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## Guide to the Speakers' Bureau records

University of San Diego Speakers' Bureau

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## Guide to the Speakers' Bureau records

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### Overview of the Collection

- Title:** Speakers' Bureau records
- Dates:** 1954-1985
- Creator:** University of San Diego Speakers' Bureau
- Quantity:** 1 box (.5 linear feet)
- Summary:** These records consist of administrative papers of the Speakers' Bureau including the founding constitution of 1954 created by the College for Women, meeting minutes, policy development about speakers on campus, and informational material for prospective speakers.
- Identification:** USDA\_2008\_012
- Language:** English
- Repository:** [University of San Diego, Archives and Special Collections](#)  
Copley Library  
5998 Alcalá Park  
San Diego, CA 92110  
Telephone: 619-260-2730  
[spcoll@sandiego.edu](mailto:spcoll@sandiego.edu)
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### Historical Note

The Speakers' Bureau at the University of San Diego has served a series of functions since its founding in 1954. Founded by the Associated Students of the College for Women, with the support of Academic Dean and English Professor, Mother Aimee Rossi, the Speakers' Bureau served as an avenue for students to improve their speaking skills and exchange ideas. The first meeting was the first Student Marian Congress held in 1954. USD students as well as junior and senior women in area Catholic high schools were invited to attend. All speeches were

conducted by members of the Bureau. In 1955, the Bureau continued to invite area high schools to their meetings but included public as well as private school students.

By the 1960s the Speakers' Bureau had changed focus to bring outside speakers onto campus. Still part of the Associated Students, members would decide which speakers would be most valued each school year, titled the Distinguished Speakers' Series in the 1970s. In the 1980s, the Public Relation department began administering a program for members of the USD community to speak for organizations throughout San Diego. The Associates Students continued to play a key role in the Speakers' Bureau until 2000 when leadership of the Bureau lie with administration. By 2016, the office of Community and Government Relations took charge of assisting San Diego organizations with finding a USD member of the faculty, staff, or student body to speak about their work.

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## Scope and Content Note

These records include the administrative materials and news articles related to the University of San Diego Speakers' Bureau. Records document the changing nature of the Speakers' Bureau from the constitution and meeting minutes of the 1950s and 1960s, to policy regulation and programs for speakers brought to campus in the 1970s. Administrative documents of the 1980s center on informational material about USD community members going to speak for San Diego area organizations. News material documents announcements and information about speakers brought to the USD campus.

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## Arrangement

This collection is arranged into two series:

[Series I. Administrative Files](#)

[Series II: News Items](#)

Records are arranged in alphabetical order.

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## Restrictions

This collection is open for research.

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## Index Terms

This collection is indexed under the following headings in the online catalog. Researchers desiring materials about related topics, persons, or places should search the catalog using these headings.

Anderson, John  
Bradbury, Ray, 1920-2012  
Burnhan, James B.  
Liddy, G. Gordon  
Rossi, Aimmee  
San Diego College for Women  
University of San Diego  
San Diego (Calif.)  
campus activities and participatory groups  
student life

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## Administrative Information

### Preferred citation

[Folder Title], Box # Folder #, Speakers' Bureau records, 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.

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## Detailed Description of the Collection

### Series I: Administrative Records, 1954-1985

Administrative records consist of constitution and meeting minutes during the foundational years of the Speakers' Bureau. Also included are programs, speaker information, correspondence, and policy development records that reveal the changing nature of the Speakers' Bureau through the 1970s and 1980s.

### Box Folder

- |   |   |  |
|---|---|--|
| 1 | 1 | Address - "International Lending in an Uncertain World" - James B. Burnhan, 1983 |
|   | 2 | Constitution, 1954   |
|   | 3 | Correspondence, 1974-1985  |

- 4 Event - News Conference - Anderson, John, 1981 April  
[Announcement and event schedule.]
- 5 Event - News Conference - Bradbury, Ray, 1981 March  
[Short biography of Ray Bradbury and copies of news clippings.]
- 6 History, covers 1954-1963
- 7 Meeting Minutes, 1954 March-May
- 8 Meeting Minutes, 1954 October – 1955 April
- 9 Meeting Minutes, 1955 September - 1956 April
- 10 Meeting Minutes, 1956 September - 1957 April
- 11 Meeting Minutes, 1957 September - 1958 April
- 12 Meeting Minutes, 1958 September - 1959 May
- 13 Meeting Minutes, 1959 September - 1960 April
- 14 Meeting Minutes, 1960 September - 1961 April
- 15 Meeting Minutes, 1961 September - 1962 May
- 16 Meeting Minutes, 1962 September - 1963 March
- 17 Meeting Minutes, 1963 September - 1964 April
- 18 Meeting Minutes, 1964 October - 1965 January
- 19 Policy Development for Speakers on Campus, 1968
- 20 Questionnaire for Prospective Speakers, 1984-1985
- 21 Resolution Speaker's Policy, 1969  
[Formulated by the University Committee on Student Rights and  
Freedoms.]
- 22 San Diego Magazine - Ad Insertion, undated
- 23 USD Speakers Series Calendar of Events, 1975-1978
- 24 Miscellaneous Planning Materials, 1981-1984

**Series II: News Items, 1976-1982**

News items consist of news clippings and releases related to speaking events on the USD campus.

**Box Folder**

- 1 25 News Clippings, 1976-1981
- 26 News Releases, 1981-1982
- 27 News Releases - Liddy, G. Gordon, 1981
- 28 News Releases, 1976-1978