Record Series Number

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

26/21/12 Alumni Association Alumni Archives Administrative Reference Files, 1855-1972

BUSINESS

Box 1:

Articles, Clippings, Pamphlets, 1955, 1958, 1960, 1965-72 (2 folders) Business and Investment analyses and reports, 1955, 1967-72 Business handbooks and directories, 1936, 1951 Business Insurance, 1957 Business Law, 1905, 1969, 1971

<u>Box 2</u>:

Business management and procedures, 1930, 1958, 1970 Conventions, 1971 Estate Planning, 1940, 1954, 1967-71 Investment booklets, 1943, 1948, 1969, 1971 Pension Planning, 1953 Personnel and training, 1957, 1966-67, 1970-71 Real estate, 1960, 1967-72 Retirement planning book, 1964

Box 3:

Self-employment opportunities
Tax reports and analyses, 1962, 1964, 1969
Accountant's Weekly Report, 1969
American Institute of Executives
Newsletter, 1964
Babson's Reports, 1947-48
Business Week Letter, 1970-71

Committee on Economic Development, 1970

Estate Planning Notes, 1954-55

Estate Plans, 1955

Executives Tax Report, 1960

Illinois Department of Business and Economic Development Newsletter, 1970-71

Institute for Business Planning

Memo form the Editor, 1957

Labor Law Guide, 1969

Box 4:

Pension Plan Guide, 1969
Research Institute of America
publications, 1964, 1966, 1968-69
Recommendations, 1955, 1966-70, 1971-72
Royal Bank of Canada Monthly Letter, 1969-72
Sources of Current Trade Statistics, 1937
Standard and Poor's
publications, 1948, 1957-58, 1961, 1963, 1971-72

Box 5:

State Tax Review, 1969
Value Line, 1960, 1968, 1969
Notices of Corporation Annual Meetings and Proxies, 1960, 1967-69
Incorporation form and procedures, 1951, 1957
Reports to stockholders, 1944, 1960, 1965-72 (2 folders)

Box 6:

Reports to stockholders, 1944, 1960, 1965-72 Specific companies - articles, 1965, 1967-72 publications, 1953-54, 1957, 1959, 1968-69, 1971-72 company publications, 1954, 1957, 1959, 1968-69, 1971-72

<u>Box 7</u>:

One Williams Street Fund, 1967-69
International Paper Company, 1898-1948
Forbes Annual Report on American Industry, 1966
30th Anniversary, 1947
50th Anniversary, 1967
Annual Directory, 1972
Fortune 500, 1972

Box 8:

Franchising articles and pamphlets 1965, 1968-70 correspondence, SHAS plans

Franchise Journal, 1970

National Franchise Reports, 1969-70

Samples, 1969-70 (2 folders)

FUND-RAISING

Box 9:

Howe Fund-raising subject file

Adult education, 1958

Advertising space, 1948, 1956-58

Alumni matching gift programs, 1956-58

Alumni support, 1956-59

American Council on Education, 1958

Associate and citizens groups, 1956-58

Association of American Colleges, 1959

Bequests, 1954, 1956-58

Campaign literature, 1954

CFE Ad Council, Inc. Program

Council for Financial Aid to Education, 1954-58, 1960

Box 10:

Development office organization charts, 1956-58

Development office budgets, 1956-58

Development for colleges, 1956-59

Financing of education, 1957-58

Forms

Foundations, 1953, 1957, 1959

Gifts in kind, 1958

Industrial Liaison programs, 1957

Legislation restricting fund-raising, 1955-56, 1958

Lists, 1955, 1958

Loan funds, 1956-57

Box 11:

McBee methods

Memorial gifts, 1951, 1956, 1958

Public relations, 1950, 1952-55, 1959

Public relations - internal, 1949, 1952-54

Public relations - policies, 1946-51, 1957-58

ROTC public relations, 1957

Securities or gifts, 1958

Speaker bureau, 1958

Staging of conferences and special events, 1952-53

Tax credit plan for tuition, 1955, 1958

26/21/12 4

Taxes, 1959
Tax saving tips, 1956-58
Tax opportunities, 1954-58
Tompkins Act, 1954-58
Trustees, 1957-58

Box 12:

Tuition-aid plans, 1956
Year-end solicitation, 1953, 1955, 1957-58
Articles, 1936, 1951, 1954-72
Certificates of Recognition
Examples, 1957-64

Box 13:

Papers and Addresses, 1951, 1953, 1956-59 Publications on techniques, 1930, 1945, 1948, 1952, 1957, 1959-60 Publications on techniques, 1961-64, 1970 Seminars, 1970-71

Box 14:

Services Solicitor materials Statistics, 1954, 1959-60, 1964, 1967 Foundations, 1955-65, 1968, 1971

Box 15:

American Alumni Council, 1957-60, 1971
Alma Mater, 1966, 1968-70
American Association of Fund-Raising Counsel, 1969-72
Directory, 1968
Bulletin, 1959-62, 1966
Giving USA, 1958-66, 1968-69
Chicago Society of Fund-Raising Executives
bibliography, 1968
by-laws
directories, 1967, 1972
programs, 1970, 1972
study, 1959
Fund Raising Institute Newsletter, 1966, 1968, 1970-72

26/21/12 5

Box 16:

Fund-Raising Management, 1969-72 (2 folders)
Gonser and Gerber Bulletin, 1959-64
John Price Jones Company, 1929-1972 (2 folders)

Philanthropic Digest, 1959, 1964-65, 1967, 1970-72
Philanthropic Paper, 1964, 1969, 1971
Campaign Manual, 1929-47

Box 17:

KRC Letter, 1970

J. K. Lasser Tax Institute, 1959-62

Taxes for Fundraisers, 1959-62, 1970

Marts and Lundy

Financing Philanthropy, 1941

National Society of Fund Raisers

by-laws, 1964

roster, 1966, 1970

Newsletter, 1965-70, 1972

Philanthropy Tax Institute, 1966

Taxwise Giving, 1969-72

PUBLIC RELATIONS

Box 18:

American College Public Relations Association, 1955-60

Administrative Section, 1959

Annual Meetings, 1955, 1957-59

Articles of Organization, 1960

Development Institutes, 1959-61

Development Section

By-Laws, 1955-59

Meeting, 1959

Membership Committee, 1957

Nomination Committee, 1958

Workshop, 1956

Directory, 1957-61

Membership, 1963-65 (2 folders)

Box 19:

Publications, 1946, 1959, 1961-62 (2 folders)
Pride, 1959-60
Public Relations Society of America, 1959-71
Conference, 1959
Correspondence and Programs, 1952, 1967-71
Directories, 1969

Box 20:

Directories, 1971-72 Meetings, 1952, 1967-70 Membership Card - 1962 Publication, <u>1963</u> <u>Bulletin</u>, 1963, 1965, 1969-71 Public Relations Journal, 1959-60, 1963-72 (2 folders)

Box 21:

Public Relations Journal, 1959-60, 1963-72 Counselors Section, 1962, 1964, 1966-72 Roster - 1966 Counselors Monograph Series, 1966, 1969-70 Chicago Chapter correspondence, 1967, 1969-72 directory, 1968, 1971-72 history, 1963 programs, 1953, 1963-68, 1970-71 The Counsellor, 1958, 1968-69 Public Relations/Chicago, 1969-70, 1972 New York Chapter Seminar 1971 Reflections, 1966-68 Wisconsin Chapter Conference, 1970 Student Chapter, 1969 American Alumni Council Program, 1938 Handbook, 1962

Box 22:

Foundation for Public Relations Research and Education, 1962, 1964, 1966-68

```
Public Relations Clinic of Chicago
       Directories, 1964, 1968-69, 1971-72
Publicity Club of Chicago - 1968
       Job Mart, 1968-72
Women's Advertising Club of Chicago - 1968
Public Relations
       subject file
       address, 1959
       articles, 1950-51, 1958, 1964-72
       community relations, 1952-54, 1957
       examples and techniques, 1948, 1960-65 (2 folders)
Box 23:
       institutes and meetings, 1970-72
       periodicals, 1960-63, 1967-69
       publications, 1937, 1953, 1957, 1960, 1971, 1949
       student-created productions, 1960-62
Advertising - booklet 1936
       promotions and rate cards, 1933-34, 1936-40, 1959 (2 folders)
Box 24:
       promotions and rate cards, 1933-34, 1936-40, 1959
       direct mail ideas
       The Story of Selling - 1946
       Direct Mail Idea Library, 1956
       Directories
              College Newspapers, 1937
              Yellow Pages, 1970
              Zip Code - Ohio, 1970
              Mailing Lists, 1971
       Marketing Studies, 1935-38, 1940, 1944, 1967
Box 25:
Journalism
       addresses, articles, 1888, 1912, 1959, 1964-72 (2 folders)
       bibliography, 1966
       history, 1934
       Minnesota Press Club, 1967
```

Review of Collegiate Press, 1966
Style books, 1957, 1962
Chicago Tribune
Historic headlines, 1968
Line Books, 1925-26

Box 26:

National Geographic Magazine, 1915

<u>Time</u>

dinner - 1964 selections, 1956, 1965

Town and Country, 1957

Yearbook Journalism

Yearbook Photo Journalism, 1964

Creating the Yearbook, 1962

Chicago Today, pilots, April, 1969 (Box 0-7)

Combat, Sept. 1, 1968 - April 1, 1972

The Commentator, Feb. 1937, Vol. 1, No. 1

Conservative Digest, Vol. 1, Nos. 1 and 2, Spring, Summer, 1962

Box 27:

Eugene Register-Guard, Centennial Edition, Oct. 8, 1967

Evening Telegram (Havana) June 11, 1926

Harper's Bazaar, facsimile, Dec. 15, 1894 (Box 0-7)

Havana Evening News, June 11, 1926

Holiday, Vol. 1, No. 1, March, 1946 (Box 0-7)

Horizon, January, March, 1960

Indianapolis Star - Sesquicentennial edition, Nov. 7, 1971 (Box 0-7)

Judge, Feb. 28, 1931

<u>Ladies Home Journal</u>, facsimile, Sept. 1894 (Box 0-7)

Life (Humor magazine) March 20, 1931

Life Vol. 1, No. 1, Nov. 23, 1936 (Box 0-7)

Vol. 1, No. 3, Dec. 7, 1936 (Box 0-7)

Nov. 7, 1938 (Box 0-7)

Kennedy Assassination issues, Nov. 29, Dec. 6, Dec. 13, 1963 (Box O-7)

Memorable Photographs, 1951 (Box 0-7)

London Calling, BBC Journal, Coronation issue, May 28, 1953 (Box 0-7)

Look, Jan., Feb., 1937 (Box 0-7)

Mademoiselle, August, 1966

National Observer, Vol. 1, No. I, K, L, Dec. 17, 1961; Jan. 21, Feb. 4, 1962

Box 28:

Norfolk and Western Magazine, June, 1938

Perspective, Vol. 1, Nos. 1 and 2, July, October, 1945

Realm, Vol. 1, No. 1, Oct. 1963

Saturday Evening Post, facsimile, Feb. 11, 1905 (Box 0-7)

Social Science, April, 1947

Time, facsimile, Vol. 1, No. 1, March 3, 1923

W preview issue

World (newspaper) preview issue Oct. 11, 1961

World (magazine) Vol. 1, No. 1, July 4, 1972

Youth's Companies, 1916

Dummies for weekly sports magazine, Dec. 1953, April, 1954

Nickel paperbacks:

Handsome Harry and the Secret Police, March 17, 1899

White Rifle

(following files in oversize:)

"At the Front with the Army and Navy", 1912

Avant Garde, 1968-69 (Box O-1)

Chicago American, 24 Sept., 1926 (Box O-1)

Chicago Tribune, c. 1 Jan., 1972 (Box O-3), 26 Nov., 1972

Life, Great Moments from, 1956

Look, 30 Dec., 1969 (Box O-1)

13 Jan., 1970 (Box O-1)

7 Sept., 1971 (Box O-1)

Saturday Evening Post, Summer 1971 (Box O-1)

Soviet Life, 1968 (Box O-2)

The Chicago Tribune, facsimile front pages, 1861-1933 (1933) (Box O-3)

PRIMARY AND SECONDARY EDUCATION

Box 29:

Articles, 1940, 1954-55, 1967-72

Bibliography, 1965

Correspondence courses, 1969

Publications, 1950, 1956-58, 1959-61, 1963-65, 1970 (3 folders)

Secondary Education:

Burr Seminary, 1855

Fairfield Academy, 1855

Herkimer County, 1858

Specific schools:

Allendale, 1971 Burr Seminary, 1855 Fairfield Academy, 1858 Colenwood, 1970 Herkimer County, 1858 Manlius Pebble Hill, 1972 Perkiomen, 1955 Roycemore, 1972