

Biographical Sketch.

In April 1919 the Helping Hand Club for Native Girls was established by a small group of women presided over by Mrs. Clara Bridgman. They purchased a small house in Fairview where there were no restrictions on African residents.

The Club intended to provide domestic Servants working in the District with accommodation as well as instruction and recreation for others. It also attempted to find suitable work for women who resided at the hostel.

In 1930 the Helping Hand committee decided to provide training in domestic service, and a training school was built. Lessons in cooking, dressmaking, laundry and general housework were given as well as courses in English, reading, arithmetic, first aid and home nursing. After 1940 however, the hostel side of the Club developed increasingly, while the training aspect decreased.

In 1974 the Helping Hand Club changed its constitution. Accordingly, the Helping Hand trust was formed whereby 50% of the Club's funds were to be used for black educational purposes, while the remaining 50% would take the form of donations to other black welfare organisations.

In 1990, R 84 000 was donated to the Department of Bursaries and Scholarships at the University of Witwatersrand for black women. The Residue of the Helping Hand Trust Funds, R10,000 was donated to the Family Planning Association of South Africa.

At the meeting on 20th February 1990 the Helping Hand Trust was finally terminated.

CLASSIFICATION

A	CONSTITUTION AND AIMS
B	MINUTES
Ba	Monthly Meetings
Bb	Annual General Meeting
C	REPORTS
Ca	Annual Chair's Report and Balance Sheets.
Cb	Superintendent's Reports.
Cc	Miscellaneous Reports
D	MEMORANDA AND ARTICLES
E	PAMPHLETS
F	RULES AND REGULATIONS
G	MEETINGS
H	PRESS CUTTINGS
I	TRUST DEED
J	WELFARE ORGANISATIONS
Ja	Registration as welfare Organisation
Jb	Circulars to Welfare Organisation
K	PREMISES OF THE HELPING HAND CLUB
Ka	Fairview Leaseholders Association
Kb	Stand Licences and Deed of purchase.
L	RECORD OF HOSTEL RESIDENT
M	FINANCE
Ma	Cashbooks, Journals and Ledgers
Mb	Financial Statements
N	PHOTOGRAPHS -Stored separately in Room 27.
O	CORRESPONDENCE
Oa	Donations
Ob	Hostels and Training Centres for African Women
Oc	Removal of the Helping Hand Hostel.
Od	Dissolution of the Helping Hand Club.
Oe	Complaints
Of	Finances
Og	Welfare Organisations
Oh	Premises of Helping Hand Hostel.

Oi	General	
P	MISCELLANEOUS	
A	CONSTITUTION AND AIMS 1f	
B	MINUTES 1914-1977	
Ba	Monthly Meetings 1914-1975	
Ba1	6 Jun. 1914-7 May 1924	
Ba2	7 May 1924-18 Mar1930	
Ba3	15 Apr 1930-19 Feb 1935	
Ba4	19 Mar 1935-14 Oct 1942	
Ba5	4 Nov 1942-6 Mar 1946	
Ba6	3 Apr 1946-31 Oct.1950	
Ba7	6 Dec. 1950-18 Oct 1955	
Ba8	15 Nov 1955-19 Jan 1960	
Ba9	16 Feb 1960-16 Nov 1965	
Ba10	18 Jan 1966-15 Apr 1975	
Ba11	10 Jun.1975-20 Feb 1990.	
Bb	Annual General flee Meetings 1951-1977 1 Vol.	
Bb1	21 Nov. 1951-18 Oct.1977.	
C	REPORTS 1921-1976 4f.	
Ca	Annual Chair's Report and Balance Sheets 1921, 1923-1969, 1975-1976	
Cb	Superintendent's Reports 1f.	
Cb1	Monthly Reports 1f. Mar-Dec 1936 Feb-Dec 1937 Jan-Oct 1938 Apr-May 1943	
	April, May, Aug, 1967	Mar 61
Cb2	Annual Reports 1f. 1953-1961 , 1963.1964	
Cc	Miscellaneous Reports 1938-1967 1f	
Cc1	Report on the Helping Hand Club for Native Girls 15p. Undated	
Cc2	Report to the National Council of Women 4p.	1938
Cc3	Provision of Hostels for African Working Girls in Johannesburg 1p.	1957
Cc4	Zenzele Young Women's Christian Association - Annual Report 6p.	1967
D	MEMORANDA AND ARTICLES 1f	
Da	Scheme for Native Girls Club 4p. Undated	
Db	Proposed Native women's Hostel 2p. undated	
Dc	"Our Girls" 1p. Undated	
Dd	Analysis of Helping Hand Club Hostel Residents .3p	
De	Helping Hand Club and Hostel for African Women 1p.	Jul 43
Df	The sponsoring of a project on community development 3p 1940s	1962
E	PAMPHLETS 1f	

Includes information brochures about the Helping Hand Club and a leaflet on The Mothercraft League

- F RULES AND REGULATIONS 1f
- G MEETINGS 1f.
Includes notes on meetings between:
Mr. Venables of the Johannesburg Municipal NEAD and the Trustees of the Helping Hand Club 1949
Building Committee and Mr Venables
Undated.
Building Committee and Mr. Fleming
Undated.
On proposed new new hostel on Dube site 1959
Mr Edelstein, Chief Welfare officer of NEAD
Undated
Dr. Philips, Mrs. Rheinalt Jones and others
Undated
- H PRESS CUTTINGS 1948-1972 1f.
1948 Articles on Helping Hand
1949 Application for Freehold title
1962 Mixed Johannesburg Areas now white
1961 Death of Dr. Philips
1970 Helping Hand Hostel closes
1972 Alexandra Hostels
Undated WRAB- a failure.
- I TRUST DEED 1f. 1947
- J WELFARE ORGANISATIONS 1933--1980 2f.
- Ja Registration as Welfare organisation 1f
Applications and Certificates
1933, 1948-1949, 1955, 1980
- Jb Circulars to Welfare Organisation ; 1f.
1951, 1961, 1966 1967
Includes questionnaire from committee of Enquiry into Financing of voluntary Welfare Organisations
- K PREMISES OF THE HELPING HAND CLUB 1919-1963 2f.
- Ka Fairview Leaseholders Association 1f
Notices, reports, balance sheets, memorandum
1949-1950, 1952, 1960,1963
- Kb Stand Licences, Deed of Purchase and Certificates 1f
1934-1935, 1942, 1946-1950
- L RECORD OF HOSTEL RESIDENTS 1936-1942 2 vols.
Includes details of residents' place of birth, level of education and religion
1936-1942
- M FINANCE 1919-1986 11 vols and 8f.
- Ma Cashbooks, Journals and Ledgers 1935-1989 13 vols.
- Ma1 1935-1940
- Ma2 1935-1945
- Ma3 1941-1946
- Ma4 1936-1943
- Ma5 1937-1942
- Ma6 1944-1950

Ma7 1946-1956
Ma8 1950-1956
Ma9 1957-1963
Ma10 1957-1965
Ma11 1964-1970
Ma12 1968-1985
Ma13 1972-1989
Mb Financial Statements 1919-1986 8f
Mb1 Helping Hand Club
Mb1.1 1919-1924
Mb1.2 1925-1935
Mb1.3 1936-1946
Mb1.4 1947-1956
Mb1.5 1957-1962
Mb1.6 1963-1969
Mb1.7 1970-1977
Mb2 Helping Hand Trust
Mb2.1 1978-1990 plus a lot of financial assistance 1978-1986.

N PHOTOGRAPHS 33 photographs stored separately in room 27.
Includes photographs of the interior and exterior of the Helping Hand Hostel, Members of staff and residents of the hostel.

O CORRESPONDENCE 1919-1980 17f
Includes correspondence of Dr. Benard Price, Denis Walwyn, Quintin Whyte, Mrs. E.J. Read, Mrs. Rheinalt Jones, Mrs. Ray Philips, Mrs. C. Bridgman, W.J.P Carr, T.W.A. Koller, J.C. De vellers, G.A.C. Kuschke.

Oa Donations 1924-1980 3f.
Oa1 Donations and bequests to the Helping Hand Club 1f,
1924, 1930, 1941, 1948-1948, 1952, 1955, 1958
Oa2 Applications for donation from the Helping Hand Trust 1f.
Includes applications made by Lucas Mangope
1973-1974, 1976-1983
Oa3 Donations made by the Helping Hand Trust 1f
1971-1974, -1980 - 1990
Ob Hostels and Training Centre for African Women 1928-1950 3f
Ob1 Hostel for African Women 1f
1,928,194,119,431,940
Ob2 Training Centres for Domestic Servants 1f.
1943-1944
Ob3 Proposed new hostel
1945-1948, 1950, 1959

Oc Removal of the Helping Hand Hostel 1931-1970
Oc1 Urban Arcas and Group Areas Acts 1f
1931, 1947, 1954, 1957-1958, 1960
Oc2 Gradual Closing of the Helping Hand Hostel 1f
1968-1970
Od Dissolution of the Helping Hand Club 1948-1979
Od1 Amendment to the Constitution 1f
1948-1949
Od2 Amendment to the constitution and dissolution of the Helping Hand Club 1f
1971-1979
Od3 Correspondence with Bantu Affairs Commissioner and Welfare Board 1f.
1973, 1975
Oe Complaints 1f
Of Finances 1919-1979 1f
1919, 1943. 1973, 1979
Og Welfare Organisations 1942-1966 1f.

Correspondence between Helping Hand Club and other welfare Organisations
1942, 1945, 1950-1951, 1956-1961, 1966

Oh Premises of Helping Hand Hostel 1919-1953 2f.
Oh1 Cost of building and construction. 1f.
1919, 1921-1923, 1926,1929-1930,1935. 1937, 1949

Oh2 Conversion LO Freehold 1f
1946, 1949, 1952-1953

Oi General Correspondence 1f.
1938-1979

P MISCELLANEOUS 1f
Includes prospectus of Helping hand Club, plan of Hostel

Q FRAMED GRANT
Grant from the Robert Arthington Trust