

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

INVENTORY

Subgroup I. Administrative Files, 1916-2007 (28.05 l.f.)

Series 1. Annual Reports, 1944(1958-90)-90 (0.1 l.f.)

Box 1

Annual Reports, 1944, 1958-69, 1974, 1980-90 (3f)

Series 2. Board of Trustees, Reports to, 1952-93, 2005 (0.2 l.f.)

Box 1

Development policy statements, general, 1952-58 (3f)
"Fund-raising at Oberlin 1974-1980" (bound photocopy)
"Perspectives of Fund-raising 1970-1993" (photocopy)
"External Affairs Through the Eighties" (typescript draft), 1980
Reports of Vice President for External Affairs, 1983
"Long Range Planning Report : Residential Life," 1985 (2 vols.)
"Resources for Renewal: Change and Challenge in the 1990s: A Plan for Oberlin," 1986
Presidents's Council, re Trustee matters, 1967, 1970
Bosworth Report, 2005 (**Restricted**)

Series 3. Budgetary Reports, 1956-60, 1985-87, 1998-99 (0.3 l.f.)

Box 1

"Budget and Program Report, " 1985/86, 1986/87
Budgetary records (loose), 1956-60

Box 2

Account Statements, 1994/95 End-of-year-report 1998/99 [2001/121]

Series 4. Gift Reports and Summaries, 1928-96, 1998-2000 (0.6 l.f.)

Box 1

Oberlin College Gift Report, 1956-91 (10f)
Gift summaries and statistics, 1928-55, 1981-83

Box 2

Oberlin College Gift Report, 1991/92-93/94, 1995/96, 1998/99, 1999/2000
End of year reports, RE: Gifts and pledges, 1998/99
2001/121 filed in Box 2 of Series 3

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 5. Consultants' Reports on Fund-raising, 1946-61, 1978, 1980-82, 1984 (0.4 l.f.)

Box 1

Barton-Gillet Co., n.d.
Grenzeback & Associates, Inc., 1978
Hill and Knowlton, Inc., 1980-82, 1984 (5f)
John Price Jones Co., 1946-61
Marts and Lundy, 1946-58, 1967, 1968 (3f)

Series 6. Miscellaneous Correspondence, 1946-78, 2001 (0.4 l.f.)

Box 1

Tozier Brown, 1970-73
Robert Buss, 1959, 1961-63, 1966-69
John Carlson, 1954-56
David Clark, 1981-83
Paul Douglas, 1953-55, 1957
Fauver & Fauver, 1958-78 (4f)
C.R.Keeseey, 1954-57
Walter Reeves, 1966-67
Other College Development Programs
September 11, 2001 Terrorist Attacks: email recieved by Kat Gloor-Wacowska concerning attacks

Series 7. Donor Correspondence Files, 1916-83 (12.8 l.f.)

Subseries 1. Early Donor Correspondence, 1916-56

Box 1

Blaine-Hanna (15f)

Box 2

Ignat-Record (11f)

Box 3

Rich-Zuck (14f)

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 7. Donor Correspondence Files, 1916-83 (cont.)

Subseries 2. General Donor Correspondence, 1961-75

Box 4

Correspondence A-C, 1961-67 (46f)

Box 5

Correspondence, A-E, 1964-74 (18f)

Box 6

Correspondence, F-J, 1964-74 (11f)

Box 7

Correspondence K-O, 1964-74 (11f)

Box 8

Correspondence, P-S, 1964-74 (7f)

Box 9

Correspondence, T-Z, Miscellaneous, 1964-74 (8f)

Box 10

Correspondence, 1975 (12f)

Subseries 3. Individual Donor Correspondence, 1961-68

Box 11

Adams--Broaddus (29 f)

Box 12

Brodie--Butler (16f)

Box 13

Cantor--Comfort (40f)

Box 14

Connor--Dodge (25f)

Box 15

Dobbins--Fisher (24f)

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 7. Donor Correspondence Files, 1916-83 (cont.)

Subseries 3. Individual Donor Correspondence (cont.)

Box 16

Fixx--Gibb (26f)

Box 17

Gibbs--Hartung (27f)

Box 18

Hayes---Houck (24f)

Box 19

Howard--Katholi (29f)

Box 20

Keep---Krebs (23f)

Box 21

Kummer--McKinney (29f)

Box 22

Metcalf--Morse (Levi R.) (14f)

Box 23

Morse (Herbert C.) --Newsom (5f)

Box 24

Papaliolios--Rees (1Of)

Box 25

Reid--Schneider (16f)

Box 26

Schoepple--Staley (20f)

Box 27

Stern--Wurtzel (30f)

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 7. Donor Correspondence Files, 1916-83 (cont.)

**Subseries 4. Correspondence of Alumni Secretary Leslie H. Fishel,
1954-59**

- Box 28
Goodman--Lansdale (13f)
- Box 29
Lansing--Mears (13f)
- Box 30
Medallic--Postmaster (17f)
- Box 31
Poteat--Salter (10f)
- Box 32
Sampson--Tweedle (10f)
- Box 33
Twiggs--Wood (14f)

Subseries 5. Corporate Donor Correspondence, 1931-70

- Box 34
Abbott Laboratories--International Finance Corp. (22f)
- Box 35
Johnson Foundation--RCA (21f)

Series 8. Estate Appraisal Records, 1862, 1884, 1929-1983 (2.2 l.f.)

**Subseries 1. Seabury and Agnes W. Mastick Estate, 1939, 1942,
1960-77**

- Box 1
Correspondence and Legal Documents
Agnes Warner Mastick Trust, 1960-74
Seabury Mastick Estate, 1963-70
Seabury C. and Agnes Warner Mastick Estate, 1960-69

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 8. Estate Appraisal Records, 1862, 1884, 1929-1983 (cont.)

Subseries 1. Seabury and Agnes W. Mastick Estate, 1939, 1942, 1960-77 (cont.)

Box 2

Property appraisal records, 1939, 1942, 1960-72 (2f)

Box 3

Property development records, 1972-77 (5f)

Box 4

Publicity, 1970

Subseries 2. Eva Renz Young-Hunter Estate, 1862, 1884, 1929-83

Box 5

Appraisal records

Studio appraisal records, n.d. (2f)

Property appraisal report, 1980

Field survey, 1983

Legal documents

Deeds (photocopies), 1862, 1929, 1941

Wills of Eva Renz Young-Hunter and John Young-Hunter, 1952, 1954, 1964

Eva Renz Young-Hunter Estate -- Historic Material

Box 6

Correspondence, 1951-82

Pretrial general correspondence 1951-79

Post-trial general correspondence, 1979-82 (2f)

Box 7

Miscellaneous Files

Albuquerque National Bank, 1968-83

Wayland Baptist College, 1979-80

John Hunter-Young & Eva Young, estate appraisal materials

John Hunter-Young & Eva Young, Colin Hunter correspondence, 1857-1885

John Hunter-Young & Eva Young correspondence and miscellaneous newspaper Articles, 1929-66, n.d. (2f)

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 8. Estate Appraisal Records, 1862, 1884, 1929-1983 (cont.)

Subseries 2. Eva Renz Young-Hunter Estate (cont.)

Box 7 (cont.)

Young-Hunter land sale, 1979-82

Subseries 3. Estate Records (General), 1952-95

Estate Records, A-Z, 1952-90 [1993/22]

Box 1

Albrecht, H. - Caldwell, E.

Box 2

Campbell, C. - Halteman, A.

Box 3

Hamilton, M. - Kellogg, J.

Box 4

Kilpatrick, L. - Rodeheffer, J.

Box 5

Matthews, P. - Pletcher, F.

Box 6

Poister, A. - Stoll, M.

Box 7

Stone, I. - Williams, Beatty

Box 8

Williams, Bradford - Zeleny, F.

Estate and Donor Records, A-Z, 1957-95 [1998/72]

Box 9

Adams, C. - Bernstein, L.

Box 10

Biggs, E. - Doerschuk, V.

Box 11

Domonkos, H. - Heiser, K.

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 8. Estate Appraisal Records, 1862, 1884, 1929-1983 (cont.)

Subseries 3. Estate Records (General) (cont.)

Box 12

Hellor, W. - Johnson, E.

Box 13

Kidd, W. - Martin, E.

Box 14

Marts, A. - Perrine, R.

Box 15

Perry, D. - Stern, Edwin

Box 16

Stern, Emily - Zizzamia, L.

see also 2005/042 (restricted access) and 2006/032

Series 9. Named Funds and Foundations, 1941-87 (2.4 l.f.)

Box 1

Named Funds

Alumni Fund: record of giving (pre-1887 classes through Class of 1956),
ca. 1956 (4f)

Box 2

Alumni Fund area files (Akron-Youngstown), 1959-60 (30f)

Alumni Fund: donor prospects and statistics, 1942-47, 1956, n.d.

Box 3

Parents' Scholarship Fund: chronological files, 1941-59 (15f)

Box 4

Parents' Scholarship Fund: chronological files, 1960, 1963, 1978-79 (3f)

Box 5

Petroleum Research Fund, general files, 1968-76 (2f)

Petroleum Research Fund, gray-it proposals, 1973-78 (8f)

Box 6

Various named funds, gifts, and projects, 1951-78 (18f)

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 9. Named Funds and Foundations, 1941-87 (cont.)

Box 7

Foundations

Ohio Foundation of Independent Colleges (O.F.I.C.) 1956-85
Constitution, 1986-87
Correspondence, 1956-58, 1970-71, 1981-85 (3f)
Gift Income Summaries, 1981, 1984-86 (3f)
Memoranda, 1980-85
Minutes, O.F.I.C. Board meetings, 1981-82, 1984
Solicitation reports, 1957-58, 1975-78 (5f)

Box 8

Publications of O.F.I.C., 1956-82, n.d. (2f)
Rockefeller Foundation, 1954-58
(For additional Rockefeller materials (1900-01) see Subgroup II,
Series 1, Early Capital Campaigns)

Series 10. Office Procedures for Handling Gifts, 1958-86 (0.4 I.f.)

Box I

General Information

Memoranda (Inter-office), 1959-68
Ohio College Association memoranda on tax law, 1969-70

Techniques of Giving

Annuity plans, 1965, n.d.
Retained Life Income plans, 1958-59 (2f)
Retained Life Income Plans - Tax Free Income Plan, 1958-59
Retained Life Income Trust Investment plan, 1961
Savings Bonds as gifts, 1961, 1965
Securities: how to contribute, 1970

Forms

Transmittal form revision, 1958-61
Will data sheets, 1967
Misc. Class Letters
President's Sample Letters

Letters

Misc Class Letters - requests for giving, 1973-80
President's Sample Letters - thank you letters for gifts, 1967-68

Box 2

Oberlin Fund: Institution and Parent mailing samples, 1977-86 (2f) [1999/047]

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 10. Office Procedures for Handling Gifts, 1958-86 (cont.)

Box 3

Oberlin Fund, brochures for giving, 1997-

*Series 11. Personnel Files, 1958-68, 1974 .2 I.f.

Box 1

Letters of appointment, 1958-68

Candidate files, 1974 (2f)

Series 12. Public Relations Files, 1887-2007 2 I.f.

Subseries 1. Development Office Publications, 1887-2007

Box 1

Publications of Dev. Office, 1887-1966 (10f)

Box 2

Publications of Dev. Office, 1966-85 (4f)

Occasional publications

The Challenger, 1977-88 (9 issues)

Developments (newsletter), 1975-79 (14 leaflets)

The Outlook Reporter, 1970-73 (5 issues)

John Frederick Oberlin Society - Reports, agendas, 1974-

Outlook for the Seventies, 1969-73

Box 3

Outlook for the Seventies (cont.), 1969-73 (2f)

Donors and Volunteers, 1991-96 (5 items)

Luncheon Invitations/Programs, 1996

Brochures: Oberlin Fund, Giving, 1997, [1999/047]. See SG1,
Series 10

Holiday Greeting Cards & Invitations (includes samples of
stationary), 1997-2007

(includes Nancy Dye, see also Nancy Dye papers (2/13)

Homecoming Reception Invitation, 1997

Graduation Ceremony Invitation, Dec. 1997

Peters Hall Celebration, 1997

The Prompter, 1999

Calendar, Oberlin Fund, 1999, 2000, 2002. see College Genral
RG0 Series 4

Advancing Oberlin, 2007

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 12. Public Relations Files, 1887-2007 (cont.)

Subseries 2. Studies on Philanthropy (received), 1961-79

Box 4

American Philanthropy in Higher Education, John Price Jones Co.,
1961-72 (11 vols.)

Taxes and Art, Prentice-Hall, 1961

Voluntary Support of Education, 1968/69, 1976/77, 1978/79 (4 vols.)

Subseries 3. Promotional films: scripts and publicity, 1960-70

Box 5

"Books and Bricks," 1960

"Oberlin Profile," 1960

Campaign film by Calvin Productions, 1969 (4f)

"Conversation with the President," 1970

(For additional publicity relating to capital
campaigns, see Subgroup II, Campaign files)

Subseries 4. Photographs, 1960-62, n.d.

Box 6

Campaign kick-off, 1961 (3f)

Canton area events, 1960

Cincinnati area events, n.d.

Box 7

Various campus buildings, 1962, n.d. (6f)

Series 13. Funded Educational Projects, 1958-85 (4.35 I.f.)

Box 1

Admissions Office Project, 1980

Allen Art Museum, 1964-85 (10f)

Athletic Club, 1979

Conservatory Organ, 1971

Fairchild Chapel Organ, 1958-76

Fletcher's History second printing, 1966

Gasparo Records (Danenberg recording), 1982-83

Graduate School of Theology/Schauffler Division, 1929, 1960-64 (2f)

Intermuseum Conservation Association, 1973-76

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 13. Funded Educational Projects, 1958-85 (cont.)

Box 1 (cont.)

- International Trade Center, 1967
- Kyrenia Ship Project, 1970-74
- Labor Studies, Program in, 1972-74
- Law and Society, Committee on, 1972-74

Box 2

- Library, 1968-83 (5f)
- Manor project, 1966-67, 1981 (2f)
- Max Kade German House, 1984
- Mock Convention, 1960, 1964
- Musical performances
 - Oberlin Music Theater, 1970-74 (13f)
 - Oberlin Orchestra, 1964-76 (7f)

Box 3

- Oberlin College Sailing Club, 1968
- Oberlin Photography Association, 1975-76
- Oberlin Shansi Memorial Association, 1959-61, 1967, 1973
- Oberlin Student Cooperative Association, 1976-77
- The Oberlin Review*, 1969-70
- Philips Gymnasium, 1968-72 (6f)
- Planetarium, 1978-81
- Public Service Studies program, 1977-79 (22f)
- Special Educational Opportunities Program
 - Funding for, 1970-72 (13f)
 - General files, 1971-74 (10f)

Box 4

- Minority Working Groups, 1970-72 (4f)
- Story Theater project, 1977
- Summer language study in Russia, 1968
- Summer language study in Taiwan, 1968
- Systems art symposium, 1980-81
- WOBC radio network, 1970, 1972, 1980
- Women's History Project, 1981
- Women's Studies, 1973-75

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 14. Subject Files, 1946-83 (0.65 1.f.)

Box 1

Ad-hoc courses, 1968
Alumni and Former Students: Procedures for tracking, 1960-61, 1966
Alumni Tour Brochures, 1992-94, 1996 [1996/129]
Assembly and Chapel Talks, 1967
Coed dorms, 1971
College songs, n.d.
Curricular changes, 1968-69
Disruptive demonstrations, 1969-70
Drug and narcotic violation, 1967
Education conference, n.d.
Glen Gray Scholarship, 1946, 1948, 2000
Grading and evaluation procedures, 1970
Host family program, 1968-71
Math Institute, 1969
Moynihan, Daniel Patrick, "The Concept of Public Policy," (draft of a speech), 1970
Oberlin College Board of Trustees
 Officers and committees, 1957-81
 Publication: "Oberlin College, Character and Purpose," 1964
Oberlin College: history and facts about, 1946-79
Oberlin College: Its contributions to... Lorain Courty, n.d.
Oberlin Historical and Improvement Organization, 1966
Oberlin in London, 1983
Oberlin in Salzburg, 1961
"The Oberlin Student," n.d.
Oberlin summer organ institute, 1981
125th anniversary, 1958
 Organization chart of Oberlin College, 1970
Orientation, 1965
Parents' Day, 1967
Parents' Weekend, 1956, 1960, 1963, 1965 (6f)
Placement and graduate counseling, 1970 (3f)
Post-baccalaureate summer session, 1969
Pres. Carr's appearance, WKYC, 1969
Ranking statistics, 1960-70
Residence and dining halls, 1978
Registration, 1969
Science brochure, 1968
Scholarships for children, O.C. personnel, 1970-71

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup I. Administrative Files, 1916-2007 (cont.)

Series 14. Subject Files, 1946-83 (cont.)

Box 1 (cont.)

Severance architect, 1981
Statements by Pres. Carr, 1965-67
Student Finance Committee, n.d.
Student Grants, loans, 1968
Student health care, 1968
Student Leadership Reception, 1997
Student regulations, 1960
Student statistics, 1968
Student senate by-laws, 1967
Student union, 1968
Surveys, 1969
Tell El-Hesi archaeological expedition, 1971
Third World Studies, 1981
Three-term three-course plan, 1959
Tuition, 1970
WVIZ TV, 1981
Warner gym, 1972
Wilder hall policy, 1968
Winter term, 1970-81

Series 15. Reunion Giving Program, 1973-93

Box 1

Reunion Gift Reports, 1973-92
Reunion Gift Committee Members, 1987-93
Reunion Giving Program - Printed Guides, c.1986

Subgroup II. Campaign Files, 1900-2004, 2012 (6.45 1.f.)

Series 1. Early Capital Campaigns, 1900-23 (0.2 1.f.)

Box I

Half Million Endowment Fund, 1900-01 (2f)
Living Endowment Union, 1900-14 (2f)
1923 Campaign: Endowment and Building Fund, 1923 (2f)
See also W.F. Bohn Papers (3/1)

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup II. Campaign Files, 1900-2004, 2012 (cont.)

Series 2. Henry Churchill King Memorial Campaign, 1954-66 (5.85 l.f.)

Subseries 1. General Files

Box 1

Preliminary reports, 1954, 1956
Press releases, 1954, 1957
Statistics on giving, 1953-58 (7f)
Progress reports, 1953-56
Memorials, 1953-58
Memorial Register, 1958 (See below, Box 10 Oversize)

Box 2

Prospect lists, 1954 (9f)

Subseries 2. Area Campaign Files

Box 3

Akron-Cincinnati (13f)

Box 4

Cleveland-Erie (11f)

Box 5

Hartford-Lorain (6f)

Box 6

Los Angeles-Minneapolis (11f)

Box 7

New Haven-San Francisco (14f)

Box 8

Sandusky-Youngstown (7f)

Subseries 3. King Building Files

Box 9

Building plans, 1957
Invitations to groundbreaking ceremonies, 1959
Invitations to dedication ceremonies, 1966

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup II. Campaign Files, 1900-2004, 2012 (cont.)

Series 2. Henry Churchill King Memorial Campaign, 1954-56 (cont.)

Subseries 3. King Building Files (cont.)

Box 9 (cont.)

King Building plaques, 1966 (2f)

Box 10

Memorial Register, 1966 (2 copies; oversize)

Series 3. Capital campaigns, 1960-83 (0.4 l.f.)

Box 1

Science and Music Building Fund Campaign (6f)

Action Program, 1964

19/83 Campaign, 1979-83

Series 4. Campaign for Oberlin, 1987-1991 (0.2 l.f.)

Box 1

Campaign prospecti, 1987-88 [incl 1995/121]

Campaign packet, 1987

Donors and volunteers, 1988-90

Topics (Campaign newsletter), 1989-91

Series 5. New Oberlin Century, 1999-2004 (0.8 l.f.)

Box 1

Miscellaneous Printed Matter, 2001-

Newsletter, 1990-

Campaign Introduction Booklet, 1999

Campaign Kickoff Celebration, Nov. 5-6, 1999

Event Brochures, Nov. 5-6, 1999

In Their Shadow In Their Light, 1999

New Science Center, 1998-

Final Publication and Website, 2004

Box 2

Luncheon and Symposium events – Lecture Series

Arizona, 29 Feb 2000

New York City, 15. April 2000

Whashington, D.C., 19 Feb. 2000

Chael Hill, N.C. 10 January 2002

Chicago, Feb./March 2002

OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS

Subgroup II. Campaign Files, 1900-2004, 2012 (cont.)

Series 5. New Oberlin Century, 1999-2004 (cont.)

Box 2 (cont.)

Luncheon and Symposium events – Lecture Series (cont.)

California, April 16 2002

Series 6. Oberlin Illuminate Campaign, 2012-

Box 1

Born Digital Photographs of Campaign Kick-off Weekend by Dale Preston, 9/22-23/2012 (219 photographs, 1027.1 MB, on CD-ROM and archived)

New Accessions

Inventories are available for several accessions that have not been interfiled. Consult archivists for information.