

41/92/802
Student Affairs
ATO Administrative Staff & Services
ATO Manuals, 1870-2016

Box 1:

MEMBER MANUALS

The Manual of Alpha Tau Omega Fraternity, 1911

- 1 hardbound copy with reviews, comments, and copyright form
- 1 hardbound copy with note from author to Joseph R. Anderson
- 1 hardbound copy, unmarked
- 1 paperbound copy

2nd edition, 1929

- 1 hardbound copy signed by Albert A. Wilbur
- 1 hardbound copy signed by John W. Vann
- 1 softbound copy, unmarked

Handbook of the Usage of Alpha Tau Omega, compiled by William Smiley, 1926

Memoranda from Otis A. Glazebrook concerning "minor mistakes" in 1929 Manual, 1932

Revision to 1929 Edition, from Stewart Daniels to Claude Reno, 1932

3rd edition, 1939

- 1 hardbound copy signed by Frank W. Scott with ATO Library embossed stamp
- 1 hardbound copy signed by H.S. Oberly
- 1 hardbound copy in paper wrapper, unmarked

Box 2:

4th edition, 1946

- 3 paperbound copies

Propylon: A Manual for Pledges

- Warren Danford correspondence concerning 1956 Propylon, 1953-58 (2 folders)
- Preliminary Draft, 1954 (3 copies)
- Editions: 1956, 1958, 1960, 1961, 1963, 1964

Box 3:

1965, 1967, 1969, 1970, 1972, 1973, 1978, 1980, 1982, 1983

Alpha Tau Omega: The Positive Experience

- 1985 edition (3 copies)
- 1992 edition (1 inscribed by Wynn Smiley, 1 imprinted for Robert Vogeles and inscribed by WGC Robert C. Knuepfer Jr. and "RJS," and 2 unmarked copies)

Box 4:

1996 edition (3 copies)

2016 edition (revision) (1 copy)
ATO: True Merit Character, 1998 (2 copies)
“On the Track to Success: Scholarship” brochure, 1981
“Protocol Tips on How to Avoid Hoof ‘n Mouth Disease” brochure, 1981
Risk management program brochure, 1993
Tau Book daily planner/calendars, 1991-92 (2 copies)
1992-93 (2 copies)
1993-94 (2 copies)
1994-95 (2 copies)
1998-99 (2 copies)
“What Everyone Should Know about Alcohol” brochure, 1981
“What Everyone Should Know about Drug Abuse” brochure, 1981

Box 5:

CHAPTER MANUALS

ATO Adviser: Counseling Collegians for Today and Tomorrow, ca. 1982-85
Chapter Adviser’s Manual, ca. 1975-79
Chapter Advising for ATO in the 90s, ca. 1990
Chapter Advisory Committee Set-up Kit, ca. 1991-93
ATO Chapter Finances: The Chapter’s Guide to Financial Management, ca. 1983
Corrected copy, ca. 1991
“Chapter Computerization Program” brochure, 1988
Chapter Officers [COMMAND] Manual, 1978.
Variant copies, ca. 1979-80 (3 copies, different bindings)
1981
Draft, 1981

Box 6:

Chapter Legal Liabilities (National Interfraternity Conference), 1983
Chapter President’s Notebook, 1990 (3 copies)
Chapter Public Relations Workbook, ca. 1967
Comprehensive Program for a Successful Help Week, ca. 1960s
CORNERSTONE: Chapter Operating System, 1996 (2 copies; 5 folders)
Energize Participant Manual, 1993 (2 copies)
1994
First Class: ATO Guide to Chapter Public Relations, ca. 1983
Fraternity Insurance Trust Liability and Property Insurance Claim Manual, 1992, 1995
Fund Raising for Fraternity Chapters (Arthur Ben Chitty), ca. 1950s
Guide to Successful Pledge Training, ca. 1960-65
Histories of Chapters, Official Instructions for the Preparation Of, ca. 1920
House Corporation Manual, 1993
Instructions for the WKA of Your Chapter, 1905
Meeting the Challenge for Constructive Membership Education, ca. 1983-85
Membership Education Instructor's Guide and Syllabus, ca. 1980s

Membership Recruitment: A Guide to Effective Rushing, ca. 1977-81
Membership Recruitment & Expansion Pack, ca. 1990
Minimum Standards for Chapter Operations, 1982
New Member Orientation: the Value of One, the Power of All, 1990
New Member Orientation: the Value of One, the Power of All, ca. 1991-92 (including cassette tape and transcription) (2 folders)
Facilitator's packet, ca. 1990-92
Pledge Education Outline, 1973
Pledge Education Chairman's Manual, ca. 1975-79
Pledge Tests, ca. 1987
Retreat Information of ATO (typescript), ca. 1980
Risk Management (ATO), 1992
1996 (2 copies), ca. 2002 (2 copies)
Risk Management Manual (Fraternity Insurance Purchasing Group), ca. 1994

Box 7:

Rush: ATO Guide to Effective Membership Recruitment, 1983
2nd edition, 1990
Uniform System of Accounting for Chapters, 1914
Worthy Masters Manual, 1988 (2 copies)
"Your Guardian Insurance Plan," 1991

ALUMNI ASSOCIATION MANUALS

Alumni Association Handbook, 1950 (3 copies) (a 4th copy is in Room 106B)
ca. 1951-52 (2 copies)
The Alumni Support Network, ca. 1983 (3 copies)
"Alumni Association Reference Manual," (mimeographed typescript) 1949

OFFICER AND HEADQUARTERS MANUALS

Appointed Officers Notebook, 1987
1990
ATO Gives You an Opportunity to Build Your Own Fraternity [expansion manual], ca. 1983- 85
Chapter Service Consultant [CSC] Orientation Program, 1984
Chapter Service Consultant [CSC] reference notebook, ca 1986 (May be incomplete)
The Tower: Board of Trustees Operating System Manual, ca. 1996 (2 folders)
Duties of Province Chiefs and Worthy Masters, 1909
Elected Officers Notebook, 1990
Form & Function [ATO Communications Department catalog], ca. 1992
Expansion Manual: a Guide to Becoming a Chapter of Alpha Tau Omega Fraternity, ca. 1978-82 (2 copies)
National Headquarters Policies and Procedures Manual, 1989 (2 copies)
Province Chief Handbook, ca. 1964 (2 copies)
Province Chief Manual, 1926 (6 copies)
1976 (3 copies)

Province Director Manual, ca. 1992
Province Conclaves Planning Guide, 1982
 Originals, 1982
ATO Brochure, 2000
 Communications Department originals, 1998
Energizer, ca. 1990s
Energizer Retreat Handbook, 1997

Box 8:

New Member Orientation Manual, 1997
Province Director Manual, ca. 1990s
Relevance Manual, 2002
Resolution Committee of 73rd Congress Alcohol Misuse Handbook, 1998
Vision Manual, 1995

MEMBER

ATO New Member Orientation Program Manual, The Value of One the Power of All, 1992
Founding ATO, booklet, no date
President's Retreat Manual, 2005
 Participant's Manual, 2005 [2copies]
 President's Retreat Manual, 2005, Powerpoint Slides
President's Retreat Manual, 2006
President's Retreat Manual, 2008
President's Retreat Manual, 2009

CHAPTER

ATO Official Instructions for Preparation of Histories of Chapters, no date
Alcohol 101, 1998? (Includes two CDs of computer program)
 General Counsel flier, no date
 Hazing brochures, 1992, 1993
House Corporation Manual, 1993
Risk Management, brochure, 1994
 Manual, no date, 2004
 Rush brochures, no date
 Inactive Membership Position, no date
The Vision
The ATO Vision, booklet, no date
 Board of Trustees, brochures, no date
 Fulfilling the Vision, Operation Manual, 1994-1995
 Brochures, no date
 Chapter Initiatives, 1994

ALUMNI

Alumni Training Manual, 2002

OFFICER AND HEADQUARTERS

71st Congress Program, banquet, 1994

ATO Adviser, Counseling Collegians..., no date

Colony Retreat, no date

Facilitator's Manual, no date

EXP², An Expansion Resource Guide for ATO National Fraternity, 2001

FRMT (Fraternity Risk Management Trust), Liability and Property Insurance and Claim Manual, 1995-1996

Positive Experience Guide, Facilitator's Manual, 2004

Leadership Consultant Training Manual, no date

MEMBER

Emerging Leadership Conference Manual, 2010

Emerging Leadership Conference, Facilitator's Manual v2.1, 2010

CHAPTER

Cornerstone: Chapter Operating System Manual, ca. 1997

OFFICER AND HEADQUARTERS

The Tower: Board of Trustees Operating System Manual, ca. 1999

Boxes 9 - 12:

Restricted. Contains Ritual material. Please contact Archivist for details.

Box 13:

Vice President Manual, ca. 2000

Alumni Association Handbook, c. 2000

Alumni Association Manuals, 2000

Alumni Training, 2002

Member Services and Expansion Training, 2003

Constitution and Laws of the Alpha Tau Omega Fraternity, 1986

Risk Management Manual & Resource System

Version 3.0, (2 copies), Undated

Version 3.1, Undated

True Merit Character Membership Education Program v1.0, Undated

A Guide for Graduate Chapters manual, Undated

Leading the Challenge: Officer Roundtables, Undated

Goal Setting Retreat Facilitator's Manual, c. 1993

Box 14:

Chapter Manuals, 2 folders

Chapter Planning: Initiation Week

Membership Education Program:

 Brotherhood Week

 Phase One

 How to Implement the Phase One

ATO Standard Operating Procedure, ca. 2010-2015

Box 14 is 0.50 Empty