



26/21/3

Alumni Association

Alumni Archives

Stewart S. Howe Alumni Service, 1929-1972

The materials listed in this document are available for research at the University of Illinois Archives. For more information, email illiarch@illinois.edu or search <http://www.library.illinois.edu/archives/archon> for the record series number.

Box 1:

Fraternity Insider Newsletter, 1968

Stewart Howe Alumni Service Business Forms

Stewart Howe Alumni Service Stationery and Seals

Seals

Sample Legal Forms

Ads for Employees, 1966, 1968, 1971

Employment Agreements, 1947, 1954, 1958-59, 1962, 1965-68

Applications and Resumes of Prospective Employees, 1966-71

Office Operations, 1957, 1960-62, 1964, 1967, 1969 (2 folders)

Box 2:

National Research Institute Series (2 folders)

Series Number

2	Business Paper Digest
3	Campaigns
4	Case Histories
5	Dealer - Distributor Letters,
6	Direct Sales Letters
7	Inquiry Pullers
8	Questionnaires
9	Art and Layout
10	Copy - Basic Appeals
11	Copy Letters
12	Copy - Sentences and Paragraphs
13	Envelopes
14	Letterheads
15	Order and Reply Forms
16	Acknowledgment and Follow-Up
17	Credits and Adjustments
18	Sales Department
19	Sales Promotion
20	Special Purpose Letters
21	Booklets
22	Catalogs
23	Circulars and Enclosures
24	House Magazines

Office Handbook, 1962 (3 folders)

Box 3:

Competitor's Material

Internal Revenue Service

Sales Promotions, 1962, 1964, 1969, 1972

Sample File Book

Stewart Howe Alumni Service

Branches and Affiliated Companies

Homer Niccum, 1959-62, 1965, 1967-72

California, Financial Statements, March 1966, April 1971

Colorado Correspondence, Dennis Moran, 1971

Evanston, Lawrence Eppinette, Harry Richards, 1942, 1962, 1965-70

Northwestern business, 1968-69

Illinois, 1930 Record Book

Jack Jareo, Dale Terry, 1951, 1957, 1959-71 (2 folders)

Financial Statements, 1962-64

Box 4:

Indiana, Joe Drozda, Frank Lloyd, Jim Reilly, Dave Hilliard, 1960-63, 1965

Robert Fall, 1963, 1966-69

Monthly Statements (2 folders)

Dec. 1963 - Dec. 1964

July 1965, March 1969

June, Sept. 1969

Bills and Financial Records, 1965, 1971

Kansas, Gene Kean, Steve O'Rourke, 1961, 1963-64, 1967

Michigan, Earl Fretz, Chuck Hamilton, 1964, 1966-67

Office Rental, 1970

Box 5:

Financial Correspondence, 1967-68

Financial Statements, 1963-64, 1966-68

Old Bills, June 1967 - January 1968

Bills, October 1967- March 1968

Client Billings, Jan. 1968; April 1968

Client Billings, June - October 1968

Box 6:

Deposit Receipts, 1956, May 1967 - Sept. 1968

Check Stubs, Jan. 1967 - Feb. 1969

Checking Account Information
 Checking Account Statements, Oct. 1967 - March 1969
 Taxes, 1971
 Missouri, Clay Davis, 1957, 1961
 Opening of Office, 1955-56
 Check Stubs, Deposit Receipts, 1961-62
 New York (Cornell), Peter McChesney, 1941, 1949, 1960, 1963-71
 Ohio State, Paul Van Natta, 1957-59, 1960-61

Box 7:

Ohio State Correspondence
 John Vance, 1965-66
 Check Stubs, Deposit Receipts, March 1960 - August 1961
 Oregon, Employment Department Forms, 1968-70
 Emil Portale, 1964-67, 1970-71
 Purdue, Carroll Lurdig, Martin Hurtag, Joe Drozda, 1962-63, 1965, 1971
 Publications
 The Fraternity Front, 1941
 The Fraternity Observer, 1942
 Fraternity Viewpoint, 1932, 1939-40, 1954
 The Greeks Have a Word
 The Greek Letter, 1942-43
 The Greek Letter News, 1954
 The Greek Life, 1972

Associated Companies

Copy and Mailing Services Incorporated, 1965
 Fraternity magazines Associated, 1953-55, 1958-59, 1936

Box 8:

Business Beginnings, 1931-32
 Stewart Howe Foundation, 1956-61
 The Howe Services, 1958, 1963-64
 Howe - Streyckmans Company, 1958
 Letters Out, 1958-59
 News Releases and Simple Letters, 1958-59
 Rate Cards, 1958-59
 Subscriptions, 1958-59
 Transportation Systems - Chicago Area
 Club Aluminum Project, 1959
 Evanston Chamber of Commerce Project, 1959
 G-M Laboratories Project, 1959

Karnes Music Project
Korhumel Project, 1959
Quinlan and Tyson Project
David Weler Project
YMCA Project, 1959
Operating Services Incorporated, 1967
Expense Receipts
Alumni Relations Handbook (2 folders)

Box 9:

Alumni Relations File

Alumni Relations Handbook
Service Style Book
Chapter Alumni Organizations and Alumni Interfraternity Organizations, 1932, 1956, 1961, 1964
Voluntary Dues Program, 1960-62, 1965, 1967, 1970
Membership Records, Directories, 1940, 1951, 1957, 1961-62, 1964-65, 1971
Newsletters, 1971
Reunions, 1941, 1949, 1957, 1960, 1967-69, 1972
Pi Kappa Alpha Fraternity Golden Anniversary Reunion

Box 10:

Reunion Reference File
Rushing, 1940, 1948, 1951, 1955, 1957-58
Stewart Howe Alumni Service services, solicitations, 1965
Suggestions to chapters, 1954, 1962, 1971
Office Reference File
Alumni Relations Projects, 1937-38, 1948-51, 1955, 1957, 1961-62, 1964-71

Box 11:

Alumni Relations Projects:

Alpha Tau Omega - Ohio State, 1960-68
Phi Delta Theta - Denison, 1956-60
Pi Kappa Alpha - Ohio State, 1964-68
Sigma Alpha Mu - Ohio State, 1965-68
Tau Kappa Epsilon, 1962
Fraternity Accounting and Management, 1961-64, 1968
Fraternity Educational Foundations, 1954, 1957-58

Box 12:

Examples, 1936, 1938, 1951, 1956-61, 1962-66, 1968 (2 folders)
Stewart Howe Alumni Service Issuances, 1956, 1959, 1963

Fraternity Fund-Raising

agreements, 1959
articles, 1958, 1960, 1962, 1968
case histories, 1960-63
simple debenture bonds
Internal Revenue Service Policy, 1961, 1963, 1964
issuances, 1953, 1960, 1962, 1964-65, 1967 (2 folders)

Box 13:

insurances, 1953, 1960, 1962, 1964-65, 1967
life insurance plan, 1957
recruiting solicitors, 1956-58, 1961-62, 1966
suggestions, techniques, 1941, 1957-62, 1964, 1968

Fraternity Fund-Raising Projects

Acacia - Alpha Tau Omega, 1941, 1952, 1956, 1959, 1961, 196-67
Beta Theta Pi - Delta Upsilon, 1941, 1957, 1959-62, 1966-68

Box 14:

Beta Theta Pi - Iowa State, 1966-67 (2 folders)
Delta Gamma, 1965-68
Delta Phi - Cornell, 1952
Delta Tau Delta - Ohio State, 1960-62 (2 folders)

Box 15:

Delta Tau Delta - Ohio State, 1960-62
Kappa Delta - Kappa Sigma, 1939, 1948, 1957-59, 1963-64
Phi Delta Theta - Psi Upsilon, 1955-57, 1964-65, 1969, 1971
Phi Kappa Psi - Cornell, 1959
Phi Kappa Psi - Illinois, 1963
Sigma Alpha Epsilon - Sigma Pi, 1956, 1958-61, 1967
Sigma Nu - Miami University

Box 16:

Tau Kappa Epsilon - Zeta Psi, 1960-61, 1968
Fraternity System
Fraternity-Sorority Civil Rights, 1964-66

Fraternity Public Relations, 1961-63
Fraternity Scholastics, 1964
Fraternity and Sorority Statistics, 1961-66
Fraternity System Promotion, 1962-66, 1968-69

Box 17:

Greeks in Business, 1963-64, 1967-69
Greeks in Politics, 1960-67
Greeks in Politics, 1968-69
Greeks in Politics, 1970-71
Greeks in Space, 1969

Box 18:

Publications and Advertising

Publications, 1946, 1951-53, 1955-56, 1958, 1961
Producing the Duplicated Newspaper, 1966
Publications on Editing, 1959-60, 1962-65
Fraternity Magazine Advertising, 1958, 1962-63
Fraternity Magazine Associated promotional books, oversize, 1936, (Box O-5)
Chapter histories file, 1963, 1965

Rushing

Examples
Sample Forms

Box 19:

Illinois Rushing, 1962, 1965-66
Fraternity ads in student papers, 1969-71
New pledge letters, letters to parents, 1950, 1957-58, 1960-61
Stewart Howe Alumni Service Services, 1953, 1959-60, 1962-66
Suggestions, issuances, 1951, 1958, 1961-62, 1964, 1967, 1970 (2 folders)
Rushing reference (2 folders)

Box 20:

Rushing reference
Round Robins
1943-49
1950-55
1957
1958

1959
1960
1961-62

Box 21:

Round Robins

January 1963-August 1963
September 1963-October 1963
November 1963-December 1963
January 1964-March 1964
April 1964-December 1964
1965

Box 22:

Round Robins

January 1966-August 1966
September 1966-October 1966
November 1966-December 1966
January 1967-June 1967
July 1967-December 1967
January 1968-April 1968
May 1968

Box 23:

Round Robins

June 1968
July 1968-August 1968
September 1968-December 1968
1969
January 1970-March 1970
April 1970-May 1970

Box 24:

June 1970-September 1970
October 1970-December 1970
January 1971-June 1971
July 1971-December 1971
1972
Round Robin Material, undated

Box 25:

Albert Wharfield Correspondence, 1930-32 (3 folders)

Box 26:

Stewart Howe Alumni Service Correspondence

Paul K. Addams, 1966-71
Jack L. Anson, 1968, 1971-72
William A. Butler, 1966-72
Betty Hinkle Dunn, 1967-70
Wilson Heller, 1953-54, 1957-72

Box 27:

article, 1950
biographical, 1969
evaluation, 1971
Chapter Rating Reports, 1956-70
National Comparisons
Survey Questionnaires
Rush Guides, 1957, 1961, 1965
College Survey Bureau, 1959-61
Clyde and Louise Johnson, 1957-59, 1964, 1956, 1966, 1969, 1970
Leland F. and Wilma Smith Leland, 1955, 1959-71
Caryl Lenihan, 1970-72
Z. L. Loflin, 1962-64, 1969-71
J. Robert Mahoney, 1968-72
Horace Nichols, 1959-65, 1968
John Robson, 1961, 1964-72
Ainsley Roseen, 1966-67
Barry Siegel, 1963-65, 1968-72
Fred H. Turner, 1958, 1960, 1964-69

Box 28:

Fraternity Viewpoint Newsletter
Stewart Howe Alumni Service Correspondence Chronological File
1933-1965

Box 29:

1966-1972, n.d.

26/21/3

9

Box 30:

Financial Journal, 1931-1960 (4 folders)

Box 31:

Operation Statements, 1931-1935

Fraternity Alumni Service Questionnaires, 1929

Beta Phi Alpha, correspondence, questionnaires, morgue, 1931

Delta Chi, correspondence, news clippings, photographs, questionnaires, 1930-31

Delta Gamma, address cards, news clippings, photographs, 1931-32

Delta Tau Delta, letter to membership from treasurer, 1940

Gamma Eta Gamma, correspondence, 1930

Illus., correspondence and questionnaires, 1930-33

Phi Gamma Delta, membership lists and news clippings, 1938-39