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Michigan Technological University Alumni Association Records MTU-259

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Materials are in English

Describing Archives: A Content Standard

Michigan Technological University Archives and Copper Country
Historical Collections

1400 Townsend Drive

Houghton 49931

copper@mtu.edu

URL: <http://www.lib.mtu.edu/mtuarchives/>

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Summary Information

Repository:	Michigan Technological University Archives and Copper Country Historical Collections
Title:	Michigan Technological University Alumni Association Records
ID:	MTU-259
Date [inclusive]:	1977-2000
Date [bulk]:	1997-2000
Physical Description:	2.0 cubic feet 2 Paige boxes
Language of the Material:	English .
Mixed Materials [box]:	1-2
Abstract:	Records, 1977-2000 (Bulk 1997-2000), of the Michigan Technological University Alumni Association.

Preferred Citation

MTU-259, Michigan Technological University Alumni Association Records, Michigan Technological University Archives and Copper Country Historical Collections, Houghton, Michigan.

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Historical Note

As stated in its constitution, the objective of the Alumni Association of the Michigan College of Mines was to promote the welfare of its members; to keep alive the interests of the graduates in the school and to provide an annual reunion of all the alumni. Although the name has changed (now Michigan Tech Alumni Association), the original goals have been expanded: build a worldwide alumni network; communicating with alumni on behalf of Michigan Tech; recognize outstanding alumni and friends of Michigan Tech; develop and sponsor events for alumni that contribute to the University's strategic goals; build a culture of philanthropy and

encourage service to Michigan Tech and the world; and support the Michigan Tech Student Foundation and all Tech students.

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Scope and Contents

Records, 1977-2000 (Bulk 1997-2000), of the Michigan Technological University Alumni Association. Included in the collection are membership renewal records, reports, and dues associated with the Association.

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Arrangement

Records are arranged into three series: 1. General files 2. Membership Dues and 3. Renewal Mailings.

The General files series include reports with statistical information about members, dues paid, etc.; membership responses, sweepstakes information, membership drives, mailing procedures, marketing plans, and web membership.

The renewal mailing files include renewal letter examples, printed email correspondence, and lists of alumni members with renewal and dues dates. These files include the name of the alumnus, address, membership number, and renewal/dues dates.

The membership dues files include printed instructions for mailing membership cards with a mailing example (included is a membership ID tag, sticker, and other promotional materials for renewal), transmittal forms with sample membership cards, and member dues lists that include ID and name, their membership number, the amount due, renewal date, and whether their membership status (individual, joint, single, etc.). While most of these files are chronological, there are 8 files specifically designated for targeted dues for fraternities and branches in Wisconsin and lower Michigan.

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Administrative Information

Publication Statement

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Conditions Governing Access

Available for use in the Michigan Technological University Archives and Copper Country Historical Collections.

Conditions Governing Use

Various copying restrictions apply. Guidelines are available from Michigan Technological University Archives & Copper Country Historical Collections.

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Related Materials

Related Materials Note

Related materials documenting the early history of the Michigan Tech Alumni Association can be found in the Michigan College of Mines Alumni Association Collection (MTU-062) and the Michigan College of Mining and Technology Alumni Association Collection (MTU-160) housed at the Michigan Technological University Archives and Copper Country Historical Collections, Houghton, Michigan.

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Controlled Access Headings

- Universities and colleges -- Alumni and alumnae -- Michigan -- Houghton
- Universities and colleges -- Alumni and alumnae -- Societies, etc.
- Houghton (Mich.)
- Correspondence
- Mailing lists
- Membership lists
- Reports

Collection Inventory

General files		
Title/Description	Instances	
Membership history file, 1993-1998	box 1	folder 1
Membership history file, membership letters, 1977-1997	box 1	folder 2
Membership payments, 2000-2001	box 1	folder 3
Membership report information, 1999-2000	box 1	folder 4
Membership report information 2, 1998-1999	box 1	folder 5
Membership report information 3 (mailings), 1998-1999	box 1	folder 6
Membership responses/suggestions , 1998	box 1	folder 7
Membership sweepstakes, 1995-1996	box 1	folder 8
'97 Alumnus membership responses, 1997	box 1	folder 9
Board of Directors, membership drive, non-members, 1995	box 1	folder 10
"Keeping in Touch" drafts with notes, 1998	box 1	folder 11
New membership code information, 1999-2002	box 1	folder 12
Membership advancing problem, 1998-1999	box 1	folder 13-15
Membership campaign, 1999	box 1	folder 16
Label procedure and new membership cards, 2000	box 1	folder 17-18
Web membership, 2000	box 1	folder 19
Non-member mailing, 1999-2000	box 1	folder 20-21
Alumnus mailing information, 2000	box 1	folder 22

Steinhauser, first membership piece, 1999	box 1	folder 23
Steinhauser, second membership piece, 1999-2000	box 1	folder 24
Membership mailing procedures, 1997-1998	box 1	folder 25
Membership mailing procedures, membership cards only, undated	box 1	folder 26
Membership mailing procedures, membership cards things to watch for, 1999	box 1	folder 27
Membership marketing plan, 1997-1998	box 1	folder 28

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Membership dues

Title/Description	Instances	
Membership dues (entered/mailed), 1998 July 1 - 2000 December 31	box 1	folder 29-35

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Renewal mailings

Title/Description	Instances	
Renewal mailings, 1997-2000	box 2	folder 1-21
Alpha Phi Omega (APO) membership mailing, 1998	box 2	folder 22
Fox Valley / Milwaukee (ZIP) membership mailing, 1998	box 2	folder 23-24
Great Lakes Invitational membership mailing, 1998	box 2	folder 25
Kalamazoo / Traverse City (ZIP) membership mailing, 1998	box 2	folder 26-27
Lansing / Jackson (ZIP) membership mailing, 1998	box 2	folder 28
Phi Kappa Tau (G26) membership mailing, 1998	box 2	folder 29

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