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W.U. DEVELOPMENT OFFICE
Accession No. 89-47

INVENTORY

<u>Box</u>	<u>Series</u>	<u>Folders</u>	<u>Dates</u>
1	CORRESPONDENCE--Chronological	11	1980-81
2		13	1981
	GENERAL CORRESPONDENCE (Stephen W. Camp)	3	1978-83
3	GENERAL CORRESPONDENCE (Marilyn B. Dunn)	7	1978-83
	INTERDEPARTMENTAL CORRESPONDENCE	4	1978-83
	INTRADEPARTMENTAL CORRESPONDENCE	10	1978-83
	CORRESPONDENCE--Gift Acknowledgement	4	1980-83
	HISTORY FILES	2	1966-76
	ANNUAL REPORTS--REPORTS AND WORKING PAPERS	20	1977-81
4		13	1981-84
	MINUTES OF MEETINGS--Development Staff		1978-79
	POLICIES AND PROCEDURES		
	Accounting Procedures		1976-78
	Corporate Acknowledgements		1978-79
	Departmental Fund Raising		1977
	Directed Use Funds		1975-79
	Endowment Funds		1979
	File Purging		1980
	Filing Information		1976-79
	Filing System		1976
	Foundation and Corporation Solicitation		1981-82
	Fund Raising		1978
	Gift Definition		1980-83
	Gift Processing Procedures		1975-81
	Gift Reporting Standards		1977-81
	Gifts in Place Acceptance		1976
	Library Acquisitions		1975
	Optical Scanning Material		n.d.
	Outside Bank Accounts		1979
	Payroll Deductions for Employee Contributions		1977
	Printing Requests		1978
	Purchasing		1979
	Scholarships Establishment		1977

<u>Box</u>	<u>Series</u>	<u>Folders</u>	<u>Dates</u>
	BUDGET PLANNING FILES	23	1975-82
	FINANCIAL STRUCTURE AND FUNDS FILES	23	1973-81
5	SOLICITATION FILES	6	1977-81
	ENDOWMENT FUND FILES		
	Consolidated Endowment Fund		1981-83
	Edmark Chair		1981
	Halferty Chair		1981
	Philosophy Endowed Chair		1981
	Sand Memorial Fund		1981-82
	Turner (Dale E.) Permanent Endowment Fund		1982
	REPORTS		
	Capital Campaign Study		1975
	Development at Washington	2	1978
	Financial Aid to Education Council	2	1978-80
	Grant and Contract Monthly Reports		1982
	Survey of Voluntary Support of Education	2	1977-78
	CONFERENCE AND CONVENTION FILES		
	Council For the Advancement and Support of Education	2	1982-84
	Fundraiser's Institute (Michigan)		1976
	Long-Range Planning Retreat		1982
	Volunteer Leaders' Workshop		1978
	SATELLITE PROGRAMS AND FUND RAISING CAMPAIGNS		
	General	4	1977-79, 1981-83
	Washington Technology Center		1984
	W.U. Accounting Department		1977-78
	W.U. Architecture and Urban Planning College	5	1977-84
	W.U. Arts and Sciences College		1980-84
	W.U. Burke (Thomas F.) Museum		1983
	W.U. Business Administration School and Graduate School	9	1976-84
		9	1974-80
	W.U. Dentistry School		1977-78
	W.U. Education College	4	1980-85
	W.U. Educational Opportunity Program	2	1977, 1980
	W.U. Engineering College	3	1982-84
	W.U. Forest Resources College	4	1982-84
	W.U. Graduate School		1984
	W.U. Harborview Medical Center		1984
	W.U. Hospital		1980-82
	W.U. Henry (Horace C.) Art Gallery		1984
	W.U. Intercollegiate Athletics Department		1983-84
6			

<u>Box</u>	<u>Series</u>	<u>Folders</u>	<u>Dates</u>
	SATELLITE PROGRAMS AND FUND RAISING CAMPAIGNS (cont'd)		
6	W.U. Jackson (Henry M.) International Studies School	4	1978-84
7	W.U. KCTS Educational Television		1983-84
	W.U. KCMU-FM		1983-84
	W.U. KUOW-FM		1983-84
	W.U. Law School	5	1976-80
	W.U. Librarianship School	7	1977-85
	W.U. Magnusson (Warren G.) Health Sciences Center	2	1977-78, 1983-84
	W.U. Medicine School	2	1979-80, 1984-85
	W.U. Music School		1979-80
	W.U. Nursing School		n.d.
	W.U. Ocean and Fishery Sciences College	4	1982-84
	W.U. Public Affairs Graduate School	3	1982-84
	W.U. Social Work School	3	1977-78, 1983-84
	W.U. Urban Horticulture Center	2	1980-84
	ANNUAL GIVING PROGRAM FILES		
	Annual Giving Campaign		
8	Brochures		1979
	Correspondence	5	1979-80
	Dean's Lunches		1978
	Football Plans		1979
	Historical Information		1979
	Major Donor Night		1978-79
	Plans	8	1978-84
	Publicity	3	1978-82
	Results	3	1978-80, 1983-84
	Sample Letters		n.d.
	Surveys		1979
	Direct Mail		
	Chicago Mailing		1979-80
	Correspondence	3	1981-84
	Costs	8	1978-84
	Financial Emergency		1981-82
	Inventory		1979-80
	New York Mailing		1979-80
	Plans	4	1978-84
	Requests	2	1979-81
	Samples	8	1979-84
	Washington, D.C. Mailing		1979-80
	Year End Renewal		1979-80
	Century Club	6	1978-79
	Quad Club	9	1978-80
	1861 Club	13	1980-84
9	Phonathon	30	1977-84
	Greek Phonathons	37	1977-82, 1984
10	Phonathons--Geographic	29	1983-84
	Everett, Washington		1979-80

<u>Box</u>	<u>Series</u>	<u>Folders</u>	<u>Dates</u>
	ANNUAL GIVING PROGRAM FILES (cont'd)		
10	Phonathons--Geographic (cont'd)		
	King County, Washington	2	1977-78
	Los Angeles, California		1979-80
	Portland, Oregon	2	1977-79
	San Francisco, California		1979
	Spokane, Washington		1979-80
	Tacoma, Washington		1979
	Yakima, Washington		1979
	Special Projects		
	Brochures		1981
	Faculty and Staff Campaign	7	1977-79
	Graduate Fellowships		1978-79
	Golden W Scholarship		1981-82
	KUOW		1972, 1979
	Lady Willie Forbus Birthday Party		1982
	Matching Gift Companies		1976-78
	Miscellaneous Consultations	3	1981-84
	Miscellaneous Projects		1979-80
	Mortar Board	3	1979-84
	Raffles as Incentives		1980-81
	Reed (William) Proposals		1980-81
	Student Loan Solicitation		1982-84
	Quaternary Research Center Project		1981
	Unrestricted Fund Special Acknowledgements		1982-83
	University of Washington Benefactors		1981
	SUBJECT SERIES		
	Alumni Association		1979
	Alumni Survey		1977
	American Council on Education		1978
	Arms Race Concern	2	1982
	Baron Thyssen-Bornemisza		1982-83
	Braille Project		1983-84
	Building Names		1975
	Burlington Northern Foundation		1982-83
	Calendars	2	1978-79, 1982-83
	Catering		n.d.
	Charitable Contributions of Scientific Equipment		1981
	Charitable Gift Annuity		1979
	Chase (William Merritt) Exhibit (at Henry Gallery)		1984
	<u>Contributor, The</u> (newsletter)		1978-79
	<u>Corporate Support</u>		1980-81
	Council For Financial Aid to Education		1976-77
	Council For Support and Advancement of Education		1978
	Development and Fundraising		1983
	Distribution Management Study Center Proposal		1982
	Denny Lectureship		1980-81
	Deferred Giving		1979
11	1861 Club--Reorganization Plan		1980
	Endowment Campaigns and Capital Projects		1984

<u>Box</u>	<u>Series</u>	<u>Folders</u>	<u>Dates</u>
	SUBJECT SERIES (cont'd)		
11	Estate Planning	2	1978-79
	Estuarine Research Delegation to China		1983
	Fiesta Bowl		1983
	Fiscal Fling	5	1981-82, 1984
	Foundations	13	1976-82
	Fundraising--Literature Sources		n.d.
	Gift Catalogs		1984
	Gift Processing	3	1980-82
	Gift Processing Workshop		1979
	Gift Receipt Design		1986
	Goals	3	1981-83
	Handbook--University		1978
	Higher Education Financing Proposal		1982
	History of the University--Funding		1975
	Hughes (Glenn) Drama Scholarship Solicitation		1979
	Husky Night at the Kingdome		1981
	Institutional Advancement		1984-85
	Irish Foundation		1979
	Instructional Development Fund		1975
	KUOW Signal Improvement Project		1983
	Lions Club Parcourse Proposal		1982
	Matching Gift Program		1978-79
	National Council on Philanthropy		1979
	Non-Cash Gifts		1970-80
	Odegaard Speech--"What the University of Washington Means to Seattle and the State"		1964
	PAC-10		1980-81
	Payroll Deduction		1978
	President's Club		1974-75
	Private Support--Major Areas of Need Survey Form		1981
	Regent's Medal		1982
	Rose Bowl--Ticket Allocation		1978
	Rose Bowl		1982
	Rosters and Guest Lists		1977-79
	Scandinavian Exchange		1979
	Seattle Mariners	3	1979-82
	Sororia Alumnae--Withdrawal of Funds		1979
	Sports Events		1980-81
	Tender of Gift Article in <u>University Week</u>		1977-78
	Treaty Research Center		1982-83
	Tsutakawa Fountain--Gervais Reed		1978
	Visiting Committees		1982
	Vivaldi Recording Project		1977
	Washington Citizens Committee For Higher Education		1976-79
	Weyerhaeuser Company Foundation		1978-79
	Wilson Foundation Trust		1982
	Women Volunteers		1977-78
	Word Processing		1981

<u>Box</u>	<u>Series</u>	<u>Folders</u>	<u>Dates</u>
	SUBJECT SERIES (cont'd)		
11	W.U. Business Administration School and Graduate School		1979-80
	W.U. Development Office Research Program		1977-79
	W.U. Estate Planning Board		1975-80
	W.U. Graduate School--Fellowships		1975-77
	W.U. Hospital--Fund		1976
	W.U. International Studies School--Establishment of Development Program		1977
	W.U. Regents	3	1970-79
	W.U. Social Work School		1978-79
12	SLIDE/TAPE PRESENTATION		
	"It Started With a Gift" (includes script)		1978
	SLIDES (approximately 100--showing University scenes)		ca. 1978
	MOTION PICTURE FILM (3 short promotional pieces--20 seconds each)		
	AUDIO TAPES--CASSETTE		
	Annual Fund (2 tapes)		1975
	Not Labeled (2 tapes)		n.d.
	"It Started With a Gift" (1 tape)		1978
	AUDIO TAPES--REEL TO REEL		
	Huntley, Chet (one tape)		1968
	Alumni Publicity (one tape)		n.d.
	Annual Fund Slide Presentation (one tape)		1978
	Not Labeled (two tapes)		n.d.
	<u>Subgroups</u>		
13	Northwest Development Officers Association	2	1981-83
	Puget Sound Development Officers Association	2	1976-77, 1979-80
	W.U. Annual Fund Board	12	1976-79
	W.U. Development Fund Board		
	Minutes of Meetings	16	1979-84
	Bylaws	2	1980-81, 1984
	Committees		1979-80
	Correspondence		1980-81
	Reception		1979
	Retreat		1984
	Rosters	5	1980-84
14	W.U. Development Fund Board. Allocations Committee	3	1978-83
	W.U. Development Fund Board. Executive Committee		1979

<u>Box</u>	<u>Subgroups</u>	<u>Folders</u>	<u>Dates</u>
14	W.U. Development Fund Board. Nominating Committee	6	1979-84
	W.U. Development Fund Board. Program and Growth Committee	2	1980-83
	W.U. Development Executives Roundtable		1979-80
	W.U. Development Officers Roundtable	4	1979-83
	W.U. Graduate Records Advisory Committee		1978-79
	W.U. Graduate Records Advisory Group	2	1979-80
	W.U. Graduate Records Office	20	1977-84
	W.U. University Relations and Development Office. Word Processing Task Force		1980
	(end of subgroups)		

RESTRICTED MATERIALS

15	DONOR FILES		
	Anderson, Dr. J. Martin		1982
	Bangert, Dick		1982
	Bassett, David C.		1981
	Cleaves, Louise G.		1982
	Denny, Brewster		1983
	Fritz, Chester (Class of 1914)		1982
	Gottstein, Joseph		1980
	King, John L.		1981
	Larrabee, Bob		1981
	McEldowney, James		1980-82
	Paget, King		1981
	Sasakawa, Ryoichi		1983
	Schwartz, M.D.		1981
	Way, Griffith		1981
	CORPORATE CONTRIBUTORS		
	Achievement Rewards for College Scientists		1982-83
	Narod Development Corporation		1983
	Pacific Northwest Bell		1982
	Weyerhaeuser Company		1981-82
	Interpace Corporation		1981
	Wright-Schuchart, Inc.		1981
	W.U. Annual Giving Director Search Committee	13	1985

Box

Folders Dates

RESTRICTED MATERIALS (cont'd)

15	W.U. Business Administration School and Graduate School Development Director Search Committee	3	1984-85
16	W.U. Corporation and Foundation Relations Director Search Committee	2	1984
		4	1984
	W.U. Engineering College Development Director Search Committee	8	1984
	W.U. Planned Giving Assistant Director Search Committee	3	1985