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)

Box 3:


Alpha Tau Omega: The Positive Experience
1985 edition (3 copies)
1992 edition (1 inscribed by Wynn Smiley, 1 imprinted for Robert Vogele 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
  Corrected copy, ca. 1991
  “Chapter Computerization Program” brochure, 1988
  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
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)

ALUMNI ASSOCIATION MANUALS
Alumni Association Handbook, 1950 (3 copies) (a 4th copy is in Room 106B)
c.a. 1951-52 (2 copies)
The Alumni Support Network, ca. 1983 (3 copies)

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
1978-82 (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
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


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

Leadership Consultant Training Manual, no date

MEMBER

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

CHAPTER


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