

DETAILED DESCRIPTION OF THE COLLECTION

Office of the Dean of Students, Mortar Board records--#20121002 (2.0 cubic feet)

Box 1

Items

1. Packet of Projection Slides, 1972-1973, 1975, 1977
2. Felt Banner, Phi Beta Delta, undated

Folder

1. Materials, 1989-1994, undated
Membership Booklet, Blank Certificates, Brochure; Blank Message Card and Envelopes
2. Member and Alumni Materials, 1993-1995, 1997, undated
Question Cards; Address Lists, Handwritten Notes, 1993, Mailed Envelopes, Reception Reply Card, Name Directory, Membership Reports, Questionnaires, Memorandums, 1994; Name List, Parent Information Slips, Member Activity Briefs, Address and Activity List, Correspondence, Newsletter, Event Programs, Brochure, Meeting Agendas, Personality Inventory, Program Checklist, Information Sheets and Flyers, Event Ribbon, Financial Spreadsheet, Print Order Invoices with Materials to be Duplicated
3. National Foundation Fellowship Materials, 1996-1998
Correspondence, Memorandums, Recommendations, Agreement to Establish Barbara Cook Fellowship, Announcement, Etc.
4. National Project Materials, 1998
Handwritten Notes, Letter of Agreement, Flyer, Etc.
5. Leadership Conference Materials, 1988-1997
Programs, Print Order Invoice with Materials, Information Packet Folders, Correspondence, Registration Forms, Information Sheet, Report Forms, Goal and Deadline Sheet, Letters of Agreement, Photocopied, Opening Scripts, Newspaper Article, Evaluation/Suggestion Forms, Address List, Panel Topic Sheet, Evaluation Forms, Name Tag, Event Planning Form, Reminder Card, Schedule, Handwritten Notes, Timeline, Seating Arrangement, Memorandum
6. Leadership Conference Materials, 1963-1966, 1969, 1982, undated
Evaluation Sheet, Programs, Packets; Seminar Notes
7. Leadership Conference Materials, 1982-1985, 1987-1989, 1991, 1994, 1996-1997, undated
Memorandum, Schedules, Contact Lists, Team Assignments, Inquiry Sheet, Correspondence, Information Packets, Programs, Information Sheets and Essays, Budget, Invoices, Handwritten Notes, Registration

- Forms, Calendar Forms, Newspaper Article, Miscellaneous Information and Evaluation Forms, Flyer, Committee Report
8. Initiation Breakfast Materials, 1971-1980, 1983-1984, 1986-1988, undated Checklists, Timeline, Invoices, Member Activity Brief, Reservation Slip, Memorandum, Handwritten Notes, Miscellaneous Forms, Correspondence, Table Assignments, Initiation Scripts, Programs, Guest Lists, Invitation Letters

Box 2

Item

1. Packet of Mortar Board Materials, 1981-1982, 1984, 1987-1989, 1991-1995, 1997-1998
Cap and Gown Invoice, Initiation Certificate, Booklet, Event Programs
2. Packet of Materials, Initiation Breakfast, 2001
3. Binder of Materials, Eligibility Status of Mortar Candidates, 1983-1989
Information Lists, List of Candidates' Accomplishments, Member Activity Briefs, Handwritten Notes, Selection Ballot, Grade Eligibility and Recommendation Lists, Membership List, Tally Sheets, Selection Ballots, Etc.

Folder

1. Student Organizations Committee Materials (Including those from other Universities), 1950, 1960, 1963-1973
Directories; Memorandums; By-Laws; Correspondence; Newspaper Articles; Meeting Minutes; Eligibility, Membership and Advisor Guidelines; Bill of Student Rights; Policy Statements and Proposals; Student Government Regulations; Committee Report; Financial Statements; Miscellaneous Forms
2. Student Organizations Materials (Including those from other Universities), 1976, 1978-1981, 1984-1987
Brochures, Speech Note Cards, Memorandums, Lists of Organizations, Correspondence, List of Cash Receipts, Directories, Student Regulation and Policy Documents, Miscellaneous Lists, Newsletters
3. Senior Reception, 1984, 1990-1992, 1994, 1996-1997
Handwritten Notes, Memorandums, Invitation Letters, Invoices, Flyers, Event Schedules, Name Lists
4. New Initiative Materials, 1996-1998
Reception Invitations, Membership Reports, Request Form, Memorandums, Petitions for Honorary Membership, Resumes, Blank Forms, Student Activity and Service Brief
5. Fall Retreat Materials, 1986-1987, 1989-1991, 1993-1997
Group Use Contracts, Programs, Agendas, Memorandums, Miscellaneous Schedule and Information Sheets, Member

- Surveys, Photograph
6. Mortar Board "Forum" Newsletter Materials, 1984, 1987-1988-1992, 1994-1997
Newsletters, Articles (Manuscript and Photocopied), Correspondence, Handbook, Information Sheet, Handwritten Notes
 7. Leadership Conference Materials, 2000
Poster and Survey
 8. H.B. Schleman Plaza Memorial, 1990-1993, 1995-1996
Programs, Correspondence, Service Estimates, Memorandums, Handwritten Notes, Photographs, Photograph Negatives
 9. Honorary Members Materials, 1958, 1961, 1964-1965, 1967-1968, 1970-1997
Newspaper Articles, Petitions for Membership, Memorandums, Nominations, Correspondence, Press Releases, Address List, Handwritten Notes, Reservation Form, Miscellaneous Blank Forms, Resumes and Curricula Vitas, Biographical Sketches, Nomination Lists
 10. Officers Materials, 1985, 1989, 1991, 1993
Guidelines for Officers, Member Surveys, Handwritten Notes, Report, Address Information Sheet for National Directory, Phone Number Card
 11. Members' Honors Materials, 1989-1995
Newspaper and Newsletter Articles, Program, Press Releases, Memorandum, Handwritten Notes, List of Accomplishments, Address List
 12. Membership Report, 1997
 13. Alumni Materials, 2000-2001
Information Cards, Question Slip, Reservation Card, Letter, Alumni Relations Chairperson Packet, Information Sheet, E-Mail Reservation Confirmation, Business Card