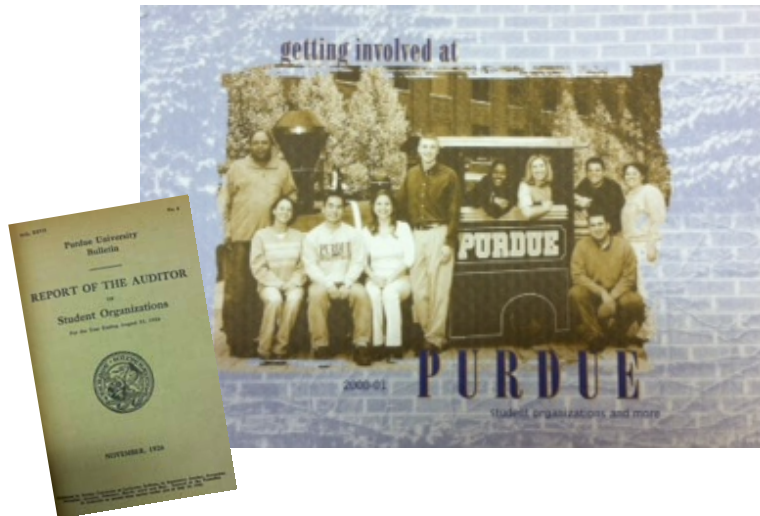


# PURDUE

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UNIVERSITY

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## FINDING AID TO THE PURDUE UNIVERSITY STUDENT ORGANIZATIONS COLLECTION, 1916-2010

**Purdue University Libraries  
Virginia Kelly Karnes Archives and Special Collections  
Research Center  
504 West State Street  
West Lafayette, Indiana 47907-2058  
(765) 494-2839**

<http://www.lib.purdue.edu/spcol>

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Processed by: Mary A. Seago, October 15, 2014

## Descriptive Summary

<b>Creator Information</b>	Legacy collection, creator unknown
<b>Title</b>	Purdue University Student Organizations collection
<b>Collection Identifier</b>	MSP 175
<b>Date Span</b>	1916-2010
<b>Abstract</b>	Financial records (1926-1991), handbooks (1971-2010), charts, miscellaneous records and reports documenting Purdue University student organizations.
<b>Extent</b>	3.25 cubic feet ( 3 c.f. boxes and 1 mss box)
<b>Finding Aid Author</b>	Mary A. Sego
<b>Languages</b>	English
<b>Repository</b>	Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries

## Administrative Information

<b>Location Information:</b>	ASC
<b>Access Restrictions:</b>	Collection is open for research.
<b>Acquisition Information:</b>	Legacy items; donors various and unknown.
<b>Preferred Citation:</b>	MSP 175, Purdue University Student Organizations collection, Karnes Archives and Special Collections, Purdue University Libraries
<b>Copyright Notice:</b>	Purdue University
<b>Related Materials Information:</b>	Purdue University Fraternities and Sororities album: <a href="http://collections.lib.purdue.edu/fa/pdf/msp26_pu_frat_sor_album.pdf">http://collections.lib.purdue.edu/fa/pdf/msp26_pu_frat_sor_album.pdf</a> Dean of Students, Office of the Student Activities & Organizations records: <a href="http://www4.lib.purdue.edu/archon/index.php?p=collections/findingaid&amp;id=1586&amp;q=ep">http://www4.lib.purdue.edu/archon/index.php?p=collections/findingaid&amp;id=1586&amp;q=ep</a>

## **Subjects and Genres**

### **Organizations**

Purdue University--Clubs

Purdue University. Office of the Auditor of Student Organizations

Purdue University. Business Office for Student Organizations

### **Topics**

Purdue University--Students

Student activities--United States

Clubs

Organizations

### **Form and Genre Types**

Charts

Constitution

Financial records

Flow charts

Handbooks

Records

Reports

### **Occupations**

Student

## History of Purdue University Student Organizations and Auditor Reports

Per one of the Student Organization reports, “The higher education community realizes the significant influence the social environment has on student retention for a college campus. Student organizations play an important role at the University by supplementing the educational, cultural and social programs on campus for students. Organization officers are afforded an excellent educational opportunity to gain invaluable experience in business management. Organization officers obtain this experience through maintaining a set of financial records, developing contracts, financial planning of programs and activities, and other fiscal related matters.”

The Student Organization Program at Purdue University is a complex, diversified operation. In 2014, campus-wide, there were more than 740 student organizations from which to choose. Descriptions of many of these organizations are included in the booklet "Getting Involved at Purdue." The mission statement for Student Activities and Organizations (SAO) is to further students' intellectual, personal, and professional development through co-curricular programs, services, and events that are intentionally designed to provide purposeful, challenging, experiential, and reflective learning opportunities. SAO creates and models inclusive environments where students engage in opportunities to integrate their in-class and out-of-class learning to enhance their leadership identity, community involvement and commitment to social responsibility.

As per the first annual report of the Auditor of Student Organizations, “The Office of the Auditor of Student Organizations was created as a part of the Controller’s Office for the purpose of securing uniform accounting methods and the proper continuity of records among all student organizations and to insure, so far as possible, that the finances of these organizations are handled on a sound business basis.” The office was created by an act of the Board of Trustees of Purdue University at their meeting on April 8, 1925.

In July 1966, the name of the office was changed to “Business Office - Student Finance.” The student organization reports list the treasurer, receipts, disbursements and balance for each respective year.

This role continues today functioning under the Business Office for Student Organizations. This office works closely with the Dean of Students Office to help students actively participate in the Student Organization program at Purdue University.

*Sources:*

*Report of the Auditor of Student Organizations, for the year ending August 31, 1926.*  
Purdue University Bulletin, Vol. XXVII, No. 8., p. 5. Lafayette, Indiana: Purdue  
University. Print.

*Purdue University, Financial Report of the Student Organizations for the year ended,  
June 30, 1991*

Purdue Dean of Students. *B-Involved* - Student Activities and Organizations, 2013.  
Web. 14 October 2014. <<https://www.purdue.edu/b-involved/about-sao/>>

## Collection Description

### Scope

The Purdue University Student Organizations collection (1916-2010; 3.25 cubic feet) documents the financial status of the various Purdue student organizations from 1926-1991. The collection also consists of the student organization handbooks; "Student Organizations and Services," "Purdue And You," A Guide to Student Services and Organizations at Purdue University" and "Getting Involved at Purdue: student organizations and more" for the years 1971-2010. The handbooks contain an organizational listing, along with descriptions of services for students and descriptions of the student organizations, calendar for the school year and a directory of key services. The first box contains several miscellaneous Student Council records and constitution; reports related to extra-curricular activities; flow charts listing the various student organizations and which schools, departments, organizations they report to/fall under. There is also one religious activities brochure. Types of materials include: charts, constitution, financial records, handbooks, miscellaneous records and reports. The collection is organized into 3 series:

### Arrangement

**1. Miscellaneous Records, Reports, Charts, and Brochure, 1916-1943 (0.25 cubic feet).** The items in this series consist of Student Council records and constitution; reports related to extra-curricular activities; flow charts listing the various student organizations and which schools, departments, organizations they report to/fall under. There is also one religious activities brochure in this series.

**2. Reports, Auditor of Student Organizations and Student Organizations Financial Report, 1926-1991 (2 cubic feet).** The student organization reports list the treasurer, receipts, disbursements and balance for each respective year.

**3. Student Organizations Handbook, 1971-2010 (1 cubic foot).** The series is comprised of the handbooks; "Student Organizations and Services," "Purdue And You," A Guide to Student Services and Organizations at Purdue University" and "Getting Involved at Purdue: student organizations and more." The handbooks contain a listing, along with descriptions of services for students and student organizations, calendar for the school year and a directory of key services and organizations.

### Descriptive Rules

Describing Archives: A Content Standard

### Processing Information

All materials have been housed in acid-free folders, acid-free boxes and placed in chronological order within each series.

## DETAILED DESCRIPTION OF THE COLLECTION

### **Series 1. Miscellaneous Records, Reports, Charts and Brochure, 1916-1943**

(0.25 cubic feet)

#### **Box 1** *Miscellaneous Records, Reports, Charts, and Brochure, 1916-1943*

##### Folder

1. Student Council records, includes constitution, circa 1916-1919
2. "Cultural Opportunities At Purdue: A Report Prepared for the Committee on the State of the University," 1934
3. Chart, Purdue University Extra-Curricular Activities, arranged by M. L. Clevett, 1937-1938
4. "Self Analysis of Certain Extra-Curricular Activities," compiled by Committee for Coordination of Extra-Curricular Activities," November 1941
5. Chart, Purdue University Extra-Curricular Activities, arranged by M. L. Clevett, 1942-1943
6. "A Cross Section of Student Activities at Purdue," (chart on reverse side) undated
7. Brochure, "Religious Activities for Purdue University Students," undated

### **Series 2. Reports, Auditor of Student Organizations and Student Organizations Financial Report, 1926-1991**

(2 cubic feet)

#### **Box 2** *Reports, Auditor of Student Organizations, 1926-1950*

##### Folder

1. Reports, Auditor of Student Organizations, 1926-1931
2. Reports, Auditor of Student Organizations, 1932-1936 (copy 1)
3. Reports, Auditor of Student Organizations, 1932-1936 (copy 2)
4. Reports, Auditor of Student Organizations, 1937-1940 (copy 1)
5. Reports, Auditor of Student Organizations, 1937-1940 (copy 2)
6. Reports, Auditor of Student Organizations, 1940-1943
7. Reports, Auditor of Student Organizations, 1941-1947
8. Reports, Auditor of Student Organizations, 1948-1950

#### **Box 3** *Reports, Auditor of Student Organizations, 1951-1985*

##### Folder

1. Reports, Auditor of Student Organizations, 1951-1953

2. Reports, Auditor of Student Organizations, 1954-1956
3. Reports, Auditor of Student Organizations, 1957-1959
4. Reports, Auditor of Student Organizations, 1960-1962
5. Reports, Auditor of Student Organizations and Student Organizations Financial Report, 1963-1985
6. Report, Business Office for Student Finance, Student Organizations Annual Report, 1986-1987
7. Report, Business Office for Student Finance, Student Organizations Annual Report, 1988-1989
8. Report, Business Office for Student Finance, Student Organizations Annual Report, 1990-1991

### **Series 3. Student Organizations Handbook, 1971-2010**

(1 cubic foot)

#### **Box 4** *Student Organizations Handbook, 1971-2010*

##### Folder

1. Bound student handbooks, "Purdue And You," A Guide to Student Services and Organizations at Purdue University, 1971-1980 (missing 1973-74 and 1977-78; copy 1 of 2)
2. Bound student handbooks, "Purdue And You," A Guide to Student Services and Organizations at Purdue University, 1971-1980 (missing 1973-74 and 1977-78; copy 2 of 2)
3. Bound student handbooks, "Student Organizations and Services," 1989-1994
4. Bound student handbooks, "Getting Involved at Purdue: student organizations and more," 1994-2005
5. Unbound student handbooks, "Student Organizations and Services," 1989-1994
6. Unbound student handbooks, "Getting Involved at Purdue: student organizations and more," 1994-1999
7. Unbound student handbooks, "Getting Involved at Purdue: student organizations and more," 2000-2005
8. Unbound student handbooks, "Getting Involved at Purdue: student organizations and more," 2006-2010 (2009 Missing)