


2017

Guide to the President's Club records

University of San Diego Office of Public Relations

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[Administrative Records, 1973-1984](#)

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Guide to the President's Club records

Overview of the Collection

Title: President's Club records

Dates: 1973-1990

Creator: University of San Diego Office of Public Relations

Quantity: 1 box (1 linear foot)

Summary: These records document the establishment of a President's Club to recognize University of San Diego's most generous benefactors. The bulk of these records consist of planning materials for the President's Club Dinner, the annual appreciation event for President's Club members.

Identification: USDA_2009_013

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

Historical Note

The President's Club was founded in 1973 as a way to increase the donor base for the University of San Diego. The President's Club honored those individuals who contributed at least \$1,000 annually to support the University of San Diego. With their contribution, President's Club members gained recognition in University publications, particularly the Honor Roll of Donors, and were invited to attend the annual President's Club Dinner. The Charter Dinner for the President's Club, hosted by Helen and James Copley, took place on August 23, 1973 in the Copley Library. The Dinner continued to be held in the Mother Hill Reading Room in

Copley Library for many years. Speeches, performances, and recognition of key USD supporters accompanied the event.

Between 1981 and 1987, a President's Club Newsletter was published to keep all members informed of activities and events. Membership to the President's Club rose to \$1,500 annually by 2009. As the President's Club continued to grow, varied levels of donor membership were established. Donors could be President's Club Members, Associates, Patrons, Fellows, Benefactors, or Founders based on their level of annual support.

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Scope and Content Note

These records include the administrative records and event planning materials for the President's Club. These records document the founding of the President's Club as a way to honor the University of San Diego's major benefactors. These records also include planning materials for the President's Club Dinner, the primary event held to recognize President's Club donors. Planning materials include correspondence, meeting materials, membership lists, invitations, and documentation of the food and entertainment planned for the night. Correspondence includes review of the previous years' dinner as well as planning discussion for the current year.

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Arrangement

These records are organized into two series:

[Series I. Administrative records](#)

[Series II. Events](#)

Both series are arranged in chronological order.

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Restrictions

This collection is open for research.

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Related Material

The President's Club Newsletter, 1981-1987, is located in the University Archives.

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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.

Finn, Sara
Hughes, Author E.
McMonagle, Virginia
President's Club
University of San Diego
San Diego (Calif.)
benefactors
events

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Administrative Information

Preferred citation

[Folder Title], Box # Folder #, President's Club records, Copley Library, University of San Diego, Archives and Special Collections.

Custodial History

These are primarily the records of Sara Finn who served as Director of Public Relations and coordinated much of the President's Club functions and events. Sister Virginia McMonagle, who is referenced among the later documents, took over some of the planning.

Processing Information

Initial processing was conducted by Tessie Camina in 2009. Additional processing was conducted by Ashley Toutain in 2017.

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Detailed Description of the Collection

Series I: Administrative Records, 1973-1984

The majority of the records in this series document the establishment of the President's Club as a way to honor the University of San Diego's most supportive donors. This includes materials from the initial meetings to establish the club, membership lists, brochures and information on solicitation for new members.

Box Folder

- 1 1 Correspondence, 1973 June
[Regarding establishment of the President's Club.]
- 2 Initial Meeting, 1973 June
[Planning Materials]
- 3 Newspaper articles, 1973 August-September
- 4 News Releases, 1973 August
- 5 Membership Lists, 1973
- 6 Membership Lists, 1974
- 7 Progress Sheet, undated
- 8 Prospective Members, 1975 July
- 9 President's Club Brochure, 1976
- 10 Membership Lists, 1976
- 11 President's Club Committee Meeting Minutes, 1977
- 12 President's Club Brochure, 1978
- 13 President's Club Correspondence, 1978 March, 1978 May
- 14 President's Club Newsletter, 1980-1981
- 15 Annual Dinner Program and Member List, 1981 January
- 16 Member List Brochure, 1982 January
- 17 Member List, 1983
- 18 Membership Listing, 1984 January
- 19 Constituent Group Members, 1983-1984

Series II: Events, 1973-1990

This series includes planning materials for President's Club events, primarily the President's Club Dinner. Planning materials include correspondence, meeting materials, membership lists, invitations, and documentation of the food and entertainment planned for the night. Correspondence includes reviews of the previous years' dinner as well as discussions of the current years' dinner. Attendance and planning materials for select receptions are also included.

Box Folder

- 1 20 President's Club Charter Dinner Correspondence, 1973
- 21 President's Club Dinner Guest List, 1973
- 22 President's Club Dinner Invitations, 1973

- 23 President's Club Dinner Planning records, 1973
- 24 President's Club Dinner News Clippings, 1973
- 25 President's Club Dinner News Releases, 1973
- 26 President's Club Dinner Plans and Preparations, 1973
- 27 President's Club Crane's Reception Guest List, 1973
- 28 President's Club Dinner Acceptances, 1974
- 29 President's Club Dinner Agenda, 1974
- 30 President's Club Dinner Arrangements, 1974
- 31 President's Club Dinner Correspondence, 1974
- 32 President's Club Dinner Menus, 1974
- 33 President's Club Dinner Invitations, 1974
- 34 President's Club Dinner News Clippings and News Releases, 1974
- 35 President's Club Dinner Attendees, 1975
- 36 President's Club Dinner Budget, 1975
- 37 President's Club Dinner Invitations, 1975
- 38 President's Club Dinner Memoranda, 1975
- 39 President's Club Dinner Menus, 1975
- 40 President's Club Dinner Program, 1975
- 41 President's Club Dinner Publicity and Planning, 1975
- 42 President's Club Dinner Seating, 1975
- 43 President's Club Dinner Acceptances and Regrets, 1976
- 44 President's Club Dinner Correspondence, 1976
- 45 President's Club Dinner Invitations, 1976
- 46 President's Club Dinner News Clippings and Releases, 1976
- 47 President's Club Dinner Report and Planning, 1976
- 48 President's Club Dinner Correspondence, 1977
- 49 President's Club Dinner Budget, 1977
- 50 President's Club Dinner Invitations, 1977
- 51 President's Club Dinner Members, Guests, 1977
- 52 President's Club Dinner News Clippings and News Releases, 1977
- 53 President's Club Dinner Miscellaneous, 1977
- 54 President's Club Dinner Acceptances, 1978
- 55 President's Club Dinner Budget, 1978
- 56 President's Club Dinner Menus, 1978
- 57 President's Club Dinner News Clippings and News Releases, 1978
- 58 President's Club Dinner Program, 1978
- 59 President's Club Dinner Budget, 1979
- 60 President's Club Dinner Invitations, 1979
- 61 President's Club Dinner Invitation List, 1979
- 62 President's Club Dinner News Clippings, 1979
- 63 President's Club Dinner Program, 1979
- 64 President's Club Dinner Set-Up, 1979

- 65 President's Club Dinner Agenda and Seating, 1980
- 66 President's Club Dinner Correspondence, 1980
- 67 President's Club Dinner Budget, 1980
- 68 President's Club Dinner Guest Lists, 1980
- 69 President's Club Dinner Invitations, 1980
- 70 President's Club Dinner Media Relations, 1980
- 71 President's Club Dinner Meeting, October 1979
[Planning for 1980 Dinner]
- 72 President's Club Dinner Memoranda, 1980
- 73 President's Club Dinner Menus, 1980
- 74 President's Club Dinner News Clippings, 1980
- 75 President's Club Dinner News Releases, 1980
- 76 President's Club Dinner Notification of Event, 1980
- 77 President's Club Dinner Acceptances, 1981
- 78 President's Club Dinner Budget, 1981
- 79 President's Club Dinner Invitations, 1981
- 80 President's Club Dinner Memoranda, 1981
- 81 President's Club Dinner News Clippings and News Releases, 1981
- 82 President's Club Dinner Program, 1981
- 83 President's Club Reception Acceptances, 1981 April
- 84 President's Club Dinner Budget, 1982
- 85 President's Club Dinner Invitations, 1982
- 86 President's Club Dinner Members, Guests, 1982
- 87 President's Club Dinner Memoranda, 1982
- 88 President's Club Dinner News Clippings, 1982
- 89 President's Club Dinner News Releases, 1982
- 90 President's Club Dinner Seating, 1982
- 91 President's Club Dinner Invitations, Memoranda, 1983
- 92 President's Club Dinner Members, Guests, 1983
- 93 President's Club Dinner News Clippings, 1983
- 94 President's Club Reception Guest List, 1983
- 95 President's Club Dinner Catering Service, 1984
- 96 President's Club Dinner Invitations, 1984
- 97 President's Club Dinner Guest List, 1984
- 98 President's Club Dinner Letter of Appreciation, 1984
- 99 President's Club Dinner News Clippings, 1984
- 100 President's Club Dinner News Releases, 1984
- 101 President's Club Dinner Guest List, 1985
- 102 President's Club Dinner Budget, 1985
- 103 President's Club Dinner Memoranda, 1985
- 104 President's Club Dinner Menus, 1985
- 105 President's Club Dinner News Clippings and News Release, 1985

- 106 President's Club Dinner Budget, 1986
- 107 President's Club Dinner Guest List, 1986
- 108 President's Club Dinner Members, 1986
- 109 President's Club Dinner News Clippings, 1986
- 110 President's Club Dinner President's Report and Planning Materials, 1986-1987
- 111 President's Club Dinner Budget, 1987
- 112 President's Club Dinner Correspondence, 1987
- 113 President's Club Dinner Guest List, 1987
- 114 President's Club Dinner Invitations and Programs, 1987
- 115 President's Club Dinner Miscellaneous, 1987 January
[Honor Roll of Donors and Announcement of Helen Hayes.]
- 116 President's Club Dinner News Clippings, 1987
- 117 President's Club Dinner News Releases, 1987
- 118 President's Club Dinner Schedule of Events, 1987
- 119 President's Club Dinner Budget, 1988
- 120 President's Club Dinner Comments, 1988
- 121 President's Club Dinner Correspondence, 1988
- 122 President's Club Dinner Invitations, 1988
- 123 President's Club Dinner Guest Lists, 1988
[Includes notes on how the event transpired.]
- 124 President's Club Dinner Menus, 1988
- 125 President's Club Dinner Planning Materials, 1978-1988
- 126 President's Club Dinner News Clipping, 1988
- 127 President's Club Dinner Attendees' Report, 1988
- 128 President's Club Dinner Invitations, 1989
- 129 President's Club Dinner Master of Ceremonies Script, 1989
- 130 President's Club Dinner Memoranda, 1989
- 131 President's Club Dinner Seating, 1989
- 132 President's Club Dinner Bishop Maher's Remarks, 1990
- 133 President's Club Dinner Budget, 1990
- 134 President's Club Dinner Guest List, 1990
- 135 President's Club Dinner Invitation, 1990
- 136 President's Club Dinner Seating, 1990