

**SERIES DESCRIPTIONS****Subgroup I. Administrative File, 1839-1991, 1996, 1998-99, 2006-10, n.d. [4.29 I.f.]**

This subgroup, containing the legal documents of the Alumni Association, is arranged in four series: Constitution and Bylaws, Minutes, Budgets, and Historical Files.

**Series 1. Constitution and Bylaws, 1839, 1920-70, 1973-74, 1988 [0.2 I.f.]**

The Alumni Association has operated under five constitutions. The first one, in 1839, established the Association of the Oberlin College "Collegiate Institute" and remained in effect until 1919 when a new constitution was ratified. This constitution created the Alumni Association and made possible the employment of a paid executive. In 1945, the "Regulations of the Alumni Association of Oberlin College" were approved which resulted in an Alumni Board to replace the Alumni Council. In 1970, a new constitution led to the elimination of all offices except that of the president. The most recent constitution abolished the Alumni Board replacing it with a voluntary Alumni Council. Three of the four constitutions are located in this series. The 1839 document is found in the Minute Book (series 2). There is no copy of the 1984 constitution in this group.

**Series 2. Minutes, 1839-1952, 1955-79, 1983-90, 1996, 1998-99 [1.2 I.f.]**

This series contains the minutes kept under all four of the Association's constitutions. It also records the first constitution. Minutes for the Executive Committee, the Alumni Council, and the Association's Annual Meetings are all interfiled in chronological order. The original Minute Book (1839-1920) can be found here, but only a photocopy is available to researchers due to the fragile nature of the original. Note the gap in the record for the years 1953 to 1956. These records have not been located.

**Series 3. Budgets, 1958-1991 [1 I.f.]**

These records document the budgets of the Alumni Association. Included are preliminary, proposed and actual budget reports as well as correspondence relating to the allocation process.

**Series 4. Historical File, 1945-80, 1988, 1990 [0.2 I.f.]**

Included in this series are various documents compiled over the years that record many phases of the Alumni Association's history.

**Series 5. Insurance Files, 1968 [0.2 I.f.]**

Though this is a meager series, it nevertheless contains important information regarding the insurance policies held by the Alumni Association.

**Series 6. Awards/Certificates, 1973, 1982-83, 1986, 1990 (oversize)  
[1.41 l.f.]**

This series contains awards and certificates presented to the Alumni Association or members of the staff.

**Series 7. Building Projects, 2006-10, n.d. [0.08 l.f.]**

Comprises files on the Dewy Ward Alumni Association Office in the East College Street Project, dedicated on September 24, 2010. Includes plans, perspective renderings, correspondence, ephemera, Alumni Council Dinner remarks, reports and general information. One folder is restricted as noted on the inventory.

**Subgroup II. Alumni Board, 1890-2011 [13.7 l.f.]**

This subgroup documents the activities of the governing body of the Alumni Association. It is arranged into seven series: Organization Files, Annual Meetings, Correspondence Files, Executive Committee Files, Committee Files, Mailings, and Handbooks. Note that the bulk of the material here is for the period 1920-1962.

**Series 1. Organization, 1945-59, 1968-75, 1983, 1986-91 [0.2 l.f.]**

This series contains general information regarding the structures of the Alumni Association. Committee listings, information sheets, interpretations of the bylaws, and correspondence make up the series.

**Series 2. Annual Meetings, 1893-1994 [1.8 l.f.]**

Twice a year the Alumni Board meets to conduct its business. This series consists of working files used in preparation for and conducting of annual meetings, 1920-1989. Records include correspondence, invitations, lodging information, committee reports, and minutes of meetings. Programs filed here include those for Alumni Day, the predecessor to the Annual Meeting, held regularly during commencement. Material is arranged chronologically.

**Series 3. Correspondence, 1955, 1963, 1968-70, 1973, 1979-92, 1994 [0.8 l.f.]**

General correspondence relating to Board matters. (includes 1999/132)

**Series 4. Executive Committee, 1955-94 [1.2 l.f.]**

This series documents the responsibilities of the Executive Committee--that group responsible for overseeing the activities of the Board. Included are agendas, correspondence, reports, and meeting minutes.

**Series 5. Committee Files, 1890-2001 [6.8 l.f.]**

This series documents the functional groups of the Alumni Board. The constitution provides for standing committees: a number of short term committees also have been formed throughout the Association's history. Among the long term committees of note are: the Nominating Committee responsible for choosing candidates for Alumni Board positions and for the Alumni Trustee to the Oberlin College Board of Trustees; Scholarships and Admissions Committee concerned with raising and disbursing scholarship monies; the Publications Committee which oversees the *Alumni Magazine*; and the Alumni Award Committee responsible for choosing the recipient of the annual Alumni Medal. Records include correspondence and reports. Material is arranged alphabetically by committee and then chronologically.

**Series 6. Mailings, 1961-78 [0.2 l.f.]**

Various reports, announcements, schedules, and other types of information sent to Board members.

**Series 7. Handbooks, 1969-89, 1994-97 [0.3 l.f.]**

Located here are handbooks devised to assist alumni board members in carrying out their duties.

**Series 8. Self Defined Groups, 1978-2011 (2.3 l.f.)**

Documents report on the work of several special interest alumni groups. Annual reports from the Asian Pacific American Alumni/ae Association, the Bowlers Association, the John Heisman Club, and the Lesbian, Gay, and Bisexual Alumni Association detail the history, membership, mission, yearly activities and future plans for these alumni groups. The 1994 annual report for the John Heisman Club contains a discussion of the institution's declining support for the College's athletic program. Filed here also is the Lesbian, Gay, and Bisexual Alumni Association's reaction to the 1993 Maguire Consultant's report which argued that the open presence of lesbian, gay, and bisexual students at Oberlin had a negative impact on the number of prospective student applications. Included in this series are pamphlets, correspondence and planning materials for activities and scholarships relating to the Black Alumni Committee/Association. The final report of the Black Alumni Conference (25-27 May 1987) is also included. In order to increase the participation of black alumni in service

and support to Oberlin College, a Black Alumni Committee was convened in 1987. This group was to assist in addressing the issues of minority recruitment, retention, and graduation. It also established a community network for black alumni. Although defined as a committee, the Archives staff assigned it to this series because it serves a defined group with a far reaching mission.

This series is divided into four subseries: 1. Miscellaneous, 2. Oberlin Lambda Alumni, 3. Black Alumni Committee/Association, and 4. Oberlin Latino Alumni Association.

### **Subgroup III. President's File, 1941-51, 1969-75, 1993-95, 1998-2000, 2002 [1.0]**

This subgroup documents the role of the Alumni Association president. It is not a very complete file.

#### **Series 1. Correspondence, 1941-51, 1971-75, 1993-95, 1998-2000 [0.9 l.f.]**

This series, consisting of correspondence of the Alumni Association president, concerns the incumbent's term in office. Major correspondents include Alumni Secretary, alumni, and college officials.

#### **Series 2. Activity Reports, 1969-70, 2002 [0.1 l.f.]**

Alfred Van Horne III devised these reports to keep members of the Alumni Board apprised of his activities. Also includes a copy of a report given by Clyde Owen at a Trustees meeting, March 2002.

### **Subgroup IV. Class and Club President's Council, 1934-43, 1945-89 [1.4 l.f.]**

These reports document the organizational changes occurring in the Alumni Association. Efforts to increase Alumni involvement and streamline the Association's hierarchy resulted in separate Class and Club Councils from 1945-52, which were succeeded by a joint Class and Club Council in 1953. However, the Class and Club Councils held joint meetings long before the bylaws were changed to incorporate the joint council. By the 1970s, although still officially a joint council, the two groups again went their separate ways, meeting independently with altogether different agendas.

#### **Series 1. Club President's Council, 1945-52**

Constituted of presidents of the local alumni associations throughout the country, this group concerned itself with how to improve membership and develop programs.

Records consist of invitations, correspondence, agendas, and reports for the annual meetings, as well as a few club officers bulletins. Material is arranged chronologically.

**Series 2. Class President's Council, 1945-52, 1979, 1987, 1989**

This council consists of class presidents from each of Oberlin College's graduating classes. Council concerns include alumni fundraising efforts, admissions and scholarship, and communication between the classes and the College. Records include correspondence, invitations, agendas, minutes, and reports. The material is arranged chronologically.

**Series 3. Class and Club President's Council, 1950, 1952-86, 1988-89**

Following the merger of the Class and Club Councils the concerns of the new group reflected the varied interests of both the classes and the clubs: fund-raising, regional group functions, alumni involvement. The material, in later years, reflects the growing bifurcation of the Council as the classes and clubs began to separate again. Included are correspondence, agendas, speeches, reports, and minutes. Much more material on club activities is located in Subgroup VIII. Clubs.

**Series 4. Junior Class Council, 1934-43, 1949-52, 1987-89**

A short lived organization, the Junior Class Council consisted of alumni from the fifteen most recent graduating classes. Its purpose was to allow these younger alumni a chance to participate actively in the Association. Included are correspondence and reports.

**Subgroup V. Executive Director, 1891-1995, 1999, n.d. [11.5 l.f.]**

This subgroup documents the activities of the administrative office of the Alumni Association. This office is located on the Oberlin Campus and is responsible for carrying out the wishes of the Association. The first paid employee of the Association was hired in 1920 as the Executive Secretary. In 1935, that title was changed to Resident Alumni Secretary, in 1938 it became General Alumni Secretary, and in 1957 the title Executive Director came into use. In 1962, the Executive Director received the added title of Special Assistant to the President of Oberlin College for Alumni Affairs (a short-lived addition). The title Executive Director is currently in use.

**Series 1. Administrative File, 1921, 1924-59, 1970-94 [0.8 l.f.]**

This series, documenting the Executive Director's responsibilities in running the Alumni Association office in Oberlin, includes material concerning the various College

committees the director serves on, his reports to the president of the college, and personnel matters of the office.

**Series 2. Correspondence, 1936-41, 1948-61, 1966-71, 1980-81, 1992, 1994-95, 1999 [0.8 l.f.]**

This series, documenting the Executive Director's role in running the Alumni Association, consists of correspondence with two different sets of people: Alumni Association officers and Oberlin College officials such as Secretary and various deans. There is also a general file and a file for President Nancy Dye. Material is arranged by class year.

**Series 3. Class Files, 1891-1989 [9.1 l.f.]**

This series is divided into three subseries: General Files, Class Letters, and Directories. One of the Executive Director's main tasks is the maintenance of class files. As part of this, the director corresponds with class officers and alumni, conducts class elections, and prepares class directories. A large part of the class files series is the class letters, which are written by class presidents and/or class agents and then photo duplicated and mailed by the alumni office. These letters are arranged in two different manners. The first two segments are arranged chronological by class and then by year sent out (previous filing system). The third segment is arranged chronological by class year only (current filing system). The few gaps which do exist are for the Class of 1945 and the Class of 1958. Class officer correspondence and that with alumni are arranged by correspondent (Note the absence of alumni files I-Z). Class directories are arranged by class year.

**Series 4. External File, 1933-44, 1954-70 [0.4 l.f.]**

This series documents the Executive Director's relationship with organizations not part of either Oberlin College or the Alumni Association. These include memberships in the American Alumni Council and the Independent Colleges Alumni Associates. Material is arranged by organization.

**Series 5. Miscellaneous File, 1935, 1948-84, 1986, n.d. [0.4 l.f.]**

This series contains a variety of items documenting the Executive Director's activities: correspondence, audits, memos, and the like.

**Subgroup VI. *Alumni Magazine*, 1905-22, 1926-90, 1994 [0.6 l.f.]**

When it began in 1905, the *Alumni Magazine* was published by the Alumni Magazine Publishing Company, a corporation separate from Oberlin College. This arrangement

continued until 1921 when the Alumni Association took over publication of the *Magazine*. In 1985, the Office of Communications, a unit in the Office of the Secretary, assumed responsibility for the publication. This subgroup documents the efforts of the Publishing Company and the Association to publish the *Magazine*. There are two series reflecting these institutional changes in the *Magazine's* history. For information on the oversight committee for the magazine see: Subgroup II. Alumni Board, Series 5. Committees.

**Series 1. Alumni Magazine Publishing Company, 1905-22 [0.2 I.f.]**

This series documents the brief period when the *Alumni Magazine* was published privately. Included in this series are the articles of incorporation, stock certificates and proxies, correspondence, and business records. Material is arranged by type of record.

**Series 2. Administrative File, 1926-90, 1994 [0.4 I.f.]**

This series documents efforts of the Alumni Association to publish the *Alumni Magazine*. Included are Editor's reports, budgetary material, reports to the president and office files of Philip Tear (editor, 1966-84), correspondence, and business records such as bids, advertising material, and circulation figures. Glaringly absent from this series are letters to the editor, discussions of layout and content of the magazine, and other records of the daily operation of the office. Material is arranged by type of record. For correspondence concerning letters to the editor [1997/003] cross reference with RG 26.

**Subgroup VII. Programs, 1856, 1860, c. 1871, 1879-1990, 1993-2002, n.d. [5.8 I.f.]**

This subgroup contains material documenting the activities sponsored in whole, or in part, by the Alumni Association. It represents the on-going, daily planning for events such as commencement, reunions, and homecoming. Material in this subgroup is arranged into series by program.

**Series 1. Alumni Admissions, 1881, 1977-82**

This series documents the Association's efforts to recruit students across the country. Each regional club generally had Admissions Representatives who helped promote Oberlin College in their area and encourage prospective students to attend. Also included are two newsletters sent to the Admissions Representatives to keep them informed of current activities. Also filed here is an 1881 circular asking for former students to encourage young people to consider attending Oberlin College.

**Series 2. Alumni Day, 1958-59**

This series contains materials relating to the Alumni Day speakers and dinner. A famous Oberlin alumnus would speak to the senior class about the importance of the alumni and alumni association to Oberlin College. The class would be organized into smaller discussions at alumni homes where a dinner was served. It should be noted that "Alumni Day" was also the name given to the annual event held during commencement up until 1921 when it was changed to The Annual Meeting. These programs may be found in Subgroup II, Series 2. Material is arranged chronologically.

**Series 3. Alumni Fund, c. 1871, 1890s, 1935-58, 1964, n.d.**

This series documents the Association's systematic efforts to raise funds for Oberlin College. Included are correspondence, solicitation letters, planning reports, brochures, cards, etc. used to solicit funds, and scrapbooks detailing methods used. Material is arranged chronologically. See also 7/1/2, Office of the Treasurer.

**Series 4. Alumni Luncheon, 1896-1942, 1952-64, 1971-72, 1977-90**

These records document arrangements made for the annual luncheon held by the association to welcome the graduating class in the alumni ranks. Included are correspondence, seating arrangements, programs, and financial records. Material is arranged chronologically.

**Series 5. Alumni Parents, 1956, 1975-86, 1988-89, 1993**

This series documents special activities for Alumni who are parents of current Oberlin College students.

**Series 6. Anniversaries, 1908, 1933, 1958, 1983**

This series records the ways various significant events in the history of Oberlin College are commemorated. Material is arranged according to the event documented. Included are reports, planning documents, invitations, memoranda, brochures, and programs.

**Series 7. Career Counseling Conference, 1978-87**

This series contains materials concerning alumni career counseling. Each year a conference is held to allow current students to meet with successful alumni and discuss their future and ways they could prepare themselves for the working world. This material is arranged chronologically.

**Series 8. Commencement, 1895, 1923, 1950-64, 1973-90**



The annual Commencement weekend is the time of three major Association functions. The Alumni office is responsible for planning the annual meeting, the Half-Century Club and alumni luncheons, and class reunions. This series contains a variety of documents: correspondence, invitations, programs, reports, speeches, and budgets. The material is arranged chronologically.

**Series 9. Half Century Club, 1958-64, 1975-90**

Begun in 1962, this club consists of members of those classes which have had their golden anniversary of graduating from Oberlin College. Its purpose is to honor those older class members and bring them closer to the college. The Half-Century Club is the successor to the less organized Half-Century Council. Records in this series include correspondence, programs, memoranda, invitations, guest lists and table arrangements. Material is arranged chronologically.

**Series 10. Homecoming, 1925-31, 1938-41, 1945-51, 1955-82**

"The Big Weekend" at Oberlin College, Homecoming is held every fall (Two exceptions to this are the years 1925-31 when a mid-winter event was held and 1942-44 when no event was held due to World War II). Alumni Association activities include meetings of class and club councils, lectures, a tea or reception after the football game, and panel discussions. Records include planning documents, programs, invitations, correspondence, and guest lists. Material is arranged chronologically.

**Series 11. Movies of Oberlin College, 1930-41**

This series documents Association efforts to create promotional films about the college for use in attracting students and promote interest in the school.

**Series 12. Reunions, 1856, 1860, 1879-1964, 1978-89, 1994-2002, n.d.**

These events, usually held in conjunction with Commencement Weekend, initially were for the various anniversary classes of the college. In an effort to increase alumni ties to the college, "special reunions" were begun in the 1980s for special affinity groups. Records are diverse and include planning documents, correspondence, invitations, programs, and handbooks. Of special interest is the Class Banner book which contains sketches of the class banners from 1879-1964 as well as the color schemes devised for each year.

Additional information on reunions can be found in Subgroup V. Executive Director, Series 3 and in Subgroup II. Series 8, Subseries 3 - Black Alumni Association. Material is arranged chronologically.

**Series 13. Student Elections, 1977-87**

The Alumni Office conducts the elections in the Junior Class for Senior Class officers and in the Senior Class for their first set of alumni officers to serve five years. Included in this series are correspondence, memoranda and ballots. The materials are arranged chronologically.

#### **Series 14. Shansi Sponsored Tours, 1986-87**

This series documents a trip to China which alumni could attend. Included are itineraries describing what sites were visited and what was learned on this tour. Also a trip to India, 12/1993-1/94.

#### **Series 15. Special Programs, 1929-48, 1963-88**

This series contains materials documenting the special activities and programs which were sponsored by the Alumni Association. It is arranged alphabetically into eight subseries: Choir Concert Tour, Bill Cosby, Gilbert and Sullivan Program, Majors Dinner, Moving Company Tour, Music from Oberlin Tour, NEOTA, and Oberlin in Uniform.

##### **Subseries 1. Choir Concert Tour, 1963-67, 1980, 1988**

On a semi-regular basis Oberlin choirs tour the country; the Alumni Association encourages its regional clubs to sponsor these trips. Included are correspondence, programs, and itineraries.

##### **Subseries 2. Bill Cosby, 1985**

This series documents the "Cosby for Oberlin" program in which Bill Cosby performed. Benefit concerts were held in Cleveland to aid in the fundraising efforts for the Bill and Camille Cosby Family Scholarship Fund for Minority Students.

##### **Subseries 3. Gilbert and Sullivan Program, 1966-67**

During Commencement week, performances of Gilbert and Sullivan works were performed. The planning materials for this program are included in this series.

##### **Subseries 4. Majors Dinner, 1981-82**

A program established by the Alumni Association in which relatively small dinners were held during which majors could talk and listen to alumni coming from the same major discipline, but in a wide range of careers. Includes memos and correspondence.

**Subseries 5. Moving Company Tour, n.d.**

This series documents the productions put on by students from the Oberlin College Theater and Dance Program. Several programs are contained in this file as well as a letter sent to all the locations in which the company performed.

**Subseries 6. Music from Oberlin Tour, 1980-82**

This series documents the tour of the Oberlin Chamber Ensemble. Included are itineraries, correspondence and programs.

**Subseries 7. NEOTA (North Eastern Ohio Teachers Association) Luncheon, 1929-48**

For nearly twenty years the Alumni Association held a luncheon for Alumni in conjunction with the NEOTA annual meeting in Cleveland. It drew both alumni involved in teaching throughout the region and Cleveland area alumni. Records include invitations, correspondence, and guest lists. Material is arranged chronologically.

**Subseries 8. Oberlin in Uniform, 1941-45**

In an effort to keep track of those alumni sent off to military service and to provide them with moral support, the Association made the *Alumni Magazine* available to them free of charge. It also provided information to Oberlin alumni living near military bases and asked them to keep in touch with military personnel nearby.

**Series 16. Parents Weekend, 1986-90**

This series documents the annual Parent's Weekend, which provided parents with the opportunity to visit campus, meet faculty, and attend workshops and lectures. These files contain schedules, programs, correspondence, guest lists, and program evaluations. Arranged chronologically.

**Series 17. Alumni Convention, 1887**

This series contains circulars and correspondence concerned with the planning of the Alumni Convention held in Chicago July 6-8, 1887. The purpose of this conference was to enable the alumni to "contribute to the prosperity of the Alma Mater, and help to broaden and deepen her influence, and establish her rank among the colleges of America." The Convention Minutes may be found in the correspondence of Norman P. Willard, Secretary of The Alumni Association of Illinois, in Subgroup VIII, Series 1.

**Subgroup VIII. Clubs, 1881-1926, 1931, 1935-38, 1947-92, n.d. [13.35 l.f.]****Series 1. Early Years, 1881-1926, 1931, 1935, 1947-49, n.d.**

During this period, the clubs were mostly unofficially attached to the College. They used the name, but had no real connection to the school until the 1940s. Records consist of programs, notices, placards, and club listings. Material is arranged by club.

**Series 2. Regional, 1949-92, n.d.**

During most of this period, the clubs held programs of interest to their membership and were fairly independent of the Association office for their activities. This changed in 1976 when the Alumni Association took over much of the responsibility for club programs; many "canned" programs were sent around the country to various groups. This series consists of the records of some 58 clubs; included are correspondence, planning material, and guest lists. Of special interest is the Oberlin Cleveland Women's Club material. This extensive series documents both the activities of the group and its merger with the pilot club for the Association, serving as a model for new programs. Club material in this series is arranged alphabetically by organization.

**Series 3. Club Handbooks and Mailings, ca. 1950s, 1968, 1971-89**

Records in this series consist of material generated in the Oberlin office. The bulk of it is mailings sent out for the clubs by the association. By this point, the Association ceased to keep close records arranged by club and turned to a chronological filing system. Thus, this series is arranged in that manner.

**Series 4. Files Relating to the ACTION Coordinator, 1981-86**

In 1981, Liz Culbertson was appointed the coordinator of ACTION (Alumni Campaign to Involve Oberlinians Now), a new alumni group at Oberlin College whose goal was to increase public awareness of Oberlin College, increase applications and enrollment, support career development and counseling activities, and to increase alumni participation in meeting the financial needs of the college by working closely with the already existing regional clubs. Included in this series are correspondence, planning materials, memoranda, newsletters and sign-up sheets created, received, and maintained by the ACTION coordinator. Many of the files relating to this organization can also be found intermixed with the club files in Series 2.

**Subgroup IX. Questionnaires and Surveys, 1934-50, 1952-53, 1972, 1974, 1980, 1987 [1.8 l.f.]**

Over the years a number of surveys have been sent, by or with the cooperation of the Alumni Association, to the graduates of the College. This sub-group documents some of these questionnaires. There are two series: Internal and External.

**Series 1. Internal, 1934-45, 1953, 1974, 1980**

This series consists of surveys devised by Oberlin College to determine attitudes of alumni--usually about the college. Included are survey forms, reports, and correspondence.

**Series 2. External, 1945-50, 1952-53, 1972, 1987**

This series documents those surveys of alumni that were not generated by the Alumni Association, but with which the Association cooperated. Included are survey forms, reports, and correspondence.

**Subgroup X. Publications, 1904-present [8.0 l.f.]**

This subgroup contains printed material generated by the Alumni Association.

**Series 1. *Oberlin Alumni Reporter*, 1938-40**

A quarterly, the *Reporter* was disseminated through the club subscription plan. Its purpose was to supplement the *Alumni Magazine*. Vol. 1 no. 1-Vol. 2 no. 3 are present.

**Series 2. *The Oberlin Letter*, 1956-57**

A quarterly publication, *The Oberlin Letter* was intended as a "letter" from President William Stevenson to "Oberlin alumni and friends." It briefly discussed events on campus, conferences, alumni gatherings, and other news. Vol. 2 no. 4-Vol. 3 no. 4 are present.

**Series 3. Miscellaneous Newsletters, 1985, 1987-89, 1996-**

Various newsletters and pamphlets distributed by the Alumni Association to keep their volunteers informed about current activities. Includes *The Drum* (Black Alumni Newsletter).

**Series 4. Miscellaneous Brochures, 1920-23, 1942, 1964, 1971-78, 1987-89, 1995-2002, n.d.**

Various program flyers and other printed materials are to be found in this series. The material is arranged chronologically.

**Series 5. Miscellaneous Articles, 1970-87** [missing as of 2019]

Articles (mostly published in the *Alumni Magazine*) detail Oberlin College's relationship with its alumni, the work of the Alumni Association, and educational planning. Authors include Carl R. Gerber (c.1958), Virginia Cole Little (c.1941), Donald R. Reick, and Duna Baldinger Ward (c.1934). Arrangement is chronological.

**Series 6. Alumni Admissions Newsletter, 1989-92**

**Series 7. Oberlin Alumni Magazine, 1904-**

**Series 8. Oberlin College Song Book, 1946**

**Subgroup XI. Non-Print Materials, 1951, 1959, 1962-63, 1967-71, 1978-79, 1981-82, 1985, 1987-89, ca. 1990s-2003, 2006, 2010, n.d. [1.0 l.f.]**

This subgroup contains photographs, class distinctions, and videotapes documenting Alumni Association activities.

**Series 1. Photographs, 1951, 1959, 1963, 1967-71, 1985, 1988, ca. 1990s-2008, 2010, n.d.**

This series consists of photographs covering people and events connected with the Alumni Association. The photos are arranged according to the subgroup of the Alumni Association Records they relate to. Reunion class pictures can be found in RG 32/3. Born digital photographs taken for the Oberlin Alumni Magazine are accessible by Archives staff.

**Series 2. Class Distinctions, 1963, 1979, 1981-82, 1987, n.d.**

This series consists of buttons, beribboned name tags, and other forms of identification used during class reunions. Items are arranged by class year and date.

**Series 3. Slide and Audiotape Presentations, 1962**

This series contains talks by Art Department faculty on audiotapes with accompanying slides for the Alumni Association's use. These were kits sent out to alumni groups. Complete sets exist for three of the talks in the series.

**Series 4. Videotapes, 1978, 1989, 1999-2000**

This series contains videotapes of various events on the Oberlin campus. The tapes have been transferred to RG 57/3. An additional lot of tapes (accession 2004/065) are also filed in RG 57. See separate list in inventory.

**Series 5. Audio Tapes, 1985, 1993-96, n.d.**

This series contains oral history accounts regarding the early years of WOBC radio given by former student employees who got together in Oberlin for an alumni reunion in 1985. The tapes have been removed to a separate RG 43 Oral History, but a copy of the transcripts of the conversations can be found here.

**See Inventory below**

**INVENTORY**

**Subgroup I. Administrative File, 1839-1991, 1996, 1998-99, 2006-10, n.d. [4.29 I.f.]**

**Series 1. Constitution and Bylaws, 1839, 1920-70, 1973-74, 1988**

Box 1

Constitution, 1839 [Photostat copy from minutes volume, 1839-1920; 1999/021]  
Constitution and Bylaws, 1920-70  
Bylaws and Regulations, 1966  
Bylaws, 1973-74  
Bylaws, 1988

**Series 2. Minutes, 1839-1952, 1955-79, 1983-90, 1996, 1998-99**

Box 1

Minutes, 1839-1920 (2f)  
Minutes, 1920-1952, 1955-63 (4f)

Box 2

Alumni Board Minutes, 1957-79, 1983 (8f)

Box 3

Executive Committee Minutes, 1984-90, 1996, 1998-99 (5f)  
Alumni Council Minutes, 1984-89, 1996 (2f)

**Series 3. Budgets, 1958-91**

Box 1

Budgets, 1958-62, 1964, 1973-79 (6f)

Box 2

Budgets, 1979-86 (9f)

Box 3

Budgets, 1986-91 (3f)

**Series 4. Historical Files, 1945-80, 1988, 1990**

Box 1

Historical Files, 1945-1980, 1988 (6f)



**Subgroup I. Administrative File (cont.)**

**Series 5. Insurance Files, 1968**

Box 1 (cont.)  
Insurance, 1968

**Series 6. Awards/Certificates, 1973, 1982-83, 1986, 1990**

Box 1 (oversize)  
Certificates, 1973, 1982-83, 1986, 1990 [1999/021]

**Series 7. Building Projects, 2006-10, n.d. [2020/004]**

Box 1 (cont.)  
Alumni Council Dinner remarks, ephemera, photographs, plans, 2006-10, n.d.  
Budgets, correspondence, reports, 2006-10, n.d. **RESTRICTED**

**Subgroup II. Alumni Board, 1890-2011 [13.7 l.f.]**

**Series 1. Organization Files, 1945-59, 1968-75, 1983, 1986-91**

Box 1  
Organization of the Alumni Board, 1945-59, 1968-75, 1983, 1986-91 (3f)

**Series 2. Annual Meetings, 1893-1994**

Box 1 (cont.)  
Annual Meetings, 1920-50 (9f)

Box 2  
Annual Meetings, 1951-55, 1957-58, 1961-62 (13f)

Box 3  
Annual Meetings, 1976-78 (4f)

Box 4  
Annual Meetings, 1978, 1980-83 (8f)

Box 5  
Annual Meetings, 1984-89 (6f)

**Subgroup II. Alumni Board, 1890-2011 (cont.)**

**Series 2. Annual Meetings, 1893-1994 (cont.)**

Box 6

Annual Meeting Programs, 1893-1942 (4f) [2001/94]  
(includes Alumni Day Programs, 1893-1920)

Box 7

Annual Meetings, 1990-94 (5f)

**Series 3. Correspondence Files, 1955, 1963, 1968-70, 1973, 1979-92, 1994**

Box 1

Correspondence, 1955, 1963, 1973, 1979-85 (7f)  
Leslie Fishel Correspondence, 1968-70 [1999/132]  
Lester Pross Correspondence/Notes, 1985, 1987-90 [2004/073]

Box 2

Correspondence, 1984-89 (4f)  
Correspondence RE: American Soviet Youth Organization, (ASYO) 1988  
Correspondence, 1990-92, 1994

**Series 4. Executive Committee/Executive Board Files, 1955-94**

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**See also Subgroup VIII, Series 1, Box 1, Alumni Association of Illinois**

**Subgroup VIII. Clubs, 1881-1926, 1931, 1935-38, 1947-92, n.d. [13.35 l.f.]**

**Series 1. Early Years, 1881-1926, 1931, 1935, 1947-92, n.d.**

**Box 1**

Oberlin Alumni Association of Illinois, 1887-1911  
(Norman P. Willard letters, 1887-93)

**See also RG 5 Office of the Secretary**

**Box 1A**

Cleveland Club of Oberlin Men (New Authentic Field Project), 1913 [2001/94]  
Mid-Continental Association of Oberlin Alumni, 1891  
New England Association of Oberlin Alumni 1904-26, n.d.  
New York Association of Oberlin Alumni, 1881-1925, 1935, n.d.  
Oberlin Alumni Association in Japan, 1931  
Oberlin Alumni Association of Illinois - See box 1  
Oberlin Chapter of the Alumni Association of Oberlin College, 1922-25  
Oberlin College Alumni Association of Cleveland, 1907  
Oberlin College Association of the Northwest (Minneapolis, Minn. area), 1887  
[2001/94]  
Pacific Coast Alumni, 1914  
Local Club Meetings, 1947-49  
Oberlin Women's Club of Northern New Jersey, 1949 [1994/65]  
Washington D.C., Area Alumni, 1908 [2001/94]

**Series 2. Regional, 1949-92, n.d.**

**Box 1A (cont.)**

General Information, 1955, n.d. [2001/94]  
Akron, 1961-65, 1983-85 (3f)  
Albany-Troy-Schenectady, 1960-63, 1983-85 (2f)  
Ann Arbor, 1965, 1989 (2f)  
Atlanta, 1984-86

**Box 2**

Baltimore, 1960-65, 1984, 1987 (2f)  
Boston, 1964-65, 1984, 1986 (2f)  
Bowling Green, 1962-65  
Buffalo, 1964-65, 1984, 1987 (2f)

**Subgroup VIII. Clubs (cont.)**  
**Series 2. Regional (cont.)**

Box 3

Canton, 1956, 1964  
Champaign-Urbana, 1984-86  
Chicago, 1984-86  
Cincinnati, 1963-65, 1983-85 (2f)  
Cleveland--Men, 1965  
Cleveland--Women, 1949-75 (30f)  
Columbus--Men, 1964-65  
Columbus, 1983-86, 1989-90 (3f)

Box 4

Dallas, 1990  
Dayton, 1962-65, 1984-87 (3f)  
Denver, 1961-65, 1983-89 (4f)

Box 5

Detroit, 1950, 1963-67, 1983, 1987-89 (3f)

Box 6

El Paso, 1963-65  
Erie, 1957-65  
Fort Worth, 1963-65  
Grand Rapids, 1961-65  
Hartford, 1961-65, 1985 (2f)  
Honolulu, 1963-65  
Houston, 1985-86  
Indianapolis, 1960-65  
Kansas City, 1965, 1984-85 (2f)  
Lake-Geauga County, 1963-65  
Lehigh Valley, 1983-86  
Long Island, 1963-64  
Lorain County, 1983-85 (2f)  
Los Angeles, 1962-65 (2f)  
Louisville, 1986  
Madison, 1984  
Massachusetts-West, 1962-65  
Medina County, 1963-65  
Miami, 1964-65, 1986-87, 1989 (4f)  
Milwaukee, 1962-65  
Minneapolis-St. Paul, 1961-65, 1983-85 (3f)

**Subgroup VIII. Clubs (cont.)**

**Series 2. Regional (cont.)**

Box 7

New Hampshire, 1961-65  
New Haven, 1962-65, 1983-85 (2f)  
New Jersey-North, 1962-65, 1985 (2f)  
New Jersey--South, 1960-65  
New Orleans, 1984-86  
New York, 1957-65 (2f)

Box 8

New York, 1989, n.d. (3f)

Box 9

New York--Women, 1964-66, 1975 (4f)  
North Carolina, 1962-65  
North Shore, 1962-65

Box 10

Overseas--Bangkok, 1987  
France, 1987  
Hong Kong, 1985  
Italy, 1989  
Tokyo, 1964-65, 1987 (2f)

Box 11

Palm Beach, 1986  
Philadelphia, 1962-65, 1985-89 (4f)  
Phoenix, 1969, n.d.  
Pittsburgh, 1935-36, 1937-38, 1964-65, 1985-86 (3f)

Box 12

Portland, 1958-59, 1963-65, 1983-88 (2f)  
Poughkeepsie, 1964-65  
Rhode Island, 1983-86  
Rochester, 1964-65

Box 13

Sacramento, 1984  
St. Louis, 1963-65, 1985-87 (2f)  
St. Petersburg, 1963-65  
San Diego, 1963-65, 1984 (2f)  
San Francisco, 1963-65, 1983-85, 1988 (3f)



**Subgroup VIII. Clubs (cont.)**  
**Series 2. Regional (cont.)**

Box 13 (cont.)  
 Santa Barbara, 1964-65

Box 14  
 Seattle, 1984-86, 1989 (3f)  
 Suncoast, 1988-89 (2f)  
 Syracuse, 1958-65, 1984 (2f)  
 Toledo, 1960-65, 1985-90 (2f)  
 Vermont, 1963-65, 1989

Box 15  
 Walsh, Texas, 1988  
 Washington, D.C.--New Orleans Night Out, 1962-64, 1987-90 (6f)

Box 16  
 Washington, D.C., 1978, 1990 (2f)  
 \*See also Washington, D.C., 1977-89 [1995/155] (4f, separate box)  
 Westchester, 1964-65/1983-90 (3f) **See also box 17**  
 Wilmington, 1964-65, 1984-85, 1989 (3f)  
 Winter Park, 1963-65

Box 17 [2005/080 and addition]  
 Westchester and Southern Connecticut  
     Oberlin Women's Club  
         By-laws, n.d.  
         Correspondence, 1963-72, n.d.  
         Executive Board: Lists of members, 1965-77, n.d.  
         Membership and club activities, 1962-71, n.d.  
         Minutes and Associated Materials, 1962-92, n.d. (5f)  
         Publicity, 1963-72, n.d.

Box 18  
 Youngstown, 1959-65 (2f)

**Series 3. Club Handbooks and Mailings, 1968, 1971-89**

Box 1  
 Club Handbooks, n.d.

Box 2  
 Oberlin Club Guidebook, 1968

**Subgroup VIII. Clubs (cont.)**

**Series 3. Club Handbooks and Mailings (cont.)**

Box 2 (cont.)

Club Leaders Handbook [1980s]

Local Club Listings, 1973-76

Alumni Club Newsletters and Other Mailings, 1971-83

Volunteers Newsletter, 1989

Box 3

Regional Mailings, 1976-89 (5f)

Box 4

Regional Mailings, 1980-89 (4f)

Whiteside Art Museum Tour, 1981-82

Winter Field Study, 1971-74

Club Activities, 1978-79

Alumni Club Program Reports, 1983

Club Leader Workshops, 1971-82 (2f)

**Series 4. Files Relating to the ACTION Coordinator, 1981-86**

Box 1-7

ACTION (Alumni Campaign to Involve Oberlinians Now), 1981-86

**See also Subgroup VI, Series 2**

**Subgroup IX. Questionnaires and Surveys, 1934-50, 1952-53, 1972, 1974, 1980, 1987 [1.8 l.f.]**

**Series 1. Internal, 1934-45, 1953, 1974, 1980**

Box 1

Alumni Questionnaire, 1934-35

Questionnaire, 1934

Correspondence, 1934

Responses, 1934-35 (4f)

Report on the 1934-45 Alumni Questionnaire

Statistical Summaries, 1934-35

Divisional Reports--Typed Copies--Originals

**Subgroup IX. Questionnaires and Surveys (cont.)**

**Series 1. Internal (cont.)**

Box 2

Alumni Questionnaire, 1934-35

Report--Curriculum

Faculty; Advisor System

Social Training; Living Conditions; Social Situation

Vocational Guidance

Personal Problems

Radical Conservative

Whiting Williams, "The 'Alumni Mind' Preliminary Report" 1934

Erwin Griswold, "Oberlin In Alumni Eyes" 1935

Senior Questionnaire, 1974

Class of 1954 Study, 1953

Alumni Questionnaire--Responses, 1980 (2 Boxes of duplicate copies of questionnaires follow)

**Series 2. External, 1945-50, 1952-53, 1972, 1987**

Box 1 (cont.)

Population Reference Bureau, 1945-50

Antioch-Oberlin Survey, 1952-53

Yankelovich Survey, 1972

Boston College--Center for the Study of Testing, Evaluation, and Educational Policy, 1987 (Oversize)

**Subgroup X. Publications, 1904-present [7.8 l.f.]**

**Series 1. *Oberlin Alumni Reporter*, 1938-40**

Box 1

*Oberlin Alumni Reporter*, 1938-1940 (Vol. 1 no. 1-Vol. 2 no. 3)

**Series 2. *The Oberlin Letter*, 1956-57**

Box 1 (cont.)

*The Oberlin Letter*, 1956-57 (Vol. 2 no.4-Vol. 3 no. 4)

**Series 3. Miscellaneous Newsletters, 1985, 1987-89, 1996-present**

Box 1 (cont.)

Miscellaneous Materials, 1985, 1987-89 (11f)

**Subgroup X. Publications (cont.)**

**Series 3. Miscellaneous Newsletters (cont.)**

Box 1 (cont.)

The Drum, 1996-

**Series 4. Miscellaneous Brochures, 1920-23, 1942, 1964, 1971-78, 1987-89, 1995-2002, n.d.**

Box 2

Brochures, 1920-23, 1942, 1964, 1971-78, 1987-88, n.d. (8f)  
Campaign for Oberlin brochures, 1987-89

**Series 5. Miscellaneous Articles, 1970-87**

Box 2 (cont.)

Miscellaneous Articles, 1970-87

**Series 6. *Alumni Admissions Newsletter*, 1989-92**

Box 2 (cont.)

*Alumni Admissions Newsletter*, 1989-92

**Series 7. Oberlin Alumni Magazine, 1904-**

Boxes 1-30

**Series 8. Oberlin College Song Book, 1946**

Box 1

*Oberlin College Song Book*, 8<sup>th</sup> edition, revised, 1946

**Subgroup XI. Non-Print Materials, 1951, 1959, 1963, 1967-71, 1978-79, 1981-82, 1985, 1987-89, c. 1990s-2008, 2010, n.d. [1.0 l.f.]**

**Series 1. Photographs, 1951, 1959, 1963, 1967-71, 1985, 1988, c. 1990s-2008, 2010, n.d.**

Box 1

Alumni Board/Council  
Alumni Board Members, 1967-71  
Alumni Council Weekend, 1985, 1988

**Subgroup XI. Non-Print Materials (cont.)****Series 1. Photographs (cont.)**

## Box 1 (cont.)

"It's a Partnership" Promotional Pictures

Top Hat and Derby Winners, 1951

Executive Director

American Alumni Council Award, 1959

Programs

Gilbert and Sullivan Reunion

Clubs

Cleveland Women

Denver, 2006 [2008/029] – original scans on Archives LaCie from CD

Detroit, 1963

Erie, 1963

Phoenix, n.d.

Seattle, 2006 [2008/029] – original scans on Archives LaCie from CD

Washington, D.C., n.d.

Alumni Gathering, n.d.

Commencement, May 2000 - **See RG 32 [2001/011]**

All College picture, 1951 – original scans on Archives LaCie from diskettes

Regional Alumni Activities, 1990s-2003 [2004/031]

Dedication of Dewey Ward Alumni Center with past presidents of the Alumni Association, 9/24/2010 (2 prints)

**Series 2. Class Distinctions, 1963, 1979, 1981-82, 1987, n.d.**

(see also RG 0, Class Files)

## Box 1 (cont.)

Class of 1912, n.d.

Class of 1913, n.d.

1914, 65th Reunion, 1979

1916, 65th Reunion, 1981

1917, n.d.

1920, n.d.

1921, n.d.

1922, 60th Reunion, 1982

Class of 1922, 65th Reunion, 1987

1923, 40th Reunion, 1963

1926, n.d.

Class of 1933, 30th Reunion, 1963

1938, 25th Reunion, 1963

1939, n.d.

1948, 15th Reunion, 1963

**Subgroup XI. Non-Print Materials (cont.)**

**Series 3. Slide and Audiotape Presentations, 1962**

Box 1

“Oberlin Dialogues,” Art Department Slide and Audio Talks for the Alumni Association, “Oberlin 1962

Talk No. 1 by Chloe Hamilton, “Oberlin Collects,” March 1962  
1 audiotape reel, 43 slides (30 minutes)

Talk No. 2 by Wolfgang Stechow, “Dutch Art of the 17<sup>th</sup> Century at Oberlin College,” May 1962, 1 audiotape reel, 27 slides (30 minutes)

Untitled, 17 slides (includes Ellen Johnson), c. 1962

Box 2

Talk No. 4 by Clarence Ward, “The Charm of the Gothic Cathedral,” June 1962, 1 audiotape reel, 27 slides (32 minutes)

**Series 4. Videotapes, 1978, 1989, 1999-2000**

SEE RG 57/3 FOR THESE TAPES

150th Anniversary

Class of 1939 Reunions of 1978 and 1989

Class of 1939 50th Reunion, 1989

OLA Panel Discussion, 1999 [1999/023]

Swedish Impressions, alumni tour of Sweden, 10-19 July 2000 [2001/104]

**Series 5. Audio Tapes, 1985, 1993-96, n.d.**

Box 1

Transcripts--WOBC History, Reunion 1985

SEE RG 43 FOR THESE TAPES

WOBC History, Reunion 1985

SEE RG 37/4 FOR THESE TAPES

Geoffrey Blodgett, Class of 1933 Reunion Luncheon, 5/29/93

Rich Orloff, '73, '74, '75 Reunion Luncheon, 5/29/93, 3 cassettes

Class of 1969 Dinner, 5/29/94

Activism, Opening Program, 11/11/94, 3 cassettes

Activism, Open Forum (Marc Blecher) 11/13/94, 2 cassettes

Class of 1945 Dinner, 5/27/95

Class of 1945 Dinner, Griswold Commons, 5/28/95

World War II Alumnae Dinner, 8/17/95

World War II Veterans Panel, 8/19/95

**Subgroup XI. Non-Print Materials (cont.)**

**Series 5. Audio Tapes (cont.)**

SEE RG 37/4 FOR THESE TAPES

World War II: The Emeriti, Sunday Brunch, 8/20/95, 4 cassettes

War Memorial Garden, WWII Memorial, Commencement Weekend 1996,  
2 cassettes

Alumni Weekend, Class President Faculty Panel, 9/20/96

Gilbert and Sullivan Reunion, Tape 2, n.d.

Minority Perspective in the 40s, n.d.

1969 Dinner, Krulwich, n.d.