



Smithsonian

Institution Archives

Project Files, 1976-1987

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Project Files
Date:	1976-1987
Identifier:	Record Unit 436
Creator::	Cooper-Hewitt Museum. Office of Membership and Development
Extent:	1 cu. ft. (1 record storage box)
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 436, Cooper-Hewitt Museum. Office of Membership and Development, Project Files

Historical Note

For prior records of the Office of Membership and Development, see Record Unit 284. The office was managed by Mary Kerr from its inception in October 1976 until 1983, when Eileen White became Development Manager. In 1986, George Nichols became Development Officer, and Susan Sweetser was Membership Officer. Nichols was appointed Membership and Development Officer in 1987.

Descriptive Entry

These records contain reports and memoranda describing the museum's membership operation and document the selection and operation of automated mailing and tracking systems. Samples of solicitations and data from periodic membership drives are included, as are membership statistics and financial reports.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

Art museums
Fund raising

Types of Materials:

Manuscripts

Names:

Kerr, Mary
Nichols, George
Sweetser, Susan
White, Eileen

Container Listing

Box 1	
Box 1 of 1	Membership Practices, 1980-1983
Box 1 of 1	Smithsonian Computer System, 1983
Box 1 of 1	Past Exhibitions
Box 1 of 1	Purchase Orders, 1984
Box 1 of 1	Enertex - Special Purchase Orders, 1984-1985
Box 1 of 1	Freireich Special Orders, 1986-1987 (2 folders)
Box 1 of 1	Freireich Monthly Purchase Orders, 1985-1987
Box 1 of 1	Computer Codes - Freireich Manual
Box 1 of 1	Conversion of First 500 Records Entertex to Freireich
Box 1 of 1	Quarterly Financial Report - Smithsonian Magazine Conversions, 1984
Box 1 of 1	ABC Publishers Start, 1984-1985
Box 1 of 1	Neodata Requirements
Box 1 of 1	Smithsonian Magazine - Circulation Totals Forms
Box 1 of 1	Membership Statistics, 1978
Box 1 of 1	Renewal Cycle, 1986
Box 1 of 1	Freireich Forms
Box 1 of 1	Reports from Freireich
Box 1 of 1	Gift Membership Information
Box 1 of 1	Timeline for Conversion
Box 1 of 1	Expenses - Freireich Systems
Box 1 of 1	Freireich Monthly Purchase Order Forms
Box 1 of 1	Freireich Special Orders, 1985

Box 1 of 1	Freireich - The Contract
Box 1 of 1	Higher Category Members
Box 1 of 1	Fall Solicitation, 1976
Box 1 of 1	Spring/Summer Solicitation, 1977
Box 1 of 1	Fall Solicitation, 1977
Box 1 of 1	Spring Solicitation, 1978
Box 1 of 1	Fall Solicitation, 1978
Box 1 of 1	Fall Solicitation, 1980
Box 1 of 1	Fall Solicitation, 1981
Box 1 of 1	Fall Solicitation, 1982
Box 1 of 1	Spring Faberge Solicitation, 1983
Box 1 of 1	Fall Solicitation, 1983
Box 1 of 1	Faberge Solicitation - New York Times Insert, 1983
Box 1 of 1	Current Problems Awaiting Response
Box 1 of 1	Fall Solicitation, 1984 (2 folders)
Box 1 of 1	Annual Appeals 1981-1984 (2 folders)
Box 1 of 1	Membership Statistics, 1981
Box 1 of 1	Renewal Cycle, 1982
Box 1 of 1	Membership Status Report, 1984 (2 folders)
Box 1 of 1	Correspondence with Jack King
Box 1 of 1	Smithsonian Magazine Zone Reports
Box 1 of 1	Smithsonian Magazine Circulation Totals, 1979-1981
Box 1 of 1	Quarterly Financial Reports - Smithsonian Magazine Conversions, 1985
Box 1 of 1	Membership Verification Audit, 1980-1983

Box 1 of 1	Renewal Statistics, 1977-1985 (6 folders)
Box 1 of 1	Budget (Programs and Membership), 1977-1978
Box 1 of 1	Financial Reports, 1984
Box 1 of 1	Reimbursements
Box 1 of 1	Smithsonian Magazine Correspondence
Box 1 of 1	Freireich Correspondence/Problems
Box 1 of 1	Expenses/Supplies/Printing, 1980-1983
Box 1 of 1	American Direct Mail Orders, 1984-1985 (2 folders)