Guide to the University of San Diego Auxiliary records

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Overview of the Collection

Title: University of San Diego Auxiliary records
Date (inclusive): 1957-1999
Collection number: USDA_2008_002
Creator: University of San Diego Auxiliary
Extent: 4 boxes (3.5 linear feet)
Repository: University of San Diego, Archives and Special Collections
Copley Library
5998 Alcalá Park
San Diego, CA 92110
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Abstract: The University of San Diego Auxiliary was an organization of San Diego area women interested in promoting and raising funds for the University of San Diego. The records of the USD Auxiliary document the administrative functions, event planning and membership of the Auxiliary.

Languages: English

Historical Note

The University of San Diego Auxiliary was founded in 1957 by Bishop Charles F. Buddy. Comprised of San Diego area women, Bishop Buddy's intention for the organization was to have "women closely associated with the University." As a volunteer, nonprofit, nonpolitical, and nonsectarian corporation, the goal of the USD Auxiliary was to raise funds to support scholarships and academic programs, sponsor activities, and stimulate interest in the University of San Diego. This was accomplished through membership fees and a variety of events held throughout the year. Among the events held by the Auxiliary was the Deans' Ball, the Fashion Show, and the Christmas Luncheon. The Auxiliary also held member events and conducted campus tours. In 1997, the Auxiliary began the process of restructuring the organization which included a new name, mission, and new format for activities.

The Alcalá Guild was a sister organization founded in 1959. The Guild comprises mothers of USD students and wives of USD faculty and alumni who joined together to support the College for Men. With the merging of the College for Women and the College for Men, the Alcalá Guild joined the USD Auxiliary in 1971. The Guild's final event as a solo organization was the Christmas Luncheon of 1970.

Scope and Content Note

The records of the University of San Diego Auxiliary document the administrative functions, event planning and membership of the Auxiliary. Administrative materials include various versions of the organizations by-laws; a copy of the 1957 articles of incorporation; and board meeting minutes. Event planning materials include correspondence, programs, invitations, publicity, and financial information related to various events that the Auxiliary planned. The majority of these relate to the Deans' Ball and the Fashion Show. Membership information largely includes lists of Auxiliary members as well as newspaper clippings related to Auxiliary functions and membership.

Some materials throughout this collection are related to the Alcalá Guild which joined the USD Auxiliary in 1971. Also included are a scrapbook of newspaper clippings and photographs pertaining to the USD Auxiliary as well as a photograph album from an event commemorating 40 years of service.

Series I. Administrative Files
Series II: Events
Series II is further arranged into three subseries:
A. Deans' Ball
B. Fashion Show
C. Various Events
Series III: Membership
Series IV: Photographs
Series V: Scrapbook

Access Information

This collection is open for research.

Preferred citation
[Folder Title], Box # Folder #, University of San Diego Auxiliary collection, 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. Scrapbook and photo album were identified and added to the collection in 2019.

Related Material

Subjects and Indexing Terms
Maher, Leo T.
Hughes, Author E.

Subjects and Indexing Terms
University of San Diego Auxiliary
University of San Diego
Alcalá Guild

Subjects and Indexing Terms
San Diego (Calif.)

Subjects and Indexing Terms
Fashion Shows.
fund raising
societies

Series I: Administrative Records, 1957-1997
Scope and Content Note
The records in this series document the general administrative operations of the USD Auxiliary. These include the Articles of Incorporation, by-laws, board meeting minutes, club information, and correspondence. Also included are documents pertaining to planning for the Auxiliary's Docent Program. Through this program, members of the Auxiliary assisted USD with giving campus tours to prospective families and interested individuals. These planning materials include historical information about the university, biographies of significant USD individuals and facts about USD buildings.
Also among these records are documents pertaining to the Alcalá Guild, which merged with the USD Auxiliary in 1971.

Box/Folder: 1 / 1

Box/Folder: 1 / 2
Alcalá Guild, 1959-1969

Box/Folder: 1 / 3-5
Board Meetings, 1971-1990
Arrangement
[Organized in reverse chronological order.]

Box/Folder: 1 / 6-8
Board Meetings, 1991-1997
Arrangement
[Organized in reverse chronological order.]

Box/Folder: 1 / 9
Brochures - Informational, undated

Box/Folder: 1 / 10
Calendar of Events, 1957, 1974-1979, 1984-1985

Box/Folder: 1 / 11
Correspondence - Diocese of San Diego, 1958-1973
Scope and Content Note
[Includes correspondence sent from the Alcalá Guild or the USD Auxiliary to Bishop Francis James Furey or Bishop Leo Thomas Maher requesting their presence at fundraising events. Bishop Furey served from 1966-1969. Bishop Maher served from 1969-1990]

Directory, 1967

Docent Program - Campus Tour, 1979-1981, 1984
Scope and Content Note
[Includes facts and history about the USD campus, biographies of significant USD individuals, and facts about USD buildings.]

Docent Program - General Information; Meetings, 1980-1981


Series II: Events, 1965-1997
Scope and Content Note
The main function of the USD Auxiliary was to raise money for the University of San Diego. The way they accomplished this was to hold fundraising events over the course of the year. The biggest of the Auxiliary fund raising events were the Deans' Ball and the Fashion Show. These records include the programs, invitations, and planning materials for fund raising events held by the Auxiliary. Also included are programs for related events that the Auxiliary used as research/source material to help with their planning.

Subseries A: Deans' Ball, 1985-1992
Scope and Content Note
The Deans' Ball was an exclusive black-tie fund raising event to support the University of San Diego. The USD Auxiliary began sponsoring the Deans' Ball in 1989 and continued until the final Deans' Ball in 1992. These records include planning materials, programs, and invitations for the Deans' Ball. Planning materials include correspondence, budget information, meeting minutes, text of speeches, and guest lists. Also included are the planning materials and programs for the three Deans' Balls held prior to the Auxiliary sponsoring the event.
Series II: Events, 1965-1997
Subseries A: Deans' Ball, 1985-1992

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Box/Folder: 1 / 38
Deans' Ball Guest Lists, Donors, 1991

Box/Folder: 1 / 39
Deans' Ball Honoree, 1991

Scope and Content Note
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Box/Folder: 1 / 40
Deans' Ball Meetings, 1991

Box/Folder: 1 / 41
Deans' Ball Programs, 1991

Box/Folder: 1 / 42
Deans' Ball Publicity, 1991

Box/Folder: 1 / 43
Deans' Ball Underwriting Appeals, 1991

Box/Folder: 2 / 1
Deans' Ball (Cruise) Board Meeting minutes, 1992 January

Box/Folder: 2 / 2
Deans' Ball (Cruise) Correspondence, 1992

Box/Folder: 2 / 3
Deans' Ball (Cruise) Donations, Gifts, Pledges, 1992

Box/Folder: 2 / 4
Deans' Ball (Cruise) Finances, 1992

Box/Folder: 2 / 5
Deans' Ball (Cruise) Programs, 1992

Box/Folder: 2 / 6
Deans' Ball (Cruise) Reservations/Preps, 1992

Box/Folder: 2 / 7
Deans' Ball (Cruise) Underwriting Purposes, 1992

Box/Folder: 2 / 8
Deans' Ball (Cruise) Update and Review, circa 1991

Subseries B: Fashion Show, 1967-1989

Scope and Content Note
Fashion show events were a common form of fund raising in San Diego, and were among the fund raising events held by the USD Auxiliary. These records include the planning materials, invitations, and programs for the USD Auxiliary fashion shows. Planning materials include financial information, committee records, correspondence, and publicity information. Also included are copies of programs and publicity for early Alcalá Guild fashion shows. The Alcalá Guild had begun their annual fund raising fashion shows in 1960.

Box/Folder: 2 / 9
Fashion Show Various Programs, 1986-1989

Box/Folder: 2 / 10
Fashion Show, 1967 June 1

Box/Folder: 2 / 11
Fashion Show, 1971 October 16

Box/Folder: 2 / 12
Fashion Show, 1976 October 11

Box/Folder: 2 / 13
Fashion Show, 1977 October 3

Box/Folder: 2 / 14
Fashion Show, 1978 September 28

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Fashion Show, 1979 October 2

Box/Folder: 2 / 16
Fashion Show Committee Responsibilities, 1980 October 9

Box/Folder: 2 / 17
Fashion Show Correspondence, 1980 October 9

Box/Folder: 2 / 18
Fashion Show Drawing and Prizes, 1980 October 9

Box/Folder: 2 / 19
Fashion Show Finances, 1980 October 9

Box/Folder: 2 / 20
Fashion Show Patrons, 1980 October 9

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Fashion Show Program, 1980 October 9

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Fashion Show Publicity, 1980 October 9

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Fashion Show Reservations, 1980 October 9

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Fashion Show, 1981 October 1

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Fashion Show, 1982 September 30

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Fashion Show, 1983 October 31

Box/Folder: 2 / 27
Fashion Show, 1984 October 24

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Fashion Show, 1985 November 1

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Fashion Show, 1986 October 14

Box/Folder: 2 / 30
Fashion Show, 1987 October 22

Box/Folder: 2 / 31
Fashion Show Committee/Responsibilities, 1989 October 5

Box/Folder: 2 / 32
Fashion Show Correspondence, 1989 October 5

Box/Folder: 2 / 33
Fashion Show Decorations, 1989 October 5

Box/Folder: 2 / 34
Fashion Show Drawing and Prizes, 1989 October 5

Box/Folder: 2 / 35
Fashion Show Finances, 1989 October 5

Box/Folder: 2 / 36
Fashion Show Guest List, 1989 October 5

Box/Folder: 2 / 37
Fashion Show Meetings, 1989 October 5
Series II: Events, 1965-1997

Subseries B: Fashion Show, 1967-1989

Scope and Content Note
The USD Auxiliary held events to garner membership and, especially, to raise funds for the University of San Diego. These records include planning materials, financial information, and newspaper clippings that document the various events the Auxiliary held between 1965 and 1996.

Box/Folder: 2 / 38
Fashion Show Production Summation, 1989 October 5
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Fashion Show Program, 1989 October 5
Box/Folder: 2 / 40
Fashion Show Publicity, 1989 October 5
Box/Folder: 2 / 41
Fashion Show Seating/Reservations, 1989 October 5

Subseries C: Various Events, 1965-1997
Scope and Content Note
The USD Auxiliary held a variety of events to garner membership and, especially, to raise funds for the University of San Diego. These records include planning materials, financial information, and newspaper clippings that document the various events the Auxiliary held between 1965 and 1996.

Box/Folder: 2 / 42
Horse Show and International Bazaar, 1965 September 24
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Various event materials, 1972-1996
Box/Folder: 2 / 44
Finances, 1971-1997
Box/Folder: 2 / 45
History and News Clippings, 1971-1973
Box/Folder: 2 / 46
List of Deans, Directors, and Supervisors, 1990-1996

Series III: Membership, 1958-1996
Scope and Content Note
Membership in the USD Auxiliary was open to anyone in the San Diego area interested in supporting the University of San Diego. The majority of the records in this series comprise lists of members. Also included are programs for the membership tea and news articles that document various membership related topics. These include member banquets for newly elected officers and news about current members.

Arrangement
Box 3 consists of 3"x5" membership cards.

Box/Folder: 2 / 47
Box/Folder: 2 / 48
Membership Tea and Coffee, 1973-1990
Box/Folder: 2 / 49
News Releases/Clippings, 1967-1984
Box/Folder: 2 / 50
Newsletters, 1985-1990

Scope and Content Note
[Newsletters in this folder are not a complete set of the USD Auxiliary newsletters produced.]

Box/Folder: 2 / 51
Officers and Board of Directors, 1957-1995
Box/Folder: 3 / 1
Membership Cards A-M, circa 1996
Box/Folder: 3 / 2
Membership Cards Mc-Z, circa 1996
Box/Folder: 3 / 3
Deceased Members, circa 1996
Box/Folder: 3 / 4
Former Members (A-Mc), circa 1996
Box/Folder: 3 / 5
Former Members (M-Z), circa 1996
Box/Folder: 3 / 6
Lapsed Members, circa 1996

Series IV: Photographs, 1999

Box/Folder: 4 / 1
Auxiliary Dedication Ceremony [photograph album], 1999 October 22

Scope and Content Note
[Album of photographs for the "Dedication Ceremony in celebration of the University of San Diego Auxiliary for Forty Years of Service." These are color 4x6" event photographs.]

Series V: Scrapbook, 1972-1974

Box/Folder: 4 / 2
Auxiliary Miscellaneous [scrapbook], 1972-1974

Scope and Content Note
[Scrapbook of newspaper clippings and photographs pertaining to the USD Auxiliary.]