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Title: Friends of Soochow. Administrative Files.
Identifier/Call Number: University Archives Record Series 708
Contributing Institution: UCLA Library Special Collections
Language of Material: English
Physical Description: 1.2 linear ft.(3 boxes)
Date: 1962-1998
Abstract: Record Series 708 contains the administrative files of Friends of Soochow. Files include correspondence, articles of incorporation, by-laws, membership lists, minutes, reports, and information on Soochow summer sessions regarding applicants, programs, and enrollment.
Creator: Friends of Soochow.
Access
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Preferred Citation
[Identification of item], Friends of Soochow. Administrative Files (University Archives Record Series 708). UCLA Library Special Collections, University Archives.
Historical note
Friends of Soochow is a non profit corporation dedicated to assisting Soochow University (SU) financially and academically since 1963.
Scope and Content
Record Series 708 contains the administrative files of Friends of Soochow. Files include correspondence, articles of incorporation, by-laws, membership lists, minutes, reports, and information on Soochow summer sessions regarding applicants, programs, and enrollment.
This is an active record series; additional University records are expected to be added.
UCLA Catalog Record ID
UCLA Catalog Record ID: 4495209

Box 1, Folder 1  Articles of Incorporation. 1963 Nov 11.
Box 1, Folder 1  By-laws, rules and regulations; certificate of corporate authorization to transfer (resolutions adopted, not in conflict with the charter or by-laws). 1963 Oct 17.
Box 1, Folder 1  California, Department of State corporate seal. 1963 Jun 25.
    Scope and Content
    Member categories: Regular Friends (Board and Advisors), Honorary, Affiliate, Associate, Special and Good Friends, Alumni, Chinese-American Groups, Universities, Foundations, Professional, Taiwan addresses.
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Box 1, Folder 4  
**Student loan policies, membership forms, goals of Soochow University, publicity documents, clippings, Soochow University membership card. 1962-1972.**

**Scope and Content**
Goals/statement of purpose of Soochow University, affiliation with United Board of Christian Higher Education and Methodist Board of Missions; publicity, press release on Dr. E.L. Rada and friends of Soochow: the dreams of a refugee university.

Box 1, Folder 5  
**Friends of Soochow Alumni questionnaire.**

Box 1, Folder 6  
**UCLA Work Study Program. 1965-1986.**

Box 1, Folder 7  
**FOS University Religious Conference Rental Agreement and status reports for office funds. 1994-1998.**

Box 2, Folder 6  
**Board of Trustees. 1997; 1990.**

Box 2, Folder 7  
**Board of Trustees announcements. 1965-1969; 1975; 1976; 1981-1990.**

Box 2, Folder 8  
**Friends of Soochow annual reports. 1965-1967.**

**Scope and Content**
Presented at annual meetings of members and friends.

Box 2, Folder 1  
**Minutes: board meetings, annual meetings of regular members, joint board and advisors. 1963 Sep-1969 Aug.**

**Scope and Content**
Minutes numbered 1-49 (including attachments).

Box 2, Folder 2  
**Minutes of meetings: board meetings, annual meetings of regular members, joint board and advisors. 1969 Sep-1975 Nov.**

Box 2, Folder 3  
**Minutes of meetings: board meetings, annual meetings of regular members, joint board and advisors. 1976 Jan-1984 May.**

**Scope and Content**
Minutes numbered 101-150 (including attachments).

Box 2, Folder 4  
**Minutes of meetings: board meetings, annual meetings of regular members, joint board and advisors. 1984 Jul-1992 Nov.**

**Scope and Content**
Minutes numbered 151-200 (including attachments) includes summary of Friends of Soochow First Twenty-Five Years.

Box 2, Folder 5  
**Minutes of meetings: board meetings, annual meetings of regular members, joint board and advisors. 1993 Jan-1998 Mar.**

**Scope and Content**
Minutes numbered 201-228 (including attachments) minutes of meeting number 225 missing.

Box 3, Folder 1  
**Soochow summer session - clippings. 1971.**

**Scope and Content**
Establishment of Summer Session Program at Soochow University.

Box 3, Folder 2  
**Soochow summer session - applicants, clippings. 1971.**

**Scope and Content**
Topics of instruction: Chinese language and culture.

Box 3, Folder 3  
**Soochow summer session - enrollment information and terms. 1972.**

Box 3, Folder 4  
**Soochow summer session - applicants. 1972.**

Box 3, Folder 5  
**Soochow summer session - correspondence. 1972.**

Box 3, Folder 6  
**Soochow summer session - correspondence, clippings. 1972.**

Box 3, Folder 7  
**Soochow summer session - application forms. 1973.**
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