

University of San Diego

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### Guide to the University of San Diego Auxiliary records

University of San Diego Auxiliary

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# Guide to the University of San Diego Auxiliary records

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## Overview of the Collection

<b>Title:</b>	University of San Diego Auxiliary records
<b>Dates:</b>	1957-1999
<b>Creator:</b>	University of San Diego Auxiliary
<b>Quantity:</b>	4 total boxes, 1 oversize (3.5 linear feet)
<b>Summary:</b>	The University of San Diego Auxiliary was an organization of San Diego area women interested in promoting and raising funds for the University of San Diego. The records of the USD Auxiliary document the administrative functions, event planning and membership of the Auxiliary.
<b>Identification:</b>	USDA_2008_002
<b>Language:</b>	English
<b>Repository:</b>	<a href="#">University of San Diego, Archives and Special Collections</a> Copley Library 5998 Alcalá Park San Diego, CA 92110 Telephone: 619-260-2730 <a href="mailto:spcoll@sandiego.edu">spcoll@sandiego.edu</a>

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## Historical Note

The University of San Diego Auxiliary was founded in 1957 by Bishop Charles F. Buddy. Comprised of San Diego area women, Bishop Buddy's intention for the organization was to have "women closely associated with the University." As a volunteer, nonprofit, nonpolitical, and nonsectarian corporation, the goal of the USD Auxiliary was to raise funds to support scholarships and academic programs, sponsor activities, and stimulate interest in the University of San Diego. This was

accomplished through membership fees and a variety of events held throughout the year. Among the events held by the Auxiliary was the Deans' Ball, the Fashion Show, and the Christmas Luncheon. The Auxiliary also held member events and conducted campus tours. In 1997, the Auxiliary began the process of restructuring the organization which included a new name, mission, and new format for activities.

The Alcalá Guild was a sister organization founded in 1959. The Guild comprises mothers of USD students and wives of USD faculty and alumni who joined together to support the College for Men. With the merging of the College for Women and the College for Men, the Alcalá Guild joined the USD Auxiliary in 1971. The Guild's final event as a solo organization was the Christmas Luncheon of 1970.

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## Scope and Content Note

The records of the University of San Diego Auxiliary document the administrative functions, event planning and membership of the Auxiliary. Administrative materials include various versions of the organizations by-laws; a copy of the 1957 articles of incorporation; and board meeting minutes. Event planning materials include correspondence, programs, invitations, publicity, and financial information related to various events that the Auxiliary planned. The majority of these relate to the Deans' Ball and the Fashion Show. Membership information largely includes lists of Auxiliary members as well as newspaper clippings related to Auxiliary functions and membership.

Some materials throughout this collection are related to the Alcalá Guild which joined the USD Auxiliary in 1971.

Also included are a scrapbook of newspaper clippings and photographs pertaining to the USD Auxiliary as well as a photograph album from an event commemorating 40 years of service.

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## Arrangement

**This collection is arranged into five series:**

[Series I. Administrative Files](#)

[Series II: Events](#)

**Series II is further arranged into three subseries:**

A. Deans' Ball

B. Fashion Show

C. Various Events

[Series III: Membership](#)

[Series IV: Photographs](#)

[Series V: Scrapbook](#)

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### **Restrictions**

This collection is open for research.

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### **Related Material**

**University of San Diego Auxiliary Newsletters, 1968-1996** (Call No. LD4881.S1565 A176); **University of San Diego Auxiliary Booklets, 1969-1998** (Call No. LD4881.S1565 A17) containing event lists, by-laws, and lists of members; and the **Alcalá Guild Newsletter, March 1969** (Call No. LD4881.S1565 A1423 1969) are also available in the University Archives.

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### **Index Terms**

Hughes, Author E.  
Maher, Leo T.  
Alcalá Guild  
University of San Diego  
University of San Diego Auxiliary  
San Diego (Calif.)  
Fashion Shows.  
fund raising  
societies

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### **Administrative Information**

#### **Preferred citation**

[Folder Title], Box # Folder #, University of San Diego Auxiliary collection, Copley Library, University of San Diego, Archives and Special Collections.

#### **Processing Information**

This collection was processed by Tessie Camina in 2008. Further processing was conducted by Ashley Toutain in 2016.

Scrapbook and photo album were identified and added to the collection in 2019.

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## Detailed Description of the Collection

### Series I: Administrative Records, 1957-1997

The records in this series document the general administrative operations of the USD Auxiliary. These include the Articles of Incorporation, by-laws, board meeting minutes, club information, and correspondence. Also included are documents pertaining to planning for the Auxiliary's Docent Program. Through this program, members of the Auxiliary assisted USD with giving campus tours to prospective families and interested individuals. These planning materials include historical information about the university, biographies of significant USD individuals and facts about USD buildings.

Also among these records are documents pertaining to the Alcalá Guild, which merged with the USD Auxiliary in 1971.

#### Box Folder

- |   |     |  |
|---|-----|--|
| 1 | 1   | Articles of Incorporation and By-Laws, 1957, 1977, 1978, 1994  |
|   | 2   | Alcalá Guild, 1959-1969  |
|   | 3-5 | Board Meetings, 1971-1990<br>[Organized in reverse chronological order.]   |
|   | 6-8 | Board Meetings, 1991-1997<br>[Organized in reverse chronological order.]   |
|   | 9   | Brochures - Informational, undated   |
|   | 10  | Calendar of Events, 1957, 1974-1979, 1984-1985   |
|   | 11  | Correspondence/Memoranda, 1967-1968, 1974-1990, 1995   |
|   | 12  | Correspondence - Diocese of San Diego, 1958-1973<br>[Includes correspondence sent from the Alcalá Guild or the USD Auxiliary to Bishop Francis James Furey or Bishop Leo Thomas Maher requesting their presence at fundraising events. Bishop Furey served from 1966-1969. Bishop Maher served from 1969-1990] |
|   | 13  | Directory, 1967  |
|   | 14  | Docent Program - Campus Tour, 1979-1981, 1984<br>[Includes facts and history about the USD campus, biographies of significant USD individuals, and facts about USD buildings.]   |
|   | 15  | Docent Program - General Information; Meetings, 1980-1981  |
|   | 16  | Docent Program - News Clippings, 1980-1981   |

### Series II: Events, 1965-1997

The main function of the USD Auxiliary was to raise money for the University of San Diego. The way they accomplished this was to hold fund raising events over the course of the year. The biggest of the Auxiliary fund raising events were the Deans' Ball and the Fashion Show. These records include the programs, invitations, and planning materials for fund raising events held by the Auxiliary. Also included are programs for related events that the Auxiliary used as research/source material to help with their planning.

#### **Subseries A: Deans' Ball, 1985-1992**

The Deans' Ball was an exclusive black-tie fund raising event to support the University of San Diego. The USD Auxiliary began sponsoring the Deans' Ball in 1989 and continued until the final Deans' Ball in 1992. These records include planning materials, programs, and invitations for the Dean's Ball. Planning materials include correspondence, budget information, meeting minutes, text of speeches, and guest lists. Also included are the planning materials and programs for the three Deans' Balls held prior to the Auxiliary sponsoring the event.

#### **Box Folder**

- |   |    |  |
|---|----|--|
| 1 | 17 | Deans' Ball, 1985                                    |
|   | 18 | Deans' Ball, 1987                                    |
|   | 19 | Deans' Ball, 1988                                    |
|   | 20 | Deans' Ball Correspondence/Memoranda, 1989           |
|   | 21 | Deans' Ball Finances, 1989                           |
|   | 22 | Deans' Ball Guest Lists, Donors and Committees, 1989 |
|   | 23 | Deans' Ball Guidelines/ Responsibilities, 1989       |
|   | 24 | Deans' Ball Meetings, 1989                           |
|   | 25 | Deans' Ball Programs and Underwriting, 1989          |
|   | 26 | Deans' Ball Publicity, 1989                          |
|   | 27 | Deans' Ball Correspondence, 1990                     |
|   | 28 | Deans' Ball Finances, 1990                           |
|   | 29 | Deans' Ball Guest Lists, Donors and Committees, 1990 |
|   | 30 | Deans' Ball Guidelines/Responsibilities, 1990        |
|   | 31 | Deans' Ball Meetings, 1990                           |
|   | 32 | Deans' Ball Programs and Underwriting, 1990          |
|   | 33 | Deans' Ball Publicity, 1990                          |
|   | 34 | Deans' Ball Agenda, 1990                             |
|   | 35 | Deans' Ball Committees and Responsibilities, 1991    |
|   | 36 | Deans' Ball Correspondence/Memorandums, 1991         |
|   | 37 | Deans' Ball Finances, 1991                           |
|   | 38 | Deans' Ball Guest Lists, Donors, 1991                |
|   | 39 | Deans' Ball Honoree, 1991                            |
|   |    | [Theodore Edmonds Gildred]                           |
|   | 40 | Deans' Ball Meetings, 1991                           |
|   | 41 | Deans' Ball Programs, 1991                           |

- 42 Deans' Ball Publicity, 1991
- 43 Deans' Ball Underwriting Appeals, 1991

**Box Folder**

- 2 1 Deans' Ball (Cruise) Board Meeting minutes, 1992 January
- 2 Deans' Ball (Cruise) Correspondence , 1992
- 3 Deans' Ball (Cruise) Donations, Gifts, Pledges, 1992
- 4 Deans' Ball (Cruise) Finances, 1992
- 5 Deans' Ball (Cruise) Programs, 1992
- 6 Deans' Ball (Cruise) Reservations/Preps, 1992
- 7 Deans' Ball (Cruise) Underwriting Purposes, 1992
- 8 Deans' Ball (Cruise) Update and Review, circa 1991

**Subseries B: Fashion Show, 1967-1989**

Fashion show events were a common form of fund raising in San Diego, and were among the fund raising events held by the USD Auxiliary. These records include the planning materials, invitations, and programs for the USD Auxiliary fashion shows. Planning materials include financial information, committee records, correspondence, and publicity information. Also included are copies of programs and publicity for early Alcalá Guild fashion shows. The Alcalá Guild had begun their annual fund raising fashion shows in 1960.

**Box Folder**

- 2 9 Fashion Show Various Programs, 1986-1989
- 10 Fashion Show, 1967 June 1
- 11 Fashion Show, 1971 October 16
- 12 Fashion Show, 1976 October 11
- 13 Fashion Show, 1977 October 3
- 14 Fashion Show, 1978 September 28
- 15 Fashion Show, 1979 October 2
- 16 Fashion Show Committee Responsibilities, 1980 October 9
- 17 Fashion Show Correspondence, 1980 October 9
- 18 Fashion Show Drawing and Prizes, 1980 October 9
- 19 Fashion Show Finances, 1980 October 9
- 20 Fashion Show Patrons, 1980 October 9
- 21 Fashion Show Program, 1980 October 9
- 22 Fashion Show Publicity, 1980 October 9
- 23 Fashion Show Reservations, 1980 October 9
- 24 Fashion Show, 1981 October 1
- 25 Fashion Show, 1982 September 30
- 26 Fashion Show, 1983 October 31
- 27 Fashion Show, 1984 October 24
- 28 Fashion Show, 1985 November 1
- 29 Fashion Show, 1986 October 14
- 30 Fashion Show, 1987 October 22

- 31 Fashion Show Committee/Responsibilities, 1989 October 5
- 32 Fashion Show Correspondence, 1989 October 5
- 33 Fashion Show Decorations, 1989 October 5
- 34 Fashion Show Drawing and Prizes, 1989 October 5
- 35 Fashion Show Finances, 1989 October 5
- 36 Fashion Show Guest List, 1989 October 5
- 37 Fashion Show Meetings, 1989 October 5
- 38 Fashion Show Production Summation, 1989 October 5
- 39 Fashion Show Program, 1989 October 5
- 40 Fashion Show Publicity, 1989 October 5
- 41 Fashion Show Seating/Reservations, 1989 October 5

**Subseries C: Various Events, 1965-1997**

The USD Auxiliary held a variety of events to garner membership and, especially, to raise funds for the University of San Diego. These records include planning materials, financial information, and newspaper clippings that document the various events the Auxiliary held between 1965 and 1996.

**Box Folder**

- 2 42 Horse Show and International Bazaar, 1965 September 24
- 43 Various event materials, 1972-1996
- 44 Finances, 1971-1997
- 45 History and News Clippings, 1971-1973
- 46 List of Deans, Directors, and Supervisors, 1990-1996

**Series III: Membership, 1958-1996**

Membership in the USD Auxiliary was open to anyone in the San Diego area interested in supporting the University of San Diego. The majority of the records in this series comprise lists of members. Also included are programs for the membership tea and news articles that document various membership related topics. These include member banquets for newly elected officers and news about current members. Box 3 consists of 3"x5" membership cards.

**Box Folder**

- 2 47 Membership Lists, 1958, 1976-1978, 1980, 1988-1990
- 48 Membership Tea and Coffee, 1973-1990
- 49 News Releases/Clippings, 1967-1984
- 50 Newsletters, 1985-1990  
[Newsletters in this folder are not a complete set of the USD Auxiliary newsletters produced.]
- 51 Officers and Board of Directors, 1957-1995

**Box Folder**

- 3 1 Membership Cards A-M, circa 1996
- 2 Membership Cards Mc-Z, circa 1996
- 3 Deceased Members, circa 1996
- 4 Former Members (A-Mc), circa 1996



5 Former Members (M-Z), circa 1996

6 Lapsed Members, circa 1996

**Series IV: Photographs, 1999**

**Oversize Folder**

4 1 Auxiliary Dedication Ceremony [photograph album], 1999 October  
22

[Album of photographs for the "Dedication Ceremony in celebration of the University of San Diego Auxiliary for Forty Years of Service." These are color 4x6" event photographs.]

**Series V: Scrapbook, 1972-1974**

**Oversize Folder**

4 2 Auxiliary Miscellaneous [scrapbook], 1972-1974

[Scrapbook of newspaper clippings and photographs pertaining to the USD Auxiliary.]