Reports and handbooks, 1980-1998:</p> <ul style="list-style-type: none"> Citizen Advisory Advocate Handbook, undated. Gearing Up for Youth Community Service: The Role of Nonprofits, March 28–30, 1989. Handbook for Volunteer Recognition, March 1984. Minnesota Agencies Increase Volunteer Involvement Report, 1988. Minnesota Mentor Network 1994 Progress Report. Power and Potential of Youth in Service to Communities: Materials for Trainers, undated. Public Hearing of Volunteerism Collection of White Papers, March 1998. State Fair Volunteer Booth Book, 1998. <ul style="list-style-type: none"> Sent to General Colin Powell on October 6, 1998; it was kept at the State Fair booth for visitors to write their comments on volunteering to illustrate the spirit of volunteerism in Minnesota.

Location	Box	
128.K.6.1B	1	<p>Reports and handbooks (cont.):</p> <p>Suggested Guidelines for Establishing Volunteer Transportation Programs, May 1980.</p> <p>Volunteer for Minnesota, 1984. 2 folders. Includes Evaluation Report, Final Report, and Community Handbook.</p> <p>Volunteers-The Best of Minnesota: A Report on the State of Volunteerism in Minnesota, 1987.</p>
128.K.6.2F	2	<p>Subject files, 1975-2002:</p> <p>Brochures, 1977-2000. 3 folders.</p> <p>Governors:</p> <p>Wendell Anderson, 1975 - 1976. Rudy Perpich, 1977-1990. Albert Quie, 1978-1983. Arne Carlson, 1990-1992.</p> <p>Legislation: Advisory Committee proposed elimination, 1983. Media releases, 1987. Member bulletins, 1989-2001. 2 folders. Newsletters, 1976-2001. 5 folders.</p> <p><i>Governor's Office of Volunteer Services</i>, Volume 1, No. 1 (March 1976) - Volume 6, No. 1 (January-February 1981). <i>Minnesota Office on Volunteer Services</i>, Volume 6, Nos. 2-3 (March-June 1981) - Volume 12, No. 2 (April-May-June 1987). <i>Volunteers Move Minnesota</i>, Volume 12, No. 3 (July-August-September 1987) - Volume 21, No. 2 (Spring 1996). <i>MOCVS</i> (Minnesota Office of Citizenship and Volunteer Services), Volume 21, No. 3 (Summer 1996) - Volume 27, No. 3 (Fall 2001).</p> <p>Personal testimony on the importance of volunteerism, 1999.</p>
126.G.6.5B-2	4	<p>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.</p>
128.K.6.2F	2	<p>Satellite workshop handouts, 1995-1996. Standing Ovation for Minnesota Volunteers news clips, 1988-1992. Compiled in 1992.</p> <p>State of Volunteerism project, 1994-1995. State of Volunteerism project community meetings, 1994. Two transcripts: November 16, St. Paul; December 1, Edina.</p> <p>Volunteers for Minnesota/Volunteers Move Minnesota, 1982-1988. Volunteer recognition week, 1983-1988.</p>

Location	Box	
128.K.6.2F	2	<p>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.</p> <p>Photographs, 1978-1979. Photographs of the Governor's Volunteer Appreciation Week proclamation signings, 1978-1991. Negatives and prints of governors Wendell Anderson, Rudy Perpich, Al Quie, and Arne Carlson.</p>
128.K.6.3B	3	<p>Photograph albums, 1976-2002: Compiled by the MOCVS staff in January 2002.</p> <p>1976-1987. 1 volume. Late 1980s - May 1990. 1 volume. 1979-1982. 1 volume. June 1990-1992. 1 volume. Fall 1992-1995. 1 volume. 1995-1999. 1 volume.</p>
126.G.6.5B-2	4	<p>2000-2002; 1999. 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.</p> <p>Scrapbook, 1998. 1 volume. Titled "Building Stronger Communities," it contains photographs of staff, advisory committee members, and volunteer events and meetings.</p>
112.C.2.5	5	<p>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.</p>