This series comprises three parts: executive correspondence filed by office, correspondence relating to interfraternity organizations, and other headquarters correspondence.

Restriction: Users must obtain permission from ATO National Headquarters to examine documents less than 7 calendar years old. See archivist for details.

Box 1:

EXECUTIVE CORRESPONDENCE

Alumni Services, Director, ca 1989
Business Affairs, Director--John Lane, 1974-75
Chapter and Colony Services, Assistant Executive Director, 1980-84 (3 folders)
Chapter Service Consultants, 1971-72, 1981-83 (3 folders)
    Craig Mousin, 1974
    Tooley, Armstrong, Stevenson, 1978-79
CSC Visitation Survey Responses, 1984
CSC Introduction Letters, 1979-80
CSC Visitation Letters, 1978-82 (2 folders)
Chapter Services, Director 1975-76, 1979-80, 1981-82 (3 folders)
Expansion Directors, 1974
    Mark Thorsby, 1976-79 (2 folders)
Member Services, director, 1986
    Mark Stephens, Proposed Responsibilities for Member Services, 1985
Standards and Redevelopment, Assistant Executive Director, 1982-83

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Association of College Fraternities, 1971-72
BACCHUS Beat, 1994
Center for the Study of the College Fraternity, 1979-80
College Fraternity Editors' Association 1952-64,(12 folders) (See also folders for College Fraternity Secretaries' Association/Fraternity Executives Association relating to joint and concurrent annual meetings.)
College Fraternity Secretaries' Association, 1948-69 (4 folders) (CFSA became the Fraternity Executives Association in 1970.)

Box 2:

College Fraternity Secretaries’ Association, 1948-69 (19 folders)
Fraternity Executives Association, 1970-78 (7 folders)
1980-81 (3 folders)

**Box 3:**

1981-84 (3 folders)
- 50-Year Retrospective, 1980
- Annual Meeting, 1983-84
1984-85 (4 folders)
1986-88 (2 folders)
- Northeastern FEA Institute, March 3-6, 1988
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- Annual Meeting, July 6-10, 1988
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1989-90 (2 folders)
- Task Force of Campus Recognition, 1988-89
- Annual Meeting, July 5-9, 1989
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- Business Meeting, 1990
- Specialists' Program, 1990
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- Awards, 1987-92
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- Minutes, 1987-89
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Greek Newsletters, 1988-91
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**Box 4:**

Mid-American Interfraternity Council Association, 1982-90 (2 folders)
Midwestern Interfraternity Council Association, 1971-72
National Capital Interfraternity Forum, 1982-88
National Interfraternity Conference, 1932-63 (15 folders) Includes official NIC circular letters, NIC and other organizations' newsletters, minutes, conference documents and reports.

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1963-71 (7 folders)
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- Gold Medal [Stewart Daniels], 1970-71
- IRAC Bulletin, 1970-71
- Withdrawals, 1970-71
1971-72
   63rd Annual Banquet, 1971. NIC Distinguished Service Award to Stewart Daniels; file does not include photographs referred to in letter in this folder.
   Executive Committee Minutes, 1971-72
   Foundation, 1972-72
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Box 6:

   Annual Meeting Program Materials, 1985-89, 1999
   Collaborative Projects, 1989
   Diamond Jubilee History, 1984
   Government Relations Committee, 1985-86, 1987-89 (2 folders)
   "Interchange," 1987-90
   Interfraternity Education Plan, 1987-92
   Long Range Planning, 1985-91
   "Minutes in Seconds," 1984-92
   Pledging Alternatives Task Force, 1990
   Statistics, 1976-83
   Northeast Interfraternity Conference, 1981-84
   Western Regional Greek Conference, 1989-91
National Panhellenic Conference, 1981

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A, 1940-80 (4 folders)
   Action Plans, 1993-94
   Advisory Council, 1988-89
   Alcohol Information, 1986-87
   Alumni Association
      Boilerplate Bylaws, 1941
      Deceased members, 1978-79
      Petition for charter, 1978
   Alumni Organization, 1977-85
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   American Alumni Council, 1971-72
   American College Public Relations Association, 1971-73
   American Council on Education [ACE], White Paper, 1989-90

Box 7:

American Society of Association Executives [ASAE], 1971-73, 1976-80, 1984 (8 folders)
   Archives, 1977
   Archivist, 1979
   ATO Nite Print Masters, 1994
   ATO Update scripts, 1994
   Awards (lists of awards, ordering procedures, etc.) 1960, ca. 1972-83
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  Thomas Arkle Clark Award ring, 1948-66
Berry, William E., 1978-80 (2 folders)
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  Chamber of Commerce (Champaign, IL), 1981-83
  Chapter Advisers Conference, 1984
  Chapter Adviser Seminar, 1970-71
  Chapter Adviser Set-Up Kit, 1992
  Chapter and Faculty Adviser Seminar Photo, 1971
  Chapter Retreats, ca. 1980
  Charter Lithograph Stone, 1981
  College Marketing and Research Corp., 1973-74
  Computerization
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  IBM System 32, 1975-77
  Computer Systems Consultants Inc. Database Membership System for IBM AS/400, ca. 1991
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  Fraternity Insider, 1978-80
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   Corporate Formation of New Greek Properties, 1991-93
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   Fraternity Row Film, 1977
   Clippings About Original Incident, 1959
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Help Week, Palm Coverage, 1951-55
   Trophy, Rules and Regulations, 1956-72
   Display, 1960
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   Association Benefits Corporation Proposal, 1981-83
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   Buening, Mark A., 1982
   Adams, Peter, 1983
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MacGregor, John, 1968-84
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Risk Management, 1977
   Insurance - Chapter Risk Management Manual, 1985
   Risk Avoidance, 1987
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   FIPG Presentation Information, ca. 1992-94
   FRMT “In Crisis” presentation booklet, 2001
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Smithsonian-Computer World Awards, 1995
Social Service Committee, 1975-76
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Box 15:
T-Z, 1980-81
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Taxes (instructions about IRS Form 990), 1980-84
Telephone Hold Message scripts (telling about award winners and events), 1999-2003
Tour guidebook for tours of NHQ on Kirby Road in Champaign, 1994
U-V, 1944-80
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V, 1982-90
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  Chapter Initiatives, 1994-95
  Correspondence, Negative, 1993-96
  Fulfilling the Vision: Boards of trustees drafts, 1994
  Fulfilling the Vision weekend, 1994
  Leadership Consultant Info, 1994-ca 1996
  Report on Strategic Planning processes, 1993
  Strategic Planning Sessions, 1994
  Strategic Planning Task Force, "Delivering in the 90's," 1989-90
  "Fulfilling the Promise" Draft, 1990
  Photos, First Meeting, 1989
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  Strategic Planning Survey, 1994-95
  Fraternity Board, 1994
  Foundation Board/Board of Advisors/AAC, 1994
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AIDS Policy- ATO, Study Papers, 1993
ATO Badge diagram, nd
ATO Brochure, 1998
ATO Chapter Statistics, 2003-04
ATO Data/Statistics and Contact Information, 1991-93
  Contact Information (Foundation and NHQ), 1997, 2002, 2004
ATO Fraternity, Property: Sunset Courts, 1964-1983
ATO Graduation brochure, no date
ATO Info Charts compiled by Harvey Reno (Includes Palm, songbooks/music directors, ATO
directories/catalogues, and Congresses), 1946
Alpha Tau Omega Informational Sheet, ca. 1990s
ATO Info Sheet II, no date
ATO National Board, Officer and CEO Personal Survey, 2006
ATO NHQ, Correspondence to All Chapters, 2002-04 (2 folders)
ATO Pledges/Initiates graph, 1998-99
Alpha Tau Omega Postcards, ca. 1990s
ATO Provinces chart, nd
ATO Roadshow
  ATtshOw (ATO Roadshow) Scripts, 2000-01
  DVD Recall, Copyright Complaint, 2002
  History, 2000-01
  Show #1: Kansas State, Hosts’ Scripts, 2001
  Show #6: Marathon, 2002-03
  Show #7: All Night, 2002
  Show #8: Karnibali, 2003
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ATO Top 20 Candidates Disk, 1999
ATO Weekend Feedback, 1995
Background Checks, 1998 [RESTRICTED]
Badge (pin) rochure and box, no date
Baker, Darlene, Accounting Supervisor, 1997
Board of Trustees, Chapters, 1995-96
Board of Trustees Guide, Vol. 1, no date
Brotherhood Book, 2004
Case Study, Alcohol Free Housing, 2007
Casteel, Marcus
  Correspondence, 1997-98
Change of Registered Agent Forms and Correspondence, 1976-78
Chapter List, 2004
Chapter Portfolios, 1999-2000, 2001-02
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ChildHelp USA, 1994
Christensen, Eric, Director Member Services
  Correspondence, 1994-96
Computers, Software, and Internet
  ATO Website, no date
  Avectra: netFORUM, 2004
  Compuserve, 1994-95
    Includes manual and training schedule for Compuserve software as well as
    member info submitted via the system
  Compuserve Information, 1995
  Computer, Database Conversion, 1991-92
  Internet History, no date
  Intranet, 2000-02
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Contribution Prospects, Chicago, Pittsburgh, and Indianapolis, ca. 1990s
Data Processing, 1991-92
Delinquencies/Suspensions, 1994-95, 1997-98 [RESTRICTED]
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Educational Benchmarking Survey (EBI)
  Chapter Analysis, 2000
  Introduction & Question Analysis, 2000
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Employee Driver Info, 2001 and prior, 2002-03 (2 folders) [RESTRICTED]
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  GMI (Greek Management, Inc.), 1993-95, 1999-2005
    Postcards, Letter, 1998-2004
  Internal Revenue Service, New Chapters Under Group Exemption, 1940-73
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  Line of Credit-Busey Bank, 1992-94
  Pledges and Initiates Financial Statements, 1989-2004
  Promissory Notes, 1993-97
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      For Unpaid GMI dues, Ins. Late Fees, 1994
  Richmond Property Group, Ltd., 2002
  Tax Reform Bill, 1969
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Fire Safety, Sprinkler Systems, 1992
Fraternity Publicity, 1995-99
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  Correspondence, 1981-91
Grace, Micki
  Correspondence, 1995
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  Correspondence, 1999-2000
Housing Corporation, Liability Insurance Correspondence, 2003, 2006
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  Additional Insured, 2000-01 [RESTRICTED]
  Affinity Marketing Consultants-Pure Country Lawsuit, 2001 [Restricted]
  AMC-First USA, 1999-2003
  Antitrust Lawsuit, Copies, 1991-94 [RESTRICTED]
ATO Additional Insured Certificates, 2002-03 [RESTRICTED]
ATO Chapter Certificates of Liability Insurance, 2002-03 [RESTRICTED]
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  Bills/Statements, 1993-1995
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  Board Member Handbook, 1992-93 (3 folders)
  Correspondence, 1993-1994 (2 folders)
  Incident Reports, 1994-1995, [RESTRICTED]
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  Risk Management Compendium, 1995
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  Binder, 1999-2000 (2 folders)
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  FRMT (General), 1996-2004 (4 folders)
  FRMT and Insurance Fund Information, 1994-97
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  Meeting Info/Policies and Procedures, 2000-01
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LMS, Bills/Invoices, 1997-2000 [RESTRICTED]
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MAPP (Member Accident Protection Program), 1998-99 [RESTRICTED]
MAPP Claims, 2001-03 (2 folders) [RESTRICTED]
MAPP Policy, 2001-03 (2 folders) [RESTRICTED]
Palmer Cay/Carswell Insurance Claims, 1991 [RESTRICTED]
Radar vs. Balfour Fraternity Jewelry Conflict, 1967-73 (2 folders)
Response to Liability Insurance, 2003
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CFEA (College Fraternity Editors Association)
College Fraternity Editors Association Awards to Wynn Smiley, 1998
College Fraternity Editors Association “Certificate of Merit” to Wynn Smiley, 2000
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FEA (Fraternity Executives Association)
Summer Meeting, 1994
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NIC (North-American Interfraternity Conference)
BYOB Guide/Our Chapter, Our Choice, 1997-1998
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Laurel Wreath Luncheon, 2004
Media (DVD), ATO: Laurel Wreath Award, 2006
Litigation & The Fraternity System, 1995
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Member Services Status Report, 1997-98
National Interfraternity Conference, 2003
NIC Photo, Gettysburg, 1959
NIC/AFA Prayer Breakfast, 1998-2001
NIC Congressional Reception photos, 2000
NIC/CFEA Award Entries, 2004 (includes copies of the Palm and ATO Roadshow)
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Select 2000 Program - Working Draft, 1995-96
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RAW (Recruitment Adavtange Workshop) - Huntsville, AL, Aug. 9, 2003
    Ames, IA, Jan. 17, 2004
    North Dakota, Mar. 17, 2004
    Columbus, OH, Apr. 25, 2004
    Texas, Mar. 27 & 28, 2004
2004 RLC (Regional Leadership Conference) Recruitment Workshop, 2004
Recruitment Resources - ATO Old, nd
Colony to Chapter Program, 2004-05
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    Evaluations, 2003-04
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EXP (Expansion) Colony Retreat (Facilitator Manual), 2001-02
EXP Colony Retreat (Participant Manual), 2001-02
EXP Programming, 2001-02
EXP Monitoring Reports, 2001-02
EXP 4.0, Expansion Resource for ATO National Fraternity, 2002
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Chapter Portfolios, 1999-2000 (#2-4 of 4 folders)
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  Ends Appendix, 2000-2001
  Reports, 1998-2010 (33 folders)
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  Correspondence, 1995
National Award Winners, 2002
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National Housing Conference, 1996
Nominations Committee, 1994
Photos
  Alcohol Summit photos, 1999
  ATOs in US Senate, 1965 (oversize located in Room 106F, Map Case 3-11)
  Board of Directors photos, 1996, 2002
  CFEA–College Fraternity Executives Association, ca. 1970
  FEA (Fraternity Executives Association) and CFSA (College Fraternity Secretaries'
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  Professional Advantage (Career Placement), 2003
    Senior Seminar, Guide to Getting a Job, 2001-02
    Career Placement, 2003
  RAW-Recruitment Advantage Workshop, 2004-05
  Recruitment Brochure Disk, 2004-2005
  Recruitment Marketing, 2002-03
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  Incident Notes, 1995
  Memos, 1990-98 [RESTRICTED]
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  Chapter Educational Fund-Loan Applications, 1994
  GMI-EMI Loan Application, 1994 [RESTRICTED]
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Board of Trustees Survey, 2007-08
Chapter Portfolios and National Statistics, 1999-2001
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  Thomas Arkle Clark Award (for nominees), pre-1977, 1978
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   Event Programs, 2011
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   E-newsletter, 2007
   Marketing Plan, 2007-08
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Ross, Sandra
   LeaderShape Program Management Manual, 2007
Board of Director’s Meeting, Sarasota, FL, 2007
Chapter Service Consultant Orientation, 1994
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Fraternity-Sorority Community Assessment Coalition, 2007
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Learning Outcomes Assessment, 2007
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  Life Loyal Tau, Pre-2006
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  Life Loyal Tau, 2010-11 (two folders)
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Outside the Classroom, AlcoholEdu for College Report Package, 2005-06
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Relevance Series, 2002
Pledge Meeting with Leadership Consultants, 2008
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Alumni Research (Cygnus), 2012
Budget Summary, 2012-13

Box 35:
Campus Sexual Assault Educational Packet, 2014
Chapter Portfolio, 2012-13
EBI Undergraduate Surveys, 1999-2005 (seven folders)
“The Dark Power of Fraternities,” 2014
Fraternal Law newsletter, 2003-11
Fraternity Alumni Survey, 2001
Fraternity Member Satisfaction Survey, 1999
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FRMT, Member Meeting Minutes, 2013, 2016
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   Official Service Agreement, 2013
   Program Description, Press Release, and Workshop, 2013
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