

41/92/802
Student Affairs
ATO Administrative Staff & Services
ATO Manuals, 1870-2006

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 and 2 unmarked copies)

Box 4:

1996 edition (4 copies)

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

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