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Records, circa 1975-1986

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Record Unit 557
Date:	circa 1975-1986
Extent:	11.5 cu. ft. (11 record storage boxes) (1 document box)
Creator::	Smithsonian National Associate Regional Events Program
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 557, Smithsonian National Associate Regional Events Program, Records

Historical Note

The Smithsonian National Associates Program (SNAP) was established in 1970 in conjunction with *Smithsonian* magazine. Through *Smithsonian* magazine, and in cooperation with other Smithsonian Institution bureaus, SNAP provides educational and cultural activities for contributing members throughout the nation and around the world, in order to "increase their awareness of the Institution and encourage support for its work."

In 1975, Robert H. Angle was appointed general manager of SNAP. The following year SNAP was composed of three units: the Regional Associates Program, the Contributing Membership Program, and the Associates Travel Program, each offering benefits directed toward increasing membership interaction with the Smithsonian. Regional Associates was renamed the Regional Events Program in 1978. Also that year a Selected Studies Program was established, and Angle's title was changed to director. Angle served in this capacity until Jacqueline Austin, a program director of the Associates Travel Program, replaced him in 1982. The Regional Events Program eventually merged with Selected Studies, in 1985, to form the Lecture and Seminar Program.

Staff of SNAP has included Robert H. Angle, general manager, 1975-1977, and director, 1978-1981; Jacqueline Austin, program manager of Associates Travel, 1977-1981, and director, 1982- ; Joseph Carper, assistant director, 1985- ; Charlene James-Duguid, program coordinator of Regional Associates, 1976-1977, program manager of Regional Events, 1978-1983, and program manager of Lectures and Seminars, 1984- ; Jessie A. Brinkley, program assistant, 1976-1977, program coordinator, 1978, and program manager of Contributing Membership, 1979-1981; Fern Segerlind, program manager of Contributing Membership, 1986- ; Janet Fesler, program manager of Contributing Membership, 1982-1985; Nancy Starr, program manager of Selected Studies, 1978-1983, program assistant for Lectures and Seminars, 1984; Abby Whitenack, administrative coordinator, 1981, and program analyst,

1982-1983; and Prudence Clendenning, program coordinator of Associates Travel, 1976-1977, deputy program manager, 1978-1981, and program manager, 1982- .

Descriptive Entry

This record unit consists of SNAP administrative records that document program activities. The records include correspondence and memoranda with Smithsonian Institution offices and bureaus, corporations, members, and grant foundations; annual appeals, promotional material, bequests, accounting summaries, and special events files of the Contributing Membership Program; course curricula and publicity information of the Lecture and Seminar Program; operations manual and reports of the Regional Events Program; and brochures of the Selected Studies Program.

Names and Subject Terms

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

Subjects:

- Museums -- Educational aspects
- Museums -- Membership
- Museums -- Public relations

Types of Materials:

- Brochures
- Manuscripts

Names:

- Angle, Robert H.
- Austin, Jacqueline
- Brinkley, Jessie A.
- Carper, Joseph
- Fesler, Janet
- James-Duguid, Charlene, 1942-
- Seegerlind, Fern
- Smithsonian Institution -- Administration
- Smithsonian Magazine
- Smithsonian National Associate Regional Events Program. Contributing Membership Office
- Smithsonian National Associates Program
- Smithsonian National Associates Program. Lecture and Seminar Program
- Smithsonian National Associates Program. Selected Studies Program
- Starr, Nancy
- Whitenack, Abby

Container Listing

Box 1

Box 1 of 15 Publicity for Lectures and Seminar Programs, 1976-1979

Boxes 2-4

Boxes 2-4 of 15 Lectures and Seminars Course Curricula for Selected Studies, 1978-1984

Boxes 5-6

Boxes 5-6 of 15 Contributing Membership Program, Special Events Files, 1979-1981

Boxes 6-7

Boxes 6-7 of 15 Contributing Membership Program, Accounting Summaries, Annual Appeals, Invitation Lists, Bequests, and Promotional Material

Box 8

Regional Events Program Operations Manual

Box 8 of 15 Volume 1: Directory

Box 8 of 15 Volume 2: Bureaus

Box 8 of 15 Volume 3: Bureaus

Box 8 of 15 Volume 4: Research and Scouting

Box 8 of 15 Volume 5: Programming/Proposal

Box 8 of 15 Volume 6: Preseason Planning

Box 8 of 15 Volume 7: Lecturers

Box 8 of 15 Volume 8: Exhibitions

Box 8 of 15 Volume 9: Correspondence

Box 8 of 15 Volume 10: Travel

Box 8 of 15 Volume 11: Publicity

Box 8 of 15 Volume 12: Brochure

Box 8 of 15 Volume 13: Ticketing

Box 8 of 15 Volume 14: On The Road

Box 8 of 15 Volume 15: Post-Events

Box 8 of 15 Volume 16: Office Procedures

Box 8 of 15 Volume 17: Office Procedures

Box 8 of 15 Volume 18: Summary

Boxes 9-10

Boxes 9-10 of 15 [No longer exist]

Box 11

Box 11 of 15 Letters of Appreciation

Box 11 of 15 Regional Events program
 Note: • Volumes 1-3: On The Road

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Box 11 of 15 SNAP, Regional Events /1980 Reports

Box 11 of 15 SNAP, Regional Events /1975-1979 Analysis

Box 11 of 15 SNAP, Selected Studies Program/Brochures and Columns

Box 12

Box 12 of 15 [No longer exists]

Box 13

Box 13 of 15 Morgan Guaranty Trust Corporation of New York

Box 13 of 15	NCR Corporation
Box 13 of 15	Northern Trust Company
Box 13 of 15	Pfizer
Box 13 of 15	Matching Gift Program
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Box 13 of 15	The Quaker Oats Foundation
Box 13 of 15	R. J. Reynolds
Box 13 of 15	Joseph E. Seagram & Sons, Inc.
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Box 13 of 15	Sun Company
Box 13 of 15	Time, Incorporated
Box 13 of 15	Times-Mirror
Box 13 of 15	Transamerica
Box 13 of 15	Travelers Insurance Companies
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Box 13 of 15	United Technologies
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Box 13 of 15	Westinghouse Electric Fund
Box 13 of 15	The Washington Post
Box 13 of 15	Xerox Foundation
Box 13 of 15	Miscellaneous

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Box 13 of 15	American Express Foundation
Box 13 of 15	ARMCO Foundation
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Box 13 of 15	Atlantic Richfield Foundation
Box 13 of 15	BankAmerica Foundation
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Box 13 of 15	The Boeing Company
Box 13 of 15	Brunswick Foundation
Box 13 of 15	Chase Manhattan
Box 13 of 15	Chemical Bank
Box 13 of 15	Citibank
Box 13 of 15	Consolidation Foods Corporation
Box 13 of 15	The Continental Group
Box 13 of 15	Cooper Industries Foundation
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Box 13 of 15	CPS North America
Box 13 of 15	Walcott Cover Letter
Box 13 of 15	Digital Equipment Corporation
Box 13 of 15	The Dow Chemical Company

Box 13 of 15	Emhart Corporation
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Box 13 of 15	Exxon Corporation
Box 13 of 15	Fireman's Fund
Box 13 of 15	Ford Fund
Box 13 of 15	Freeport Minerals Company
Box 13 of 15	Gannett Newspaper Foundation
Box 13 of 15	GK Technologies Foundation, Inc.
Box 13 of 15	Graphic Controls Corporation
Box 13 of 15	Gulf Oil Foundation
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Box 13 of 15	Honeywell, Inc.
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Box 13 of 15	(IMC) International Minerals & Chemical Corporation
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Box 13 of 15	Koppers
Box 13 of 15	Martin Marietta

Box 13 of 15	The Merck Company Foundation
Box 13 of 15	Mobil Oil Corporation: Foundation
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Box 14

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Box 14 of 15	Curators meetings/FY 1983

Box 14 of 15 National Air and Space Museum (NASM), FY 1983

Box 14 of 15 Associates Travel/FY 1983

Box 14 of 15 National Board/Smithson

Box 14 of 15 Regional, 1984

Box 14 of 15 Regional, FY 1983

Box 14 of 15 Lisbon/August 1979

Box 14 of 15 Copenhagen/Lisbon - (August 17-September 3)

Box 14 of 15 Guatemala/Yucatan - (January, February 1979)

Box 14 of 15 Adriatic Shores - (October 2-17, 1976)

Box 14 of 15 RHA Chronology, 1982

Box 14 of 15 Miscellaneous (1)

Box 14 of 15 Miscellaneous (2)

Box 14 of 15 Miscellaneous (3)

Box 14 of 15 Budget meetings - (December 18, 1980)

Box 14 of 15 Miscellaneous (4)

Box 14 of 15 Miscellaneous (5)

Box 14 of 15 Associates Travel/FY 1982

Box 15

Box 15 of 15 Promotion Task Force/RHA, FY 1981

Box 15 of 15 JA

Box 15 of 15 CMP/February 1982 Discussions

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Box 15 of 15	Computer Services/FY 1982
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Box 15 of 15	Magazine/FY 1982
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Box 15 of 15	AMA - Membership Promotion
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Box 15 of 15	CMP/Cost of Servicing - FY 1982
Box 15 of 15	Monthly Reports (October 1982-September 1983)/FY 1983
Box 15 of 15	Miscellaneous Information/District of Columbia Area
Box 15 of 15	Costing/Anytime
Box 15 of 15	Lipton
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Box 15 of 15	WAW Financial Forms/Miscellaneous
Box 15 of 15	Visitor Information and Associates' Reception Center