

University Archives and Records  
University of Pennsylvania

Office of Annual Giving  
Alumni Annual Giving Records, 1877 - 1970

UPF 5.1

63 Cubic ft.

Access is granted in accordance with the [Protocols for the University Archives and Records Center](#).

INVENTORY

Box 204      AAG; 1967-1968 campaign; Quinquennial classes correspondence, etc.

Box 207      Class files 1913-1918, 1924, 1936-1941

Class of 1913, correspondence

Class of 1914, Transmittals

Class of 1914, mailings

Class of 1915, 50<sup>th</sup> Anniversary gift, 1964-1965 Campaign

Class of 1916, Transmittal Book

Class of 1917, Booklet of Mailings

Class of 1917, Correspondence

Class of 1917, Lists

Class of 1918, Old Transmittals 50<sup>th</sup> Year

Class of 1918, correspondence

Class of 1918, mailings

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- Box 207      Class files 1913-1918, 1924, 1936-1941 (cont.)
- Class of 1924, lists
  - Class of 1936, Book of Donors
  - Class of 1937, Correspondence, Transmittals and Reports
  - Class of 1937, 30<sup>th</sup> Anniversary Gift Booklet
  - Class of 1938, Daily Reports, 1962-1963
  - Class of 1939, Transmittal sheets
  - Class of 1939, Honor Roll, 1963-1964
  - Class of 1940, Transmittal Book
  - Class of 1940, Lists, Transmittals, Class Record of 25<sup>th</sup> Reunion
  - Class of 1941, Transmittals, Booklet of Reports
  - Class of 1941, 25<sup>th</sup> Reunion Gift Fund Transmittals
  - Class of 1941, World War II Memorial Scholarship Fund
- Box 208      Class files, 1942-1943, 1959-1967
- Class of 1942, correspondence, Report Booklet, Memorial Scholarship Fund Book
  - Class of 1943, Book Transmittals (1964-1965) and 25<sup>th</sup> Reunion Year, correspondence
  - Class of 1943, Pledge report balance as of 1966
  - Class of 1959, correspondence
- The 1960s, Gift Fund proposals
- Class of 1960, correspondence

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Box 208      The 1960s, Gift Fund proposals (cont.)

Class of 1961, correspondence, Steering Committee Dinners

Class of 1962, On-campus Campaign folders, correspondence

Class of 1963, On-campus Campaign folders, correspondence

Class of 1964, On-campus Campaign folders, correspondence

Class of 1965, Permanent file (news release, reports, etc.)

Class of 1965, On-campus Campaign folders, correspondence

Class of 1965. Law material

Class of 1966, On-campus Campaign folders, correspondence

Class of 1967, correspondence folder

General files

Class Funds, general correspondence

B.F.A., Class funds

Class Funds, general (instructions for mailing, filing, etc.)

Class Funds, reports

Miscellaneous mailing samples

Box 209      Alumnae Regional Files, 1963

Box 211      Envelope, 1968 Regional Handbooks

Committee Members Forms, 1967-1968 Campaign Folder, Proposed Campaign Plan, Alumni Annual Giving, 1967 June 23

Class Notes and Materials, Proposed Campaign Plan, Class of 1941, 25th Reunion Gift Fund

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- Box 211      Alumni Annual Giving, 1964-1965 Plan
- Prospective Chairmen Lists (Regional), 1967-1968 Campaign
- Regional Newsletters, through 1965 Campaign
- Alumnae Regional Handbook, 1966
- Regional Handbook, 1965
- Regional Handbook, 1964
- Development Program Report, dated 1966 Nov. 16
- Annual Report 1965-1966 (Div. of Development and Public Relations)
- Miscellaneous Regional Materials Pertaining to Salt Lake City
- Current Solicitation Record (Through 1967-1968 Campaign) Regional Program
- Permanent Solicitation Record (Through 1966-1967 Campaign) Regional Program
- Contributor's Lists (Birmingham, Alabama through Portland, Oregon, 1967 June 30)
- Box 216      Plans & Leadership (1969-1970), 1968-1969
- Alumni Annual Giving Projections, 1968-1969
- Restricted Gifts, 1968-1969
- Sigma Phi Epsilon Fraternity Dormitory, 1968-1969
- Staff Meetings, Steering Committee Meetings 1968-1969
- Samples
- Tax Mailing

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- Box 216      Telethons, 1968-1969
- Time Article
- Trustees Meetings, 1968-1969
- University Placement Service
- University press, Treasurer's Office
- Vacations
- Class Lists, 1968-1969
- Reunion Classes General
- 25th Reunion Gift Programs, Class of 1904, 1909, 1913, 1914, 1915, 1920, 1916,  
                 1917, 1919, 1921, 1924, 1923, 1924, 1929, 1925, 1933, 1934, 1937, 1941.
- Box 218      Class of 1958, 1959, 1960, 1961, 1966, 1967, 1968, 1969, 1948, 1949, 1950,  
                 1954, 1943, 1946
- Admissions, 1968-1969
- Alpha Epsilon Pi Fund, Alpha Tau Omega Building Fund,
- Alumnae, 1968-1969
- Alumni Awards of Merit, 1968-1969
- Alumni Day, 1968-1969
- Alumni Day, 1969 Speeches etc.
- AAG Endowment Fund
- Alumni Records, 1968-1969
- AAG Receipts, 1968-1969
- Alumni Relations, 1968-1969

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- Box 218      Annual Giving Staff - General
- AAG Statistics
- Athletics, Band, 1968-1969
- Requests and Deferred Giving
- Budget Administrators, 1968-1969
- Capital Campaign, Class Funds, 1968-1969
- College of General Studies, 1968-1969
- Computer Letters
- Committee for Greater Pennsylvania
- Complaint Letters, 1968-1969
- Comptroller, 1968-1969
- Corporate AAG, 1968-1969
- Box 241      Regional Club Data Forms A – K, 1960-1964
- Regional Club Data Forms L – P, 1958-1964
- Regional Club Data Forms R – Y, 1958-1964
- Baltimore Alumni Club, 1963-1964
- Cincinnati Alumni Club 1964
- West Massachusetts Alumni Club, 1964
- Alumni Clubs, Connecticut - New Jersey, 1963-1964
- Alumni Clubs, New York - Pennsylvania, 1963-1964
- Alumni Clubs, Rhode Island - Texas, 1963-1964

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Box 241      Washington D.C. Alumni Club, 1964

University of Pennsylvania Alumni Clubs - Council Correspondence, etc.

1963, 1964

1962

1961

1960

1959

Associated University of Pennsylvania Clubs miscellaneous Material, 1956-1938

Associated Pennsylvania Clubs Misc. Publications, 1942-1953

General Alumni Society Sample Membership Letters, 1963-1964

General Alumni Society Auditors Reports, 1949-1962

General Alumni Society Proposed Budgets, 1945-1963

General Alumni Society Misc., 1963-1967

Alumni Weekend, 1964

Alumni Weekend, 1965

Alumni Weekend, 1966

The Departmental Societies General File

Society of the Alumni of the College, 1963-1966

The Dental Alumni Society, 1960-1965

The School of Education Alumni Association, 1960-1966

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- Box 241      Engineering Alumni Society, 1963-1966
- Evening School Alumni Society, 1963-1966
- Alumni Society of the School of Fine Arts, 1954-1965
- Alumni Society of the Graduate School of Arts and Sciences, 1961-1965
- The Law Alumni Society, 1962-1966
- Medical Alumni Society, 1962-1963
- Medical Alumni Association of the Medico-Chirurgical College of Philadelphia,  
                 1955-1960
- Society of the Alumni of the School of Nursing, 1965-1966
- Society of the Alumni of the School of Nursing, 1963-1964
- SAMP Alumni Society, 1953-1962
- The Alumni Society of the School of Social Work, 1966
- The Alumni Society of the School of Social Work, 1965
- The Alumni Society of the School of Social Work, 1963-1964
- Veterinary Medical Alumni Society, 1963-1966
- Wharton Graduate School Alumni Society (M.B.A.), 1962-1966
- Box 242      Alumni Weekend, 1966
- Alumni Weekend, 1965
- Alumni Weekend, 1964
- Departmental Societies General File, 1964-1966
- College Alumni Society, 1966

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- Box 242      College Alumni Society, 1963-1965
- Dental Alumni Society, 1963-1965
- Education Alumni Society, 1963-1966
- Engineering Alumni Society, 1963-1966
- Evening School Alumni Society, 1963-1966
- Alumni Society of the School of Fine Arts, 1963-1966
- Graduate School Alumni Society, 1963-1966
- Law Alumni Society
- Medical Alumni Society, 1961-1965
- Society of the Alumni of the School of Nursing, 1965-1966
- Society of the Alumni of the School of Nursing, 1963-1964
- "Penn Chemists," 1966
- School of Social Work Alumni Society, 1965-1966
- School of Social Work Alumni Society, 1963-1964
- Veterinary Alumni Society
- Wharton Graduate School Alumni Society (M.B.A.), 1962-1966
- Box 243      Class Officer cards
- Class 1877-1893
- Class 1894-1896
- Class 1897
- Class 1898-1899

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Box 243      Class Officer cards (cont.)

Class 1900

Class 1901

Class 1902

Class 1903

Class 1904

Class 1905

Class 1906

Class 1907

Class 1908

Class 1909

Class 1910

Class 1911

Class 1912

Class 1913

Class 1914

Class 1915

Class 1916

Class 1917-1918

Class 1919

Class 1924

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Box 243	Class Officer cards (cont.)
	Class 1935
	Class 1936
	Class 1943 (2 folders)
Box 244	Class 1937
	Class 1938
	Class 1939
	Class 1940
	Class 1941
	Class 1942
	Class 1944
	Class 1945
	Class 1946
	Class 1947
	Class 1948
	Class 1949
	Class 1950
	Class 1951 (2 folders)
	Class 1953 (2 folders)
	Class 1954
	Class 1955

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Box 244      Class Officer cards (cont.)

                 Class 1956

                 Class 1957

                 Class 1958

                 Class 1959

                 Class 1959 Professional

Box 245 (half full)

[Note found in the Control File: "Envelope: ' Big Study of the University of Pennsylvania Alumni -- work sheets and correspondence with other universities' "]

                 Alumni Questionnaires

                 GAS Miscellaneous Printed Material, 1960-1968

                 Breakdown of Alumni by Areas, 1954-1964

                 Alumni Club Manuals

                 Philadelphia Alumnae Club - Printed Materials, 1959-1966

                 Employee Retirement Data, 1948-1964

                 Annual Football Dinners: Seating Lists, 1940-1964

                 Alumni Relations Budget Summaries, 1964-1966 and 1962-1963

                 GAS Letterhead Designs

                 Reprint of Article by J. Crosier Schaefer in Yale Football Program, 1956 Nov. 10

                 Notes for Faculty Speakers, 1962

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Box 245	Proposals for Development of Alumni Relations at University of Pennsylvania, 1960
	Memo from President Harnwell - Evaluation of GAS, 1958 Oct. 12
	Report on University-Alumni Relationships, 1957 Sept. 27
	GAS Reprint of Letter from President Walter P. Miller, Jr., 1966 May
Box 246	AAG Inserts
	1967
Box 247	1966
Box 248	1968
Box 249	1966
Box 250	1966
Box 251	1966
Box 252	1967
Box 253	1967
Box 254	1967
Box 255	1968
Box 256	1968
Box 257	1968
Box 258	1966
Box 259	1966
Box 260	1967
Box 261	1968

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Box 262	AAG Inserts (cont.)
	1968
Box 263	1967
Box 264	1968
Box 265	1967
Box 266	1967
Box 267	1966
Box 268	1966
Box 269	1967
Box 270	1968
Box 271	1967
Box 272	1968
Box 273	1967
Box 274	1968
Box 275	1969
Box 276	1968
Box 277	1968
Box 278	1968
Box 279	1968
Box 280	1969
Box 281	1969

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Box 282	AAG Inserts (cont.)  1969
Box 283	1969
Box 284	1967
Box 285	1969
Box 286	1969
Box 287	1969
Box 288	1969
Box 289	1969
Box 290	1969
Box 291	Miscellaneous, 1969-1970
Box 292	Classes and Class Mailings, 1968-1969
Box 293	Quinquennials, 1968-1969  Staff folders and Prof.  Schools, 1969-1970
Box 294	Fiscal 1971-1972, Individual Gift History A-Z  Two books-computer printout
Box 302	Assorted Annual Giving Files, 1964 through 1970, Class Agent and Reunion Material  Annual Giving Mailings  Campaign Timetable, 1967-1968

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Box 302 Assorted Annual Giving Files, 1964 through 1970, Class Agent and Reunion Material (cont.)

Planning Committee

Projections, 1967-1968

Wharton MRA Fund, 1966-1967, Final Report (Booklet)

Final Reminder Mailings

Key Week End, 1964-1965 Correspondence

Key Week End, 1964 Plans

Social Work

Education

Veterinary

Weekend for Key Alumni, 1963 Nov. 8-9

Key Weekend, 1962 Oct. 12-13

Key Weekend Program, 1964-1965

1919 Alumni Annual Giving

1919 Reunion, 1965-1966

Class of 1916, 50th Anniversary Gift Fund

Plans for 1967-1968

General AAG Information

"Widows Program"

Class of 1916

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Box 302      Class of 1920

                  Class of 1923

                  Class of 1925

                  Class of 1940

                  Class of 1945

                  Class of 1949

                  Class of 1950

                  Class of 1960

                  Class of 1970

                  First Class Agent Mailing 1969 Jan. 27

                  AAG Regions, 1968-1969

                  Graduate School of Arts & Science, 1968-1969

                  Reunion Classes, 1969-1970

                  Twentieth-Fifth Reunion - Gift Programs, 1969-1970

                  Mailings, 1968-1969

                  AAG Campaign Material, 1969-1970

                  Alumni Annual Giving Plans, 1968-1969

                  1951

                  1961

                  Extra November Mailings

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- Box 302      Class of 1948
- Reunion Class Mailings, 1968
- Extra Large Gift Prospects
- Complaints
- Edward Lane
- Newsletters
- Addressing & Records - Requisitions Klevansky
- Requisitions (Records)
- Screening
- Tax Mailing
- Class Gift Projects, 1970-1971
- S. Robert Gravitz Fund
- Mailing, 1925
- Box 303      Alumni Annual Giving Correspondence, 1927-1967
- Alumni Day Correspondence, 1915-1960

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