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Institutional Advancement
1966-present

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Arranged and Described
By
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Tara L. Hurt, Archivist, Head Archives & Special Collections

March, 2004
Willimantic, Connecticut

TABLE OF CONTENTS

<u>Series</u>		<u>Page</u>
	Brief Description of the Collection	3
	Biography	4
	Scope and Content	4
	Collection Listing	6-17
I	Correspondence	6
II	Fundraising	
	Foundation	7
	E-Club	11
	Grants	14
III	News Releases / Publications	14
IV	ISBN Log Book	17

BRIEF DESCRIPTION OF THE COLLECTION

Title	Institutional Advancement, 1966-present.
Extent	5 linear feet. 12 boxes.
Arrangement	This collection was organized into four series with materials arranged chronologically within each series. Series II – Fundraising is divided into three sub-series: Foundation, E-club and Grants.
Provenance	This collection was created by the Archives staff. The ISBN Logbook was given to the archive by the Office of Institutional Advancement in the fall of 2002.
Finding Aid	Printed finding aid available in repository. Electronic version: http://ecsu.archives.s3-website-us-east-1.amazonaws.com/
Preferred Citation	[Series, Date, Folder description], Office of Institutional Advancement, 1966-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226
Access points	Eastern Connecticut State University. Division of Institutional Advancement. Educational fundraising. Scholarships. Research grants.
Restrictions	Access to the ISBN Logbook is restricted. Inquiries may be made to the Head of the Archives & Special Collections.
Document types	Correspondence. Notebooks. Publications. Administrative Records. Press releases. School Records. Fliers.

SCOPE AND CONTENT NOTE:

The Office of Institutional Advancement, provides public awareness as well as administrative and financial support for many programs and scholarships at the university. This collection includes general correspondence, reports, news releases and publications. It offers information about fundraising through the ECSU Foundation and E-Club, non-profit organizations which sponsor events that provide funding for student scholarships and awards. It also includes information about the Grants Office which provides information on funding opportunities and guidance for grant writing and submissions. The offices of University Relations and Alumni Affairs, divisions of Institutional Advancement, are represented in separate collections.

SERIES DESCRIPTION:

Series I – Correspondence

This series offers some early correspondence (1969-1975) and general correspondence dating from the 1990s to the present, including invitations, event announcements, meeting reminders, grant and scholarship information and job descriptions. This series may include committee information, policy statements and procedural information.

Series II – Fundraising

This series offers information about the ECSU Foundation Inc. which supports the academic and fiscal needs of the university. Documents include a Certificate of Incorporation, By-laws and reports. This series includes information about the activities of the E-Club and Grants Office. The E-Club is a booster organization which focuses on athletic programs at Eastern. It sponsors events such as the Annual Golf Tournament and Athletics Hall of Fame Banquet. The Grants Office provides information on grant opportunities, grant writing workshops, grant proposal guidelines and grant awards.

Series III – News Releases & Publications

This series includes news releases created by the development office from the mid-1960's to 1981 and issues of the ECSU News Digest, a compilation of internal campus news (1968-1994). In 1989 all news releases were handled through the University Relations Office which continues to publish press releases and material for the campus community.

Series IV – ISBN Log Book

This series is restricted to Foundation use only and includes information about Foundation publications.

BIBLIOGRAPHY:

N/A

RELATED COLLECTIONS:

For further information about Institutional Advancement see the following collections: Athletics, Annual Reports - Institutional Advancement, University Relations, and Alumni Affairs, University Relations/Press Releases and Print Collection: *Eastern Digest*, *ECSU-in-the-News*

Institutional Advancement, 1966-present.
University Archives
Eastern Connecticut State University

(Read All About Us), Alumni News, Eastern Envoy, Eastern (Magazine) and Presidents Annual Report and List of Donors.

The University Archives has a substantial collection of university archives material and also houses the Connecticut Studies Collection. For more detailed information on these collections please speak with a staff member, call 860-465-5563 or visit the Smith Library Archives & Special Collections online <http://ecsu.archives.s3-website-us-east-1.amazonaws.com/>

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<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I – Correspondence		
1	Federal Grants	1968-1969
	Job Description- Public Affairs Director	[1972]
	General correspondence	February 1973
	General correspondence	Spring 1974
	Job Specifications- Director of Public Affairs	Fall 1975
	Goals of the Office of Public Affairs	1978-1979
	Publications Committee Procedures	[1970s]
	General	1981-1982
	Todd Greenberg Scholarship	November 1987
	Scholarship Awards Ceremony	3 May 1988
	Three Special Events	7 December 1989
	Gift Acceptance Form	29 August 1990
	E-Club Executive Board	Fall 1991
	Foundation Board Members	1991-1992
	General Correspondence	1991-1992
	Policy Statement – Eastern News Digest	20 April 1992
	Public Relations Plan	5 May 1992
	Move to 192 High Street	9 July 1992
	Open House	6 November 1992
	Financial Report - Hall of Fame Banquet	3 December 1992
	Quiet Corner Music Festival	9 September 1993
	1 st Annual Bowl-a-Thon	Fall 1994
	Investment Policy	Fall 1994
	Annual Fund	1995-1996
	1 st Annual ECSU Fun*Ding	29 June 1996
	3 rd Annual Bowl-A-Thon	November 1996
	Scholarship Banquet- Awards Ceremony	13 May 1997
	Scholarship Awards	8 May 1998
	Foundation Quarterly Meeting	May 1998
	“Get Ready Cuz We’re Gonna Have Fun!!”	Fall 1998
	Nick Zaharias	22 September 1998
	Scholarship Competition	Spring 1999
	Bowl-a-thon	13 October 1999
	National Endowment for the Humanities (NEH)	21 March 2001
	Bowl-a-Thon Wrap-up	Spring 2002
	Policy and Procedure for Handling of Gifts	February 2003
	General correspondence	Spring 2003
	Scholarship Reception-Awards Ceremony	25 September 2003
	General	2003-2004
	Plant Sale	12 June 2004
	General	2004-2005
	Commencement – Foundation Board of Directors	22 March 2005
	Katrina Relief Fund	7 September 2005

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I – Correspondence		
1	Foundation Wreath Sale	3 November 2005
	General	2006-2007
	NEH Summer Stipend	9 August 2007
	General	2007-2008
	Competitive Scholarship Awards	Spring 2008
	General	2008-2009
	Competitive Scholarship Awards	Spring 2009
	General	Fall 2009
	E-Club Athletic Hall of Fame	25 October 2009
	E-Club Scholar-Athlete Winners, 1981-2010	Spring 2010
	General	Spring 2011
	General	2012-2013
	General	2014
	Kenneth DeLisa	n.d.
Series II – Fundraising		
2	Foundation	
	Certificate of Incorporation	February 1971
	By-Laws	February 1971
	Minutes	22 February 1971
	Annual Meeting	22 April 1971
	“College Foundation Formed”	December 1971
	Minutes	Spring 1972
	Correspondence	1972-1973
	Minutes	1972-1973
	Annual Report	13 June 1973
	Correspondence	1973-1974
	Minutes	1973-1974
	Annual Report	23 May 1974
	ECSC Foundation Inc. – brochure	[1974]
	Minutes	1974-1975
	Auditor’s Report	30 April 1975
	Annual Meeting	14 May 1975
	Speakers Bureau – brochure	[1975]
	Minutes	1975-1976
	Correspondence	Spring 1976
	Auditor’s Report	21 April 1976
	Annual Report	3 June 1976
	Business Taxes Seminar	[1976]
	Minutes	1976-1977
	Auditor’s Report	9 May 1977
	Annual Report	12 May 1977
	Auditor’s Report	5 May 1978

<u>Box</u>	<u>Folder</u>	<u>Date</u>
	Series II – Fundraising	
2	Foundation	
	Annual Report	10 May 1978
	By-Laws	June 1978
	Minutes	1978-1979
	Auditor's Report	27 October 1978
	Minutes	1979-1980
	Auditor's Report	14 August 1980
	Correspondence	1980-1981
	Minutes	1980-1981
	Minutes	1981-1982
	By-Laws	September 1981
	Action Auction	20 September 1981
	Auditor's Report	8 October 1981
	Fundraising Plan, 1982-1987	Spring 1982
	Correspondence	Summer-Fall 1982
	Minutes	1982-1983
	Action Auction	17 October 1982
	Romantic Willimantic Ball	18 February 1983
	By-Laws	12 May 1983
	Minutes	1983-1984
	Plant A Tree Remember A Friend	[1983-1984]
	Action Auction	8 October 1983
	Take Your Valentine to a Movie	14 February 1984
	Correspondence	May 1984
	Minutes	1984-1985
	Champagne Brunch & Action Auction	29 September 1984
	Annual Dinner Meeting	23 July 1985
	Minutes	1985-1986
	Action Auction	21 September 1985
	Minutes	Fall 1986
	Faculty-Staff Telephone List	1987-1988
	Action Auction	Fall 1987
	Correspondence - University Awards	9 May 1988
	Annual Report	30 June 1988
	Capital Campaign	1988-1989
	Correspondence - Action Auction	30 August 1988
	Champagne Brunch & Action Auction	17 September 1988
3	Speakers Bureau - brochure	1990-1991
	By-Laws	October 1991
	President's Fund	[1992]
	Student Awards	24 February 1992
	Tag Sale and Flea Market	9 May 1992
	President Carter's 50 th Birthday Party	22 October 1992

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series II – Fundraising		
3	Foundation	
	Magwitch Research Paper Contest	January 1993
	Dinner & Ceremony with Governor Weicker	26 April 1993
	Minutes	17 June 1993
	1993 Summer Concert Series	1 July 1993
	Murder Mystery Night	23 October 1993
	Minutes with Mission Statement	1994-1995
	1 st Annual Bowl-a-thon	22 October 1994
	Meet the Faculty Reception	3 November 1994
	Masquerade Ball	1 April 1995
	Scholarship Banquet and Ceremony	9 May 1995
	Correspondence	Fall 1995
	Minutes	1995-1996
	Bowl-a-thon	28 October 1995
	ECSU Gala Evening	18 April 1996
	1 st Annual Fun*Ding	29 June 1996
	Minutes	1996-1997
	By-Laws	October 1996
	Bowl-a-thon	16 November 1996
	ECSU Emeritus Faculty Reception	9 December 1996
	By-Laws	January 1997
	Correspondence	Spring 1997
	Scholarship Banquet & Ceremony	13 May 1997
	2 nd Annual Fun*Ding	10 August 1997
	Baseball Stadium	1997-1998
	Correspondence	Fall 1997
	Officers/Directors	9 October 1997
	Bowl-a-thon	25 October 1997
	Correspondence - Fun*Ding	February 1998
	Annual Fund – Phonathon	March 1998
	10 th Anniversary of Dr. Carter’s Inauguration	1 April 1998
	Minutes	Spring 1998
	Sponsorship Opportunities	1998-1999
	Rock Around the Clock Tower	24 October 1998
	Bowl-a-thon	14 November 1998
	3 rd Annual Fun*Ding	9 December 1998
	Annual Fund, 1999-2000	March 1999
	4 th Annual Fun*Ding	8 August 1999
	Foundation Scholarship List	Fall 1999
	Friends of Eastern Walkway	1999-2000
	Rock Around the Clock Tower	30 October 1999
	Bowl-a-thon	13 November 1999
	Annual Fund, 2000-2001	March 2000

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series II – Fundraising		
3	Foundation	
	Awards Reception	6 April 2000
	5 th Annual Fun*Ding	17 June 2000
	Board of Directors, 1999-2000	September 2000
	Haitian Art	August-Sept 2000
	Scholarship Reception and Awards Ceremony	27 September 2000
	Johnson Unity Center	12 October 2000
	Web pages	May 2001
	6 th Annual Fun*Ding	28 June 2001
	Scholarship Reception and Awards Ceremony	13 September 2001
	Correspondence – Liberty Bank Day	8 December 2001
	Bowl-a-thon	30 March 2002
	<i>Celebrons</i> event	2 May 2002
	Fun*Ding-7 th annual	27 September 2002
	Scholarship Reception and Awards Ceremony	17 September 2002
	Scholarship Receptions	2002-2004
	Bowl-a-thon	15 March 2003
	Correspondence – Savings Bank of Manchester Day	24 April 2003
	Correspondence - Makin' the Green	8 July 2003
	Fun*Ding – 8 th Annual	18 September 2003
	Fun*Ding – 9 th Annual	8 June 2004
	President's Leadership Dinner Gala	21 October 2004
	Donor Recognition, Reception & Lecture	8 March 2005
	Bowl-a-thon	12 March 2005
	Scholarship Reception and Awards Ceremony	11 May 2005
	Fun*Ding – James Taylor	17 June 2005
	Club Eastern Reunion	18 June 2005
4	Annual Golf Tournament	19 July 2005
	Annual Fund	[2005]
	Windows of Opportunity – brochures	[2005]
	President's Leadership Dinner Gala	23 February 2006
	Bowl-a-thon	4 March 2006
	“Celebrating Leadership” Dinner & Concert- Dr. Carter	23 March 2006
	Naming and Commemorative Opportunities	2006-2007
	Bowl-a-thon	3 March 2007
	Annual Golf Tournament	18 June 2007
	Bowl-a-thon	8 March 2008
	President's Dinner Gala	26 March 2008
	22 Golf Classic	22 August 2008
	Reception & Dinner to Honor Michael Gable	18 October 2008
	Faculty-Staff Scholarship Lunch	7 May 2009
	Annual Golf Tournament	15 June 2009
	Donor Recognition Luncheon	23 October 2009

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series II – Fundraising		
4	Foundation	
	Annual Golf Tournament	21 June 2010
	Champagne Brunch & Auction	5 December 2010
	“Name that Seat”	29 November 2012
	Golf Tournament	10 May 2013
	Competitive Scholarships	18 September 2013
	Annual Fund	n.d.
	Annual Fund	n.d.
	The Foundation	n.d.
	E-Club	
	Minutes	16 December 1977
	Ledger	1980-1981
	Golf Tournament	[1980-1981]
	Constitution and By-Laws	7 October 1981
	Minutes - Executive Board	7 October 1981
	Recruiting Letter	4 October 1982
	Minutes	11 May 1983
	Constitution and By-Laws	24 August 1983
	Golf Tournament	26 August 1983
	Recruiting Letter	9 October 1983
	Budget and Statistics '78-'84	11 Feb 1984
	Minutes	1983-1984
	Snowball Tournament	11 February 1984
	Golf Tournament	24 August 1984
	Constitution and By-Laws	Fall 1984
	Brochures	1984-1985
	Budget and Statistics	Nov 1984- 1985
	Committees	1984-1985
	Minutes	1984-1985
	Budget and Statistics	1985- 1986
	Committees	1985- 1986
	Minutes	1985- 1986
	Golf Tournament	22 August 1986
	Hall of Fame Induction Dinner	26 September 1986
	Budget and Statistics	1986-1987
	Minutes	1986-1987
	Minutes- Executive Board	18 August 1987
	Golf Tournament	21 August 1987
	Hall of Fame Induction Dinner	25 Sept. 1987
	Budget and Statistics	1987-1988
	Minutes	1987-1988
5	Authorization	Jan-June 1988

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series II – Fundraising		
5	E-Club	
	Golf Tournament	19-21 August 1988
	Minutes- Executive Board	3-26 Oct. 1988
	Constitution and By-Laws	12 Oct. 1988
	Hall of Fame Induction Dinner	21 October 1988
	Minutes	1988-1989
	Purpose	9, 28 March 1989
	Budget and Statistics	Spring 1989
	Constitution and By-Laws	12 July 1989
	Authorization	19 July 1989
	Hall of Fame Induction Dinner	13 October 1989
	Budget and Statistics	Fall 1989
	Minutes	1989-1990
	Golf Tournament	[1980s]
	Membership Information	[1980s]
	Budget and Statistics	Spring 1990
	Hall of Fame Induction Dinner	19 October 1990
	Golf Tournament	1 November 1990
	Budget and Statistics	Fall 1990
	Minutes	1990-1991
	Budget and Statistics	Spring 1991
	Budget and Statistics	Fall 1991
	Minutes	Fall 1991
	Golf Tournament	18 July 1991
	Hall of Fame By-Laws	1991-1992
	Minutes- Executive Board	1992-1993
	Hall of Fame Purpose and Procedure	1992-1993
	Golf Tournament	21 August 1992
	Hall of Fame Induction Dinner	16 October 1992
	Constitution and By-Laws	[Fall 1992]
	Budget and Statistics	21 January 1993
	Constitution and By-Laws	May 1993
	Relay	9 October 1993
	Budget and Statistics	1993-1994
	Minutes	1993-1994
	Golf Tournament	22 July 1994
	Board of Directors	1994-1995
	Hall of Fame Induction Dinner	14 October 1994
	Tip-Off Tournament	19 November 1994
	Budget and Statistics	Fall 1994
	Social	24 April 1995
	Constitution and By-Laws	May 1995
	Minutes- Executive Board	1995-1996

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series II- Fundraising		
5	E-Club	
	Golf Tournament	21 July 1995
	Relay	14 October 1995
	Social	7 November 1995
	Social	15 April 1996
	Minutes- Executive Board	1996-1997
	Golf Tournament	19 July 1996
	Hall of Fame Induction Dinner	4 October 1996
	Social	21 April 1997
	Minutes- Executive Board	1997-1998
	Social	18 November 1997
	Walker, Texas Ranger	9 May 1998
	Minutes	Fall 1998
	Budget and Statistics	Fall 1998
	Hall of Fame Induction Dinner	9 October 1998
	Social	17 November 1998
	Hall of Fame Induction Dinner	27 October 2000
	Constitution and By-Laws	12 April 2001
	Windham Community Spirit Day	5 May 2001
	Minutes	22 May 2001
	Golf Tournament	6 December 2002
	Membership Information	23 September 2003
	Golf Tournament	10 October 2003
	Membership Night at the Basketball Court	18 November 2003
	Hall of Fame Induction Dinner	4 March 2008
	Hall of Fame Induction	2009
	Scholar Athlete Awards	2009-2010
	Hall of Fame Induction	2010
	Hall of Fame Induction Dinner	9 November 2011
	Scholar Athlete Awards	1981-2011
	Hall of Fame Induction	2012
	Hall of Fame Induction	Fall 2013
	E-Club Information	n.d.
Series II- Fundraising		
6	Grants	
	Grant Awards, 1967-1968	15 March 1968
	Cooperative College-School Science Program	9 August 1972
	Cooperative Teacher Education Program –application	Spring 1973
	Title III, Internship for Beginning Teachers	March 1976
	Grant Activity, 1977-1978	1977-1978
	ECSC Grant Writing Workshop Manual, part 1	Fall 1979
	ECSC Grant Writing Workshop Manual, part 2	Fall 1979

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series II- Fundraising		
6	Grants	
	University Research Grants Guidelines	November 1988
	ECSU Education Grant	1 September 1989
	Research Misconduct	22 September 1995
	Multidisciplinary Approach to Teaching Grants Office	14 May 1996
	Newsletter <i>Funding News</i>	September 1996
	CSU Hospitality and Tourism Grant	April 1997
	Grant Request	April 1998
	University Research Grants Guidelines	14 October 2004
	Grants.gov	2003-2004
	<i>Grantscape</i> Newsletter	3 March 2006
	Grantscape Newsletter	Spring 2007
	<i>Grantscape Newsletter</i>	Summer 2007
	<i>Grantscape Newsletter</i>	Fall 2007
	<i>Grantscape Newsletter</i>	Winter 2008
	CSU Research Grants	19 May 2008
	<i>Grantscape Newsletter</i>	Summer 2008
	New Website	5 Sept 2008
	<i>Grantscape Newsletter</i>	Summer 2009
	Web page access	July-August 2009
	Conflict of Interest Policy	July-August 2009
	Internal Review & Submission Procedures	July-August 2009
	NEH Summer Stipend Program	July-August 2009
	Policy for Review of Alleged Misconduct	July-August 2009
	Policy on Responsible Conduct of Research	July-August 2009
	<i>Grantscape</i> Newsletter	Summer 2010
	<i>Grantscape</i> Newsletter	Fall 2010
Series III – News Releases & Publications		
7	News Releases	1939
	News Releases	Sept.–Dec. 1966
	News Releases	January 1967
	News Releases	February 1967
	News Releases	March 1967
	News Releases	April 1967
	News Releases	May 1967
	News Releases	June–July 1967
	<i>News Digest</i>	Spring 1968
	<i>News Digest</i>	1968-1969
	<i>News Digest</i>	1969-1970
	<i>News Digest</i>	1970-1971
	<i>News Digest</i>	1971-1972

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series III – News Releases & Publications		
7	<i>News Digest</i>	1972-1973
	<i>News Digest</i>	1973-1974
	<i>News Digest</i>	1974-1975
	News Releases	1975
	<i>News Digest</i>	Fall 1975
	<i>News Digest</i>	Spring 1976
	<i>News Digest</i>	Fall 1976
	News Releases	Aug.–Dec. 1976
	<i>News Digest</i> Vol. 1, # 18-39	Spring 1977
	News Releases	Jan.-March 1977
	News Releases	April-June 1977
8	News Releases	July-Sept. 1977
	<i>News Digest</i> Vol. 2, no. 1	Sept. 1977
	<i>News Digest</i> Vol. 2, no. 2-16	Fall 1977
	News Releases	Oct.-Dec. 1977
	<i>News Digest</i> Vol. 2, no. 17-39	Spring 1978
	News Releases	Jan.-March 1978
	News Releases	April-June 1978
	<i>News Digest</i> Vol. 2, no. 36-39	July/August 1978
	<i>News Digest</i> Vol. 3, no. 1-16	Fall 1978
	News Releases	July-Sept. 1978
	News Releases	Oct.-Dec. 1978
	<i>News Digest</i> Vol. 3, no. 16-35	Spring 1979
	News Releases	Jan.-March 1979
	News Releases	April-June 1979
	<i>News Digest</i> Vol. 3, no. 36-38	July/August 1979
9	<i>News Digest</i> Vol. 4, no. 1-15	Fall 1979
	News Releases	July-Sept. 1979
	News Releases	Oct.-Dec. 1979
	<i>News Digest</i> Vol. 4, no. 16-34	Spring 1980
	<i>News Digest</i> Vol. 5, no. 1-16	Fall 1980
	News Releases	1980-1981
	<i>News Digest</i> Vol. 5, no. 17-36	Spring 1981
	<i>News Digest</i> Vol. 5, no. 36-37	July 1981
	<i>News Digest</i> Vol. 6, no. 1-35	1981-1982
	“Giving Opportunities” (2)	1981-1982
	“What Eastern Can Do for You”	28 April 1982
	<i>News Digest</i> Vol. 6, no. 36-37	July/August 1982
	<i>News Digest</i> Vol. 7, no. 1-32	1982-1983
	<i>News Digest</i> Vol. 7, no. 34-35	July/August 1983
	<i>News Digest</i> Vol. 8, no. 1-32	1983-1984
	<i>News Digest</i> Vol. 8, no. 33	July 1984
	<i>News Digest</i> Vol. 9, no. 1-32	1984-1985

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series III – News Releases & Publications		
9	<i>News Digest</i> Vol. 9, no. 33	July 1985
	<i>News Digest</i> Vol. 10, no. 1-34	1985-1986
	“What Eastern Can Do for You”	1985-1986
	<i>News Digest</i> Vol. 10, no. 35	July 1986
	<i>News Digest</i> Vol. 11, no. 1-36	1986-1987
	<i>News Digest</i> Vol. 11, no. 37-40	July/August 1987
	<i>News Digest</i> Vol. 12, no. 1-39	1987-1988
	News Releases	1987-1988
	CT Weather Calendar (w/ <i>WILI</i> radio)	January 1988
10	<i>News Digest</i> Vol. 12, no. 41-45	July/September 1988
	<i>News Digest</i> Vol. 13, no.1-14	Fall 1988
	Eastern is on the Move	1988-1989
	<i>News Digest</i> Vol. 13, no. 15-27	January/March 1989
	<i>News Digest</i> Vol. 13, no.28-37	April/June 1989
	<i>News Digest</i> Vol. 13, no. 38-40	July/August 1989
	<i>News Digest</i> Vol. 14, no.1-11	Fall 1989
	News Releases	1990
	<i>News Digest</i> Vol. 14, no. 12-22	Spring 1990
	<i>News Digest</i> Vol. 15, no. 1	August 1990
	<i>News Digest</i> Vol. 1, no. 2-7	Fall 1990
	Las Vegas Night	30 October 1990
	“Double Your Dollars”	1990-1991
	<i>News Digest</i> Vol. 2/no. 1-10	Spring 1991
	<i>News Digest</i> Vol. 3/no. 1-2	Summer 1991
	<i>News Digest</i> Vol. 3, no. 3-9	Fall 1991
	News Release	1992
	<i>News Digest</i> Vol. 4, no. 1-10	Spring 1992
	<i>News Digest</i> Vol. 4, no. 10-11	Summer 1992
	<i>News Digest</i> Vol. 5, no. 1-8	Fall 1992
	<i>News Digest</i> Vol. 6, no. 1-10	Spring 1993
	<i>News Digest</i> Vol. 7, no. 1-7	Fall 1993
	<i>News Digest</i> Vol. 8, no. 1-5	Spring 1994
	<i>News Digest</i> Vol. 1, no. 1-3	Fall 1994
11	ECSU Annual Fund	1994-1995
	Tower Society – Charter Membership	1995-1996
	Sponsorship Opportunities	1995-1996
	“Reflecting on Tomorrow”	1996-1997
	“A Case for Support”	1997-1998
	The Foundation of ECSU (2)	1997-1998
	Chartered Giving	1997-1998
	Charitable Giving	1998-1999
	“Meet the ECSU Foundation”	1999-2000
	News Releases	2000

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series III – News releases & Publications		
11	“Building Dreams”	Spring 2002
	The Foundation at ECSU	February 2003
	Institutional Advancement Newsletter	Summer 2009
	Web pages	5 November 2009
	Thanks to 2014 Donors	2014
	Publications	n.d.
Series IV – ISBN Log Book		
12	ISBN Log Book & Instructions	
	Books In Print (BIP) Log In Information	
	LC Cataloging in Publication (CIP) Program	
	Copyright & Registration	
	Publication – Arthur L. Johnson Book	