Guide to the Speakers' Bureau records

Finding aid prepared by Ashley Toutain
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Overview of the Collection

Title: Speakers' Bureau records
Date (inclusive): 1954-1985
Collection number: USDA_2008_012
Creator: University of San Diego Speakers' Bureau
Extent: 1 box (.5 linear feet)
Repository: University of San Diego, Archives and Special Collections
Copley Library
5998 Alcalá Park
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Abstract: 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.

Languages: English

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.

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.

Arrangement
This collection is arranged into two series:

Series I. Administrative Files
Series II: News Items

Records are arranged in alphabetical order.

Access Information
This collection is open for research.

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.

Subjects and Indexing Terms
Rossi, Aimmee
Bradbury, Ray, 1920-2012
Subjects and Indexing Terms
University of San Diego
San Diego College for Women

Subjects and Indexing Terms
San Diego (Calif.)
student life
campus activities and participatory groups

Series I: Administrative Records, 1954-1985

Scope and Content Note
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

Box/Folder: 1 / 2
Constitution, 1954

Box/Folder: 1 / 3
Correspondence, 1974-1985

Box/Folder: 1 / 4
Scope and Content Note
[Announcement and event schedule.]

Box/Folder: 1 / 5
Event - News Conference - Bradbury, Ray, 1981 March
Scope and Content Note
[Short biography of Ray Bradbury and copies of news clippings.]

Box/Folder: 1 / 6
History, covers 1954-1963

Box/Folder: 1 / 7
Meeting Minutes, 1954 March-May

Box/Folder: 1 / 8
Meeting Minutes, 1954 October - 1955 April

Box/Folder: 1 / 9
Meeting Minutes, 1955 September - 1956 April

Box/Folder: 1 / 10
Meeting Minutes, 1956 September - 1957 April

Box/Folder: 1 / 11
Meeting Minutes, 1957 September - 1958 April

Box/Folder: 1 / 12
Meeting Minutes, 1958 September - 1959 May

Box/Folder: 1 / 13
Meeting Minutes, 1959 September - 1960 April

Box/Folder: 1 / 14
Meeting Minutes, 1960 September - 1961 April

Box/Folder: 1 / 15
Meeting Minutes, 1961 September - 1962 May

Box/Folder: 1 / 16
Meeting Minutes, 1962 September - 1963 March

Box/Folder: 1 / 17
Meeting Minutes, 1963 September - 1964 April

Box/Folder: 1 / 18
Meeting Minutes, 1964 October - 1965 January

Box/Folder: 1 / 19
Policy Development for Speakers on Campus, 1968

Box/Folder: 1 / 20
Questionnaire for Prospective Speakers, 1984-1985

Box/Folder: 1 / 21
Resolution Speaker's Policy, 1969
Scope and Content Note
[Formulated by the University Committee on Student Rights and Freedoms.]

Box/Folder: 1 / 22
San Diego Magazine - Ad Insertion, undated

Box/Folder: 1 / 23
USD Speakers Series Calendar of Events, 1975-1978

Box/Folder: 1 / 24
Miscellaneous Planning Materials, 1981-1984
Series II: **News Items, 1976-1982**

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

- Box/Folder: 1 / 25  
  - **News Clippings, 1976-1981**

- Box/Folder: 1 / 26  
  - **News Releases, 1981-1982**

- Box/Folder: 1 / 27  
  - **News Releases - Liddy, G. Gordon, 1981**

- Box/Folder: 1 / 28  
  - **News Releases, 1976-1978**