

Rochester Athenaeum and Mechanics Institute fundraising collection

RITArc.0288

Box 1

- 1891, 92, 93 Permanent Building Fund Material Original Plans – Eastman, Kimball
- 1892 Bookkeeping Record of Amounts Pledged to Permanent Fund
- 1892 Reports of the Treasurer and Committee on Plans
- 1892–1900 Letters Re – Non – Payment of Pledges to the Permanent Fund
- History – "A Thirty-One Year Record 1885–1916
- 1885–1926 Forty-One Years – An Historical Resume of RAMI
- 1893 Kimball Letter Regarding Raising Money for Building Fund (With Books) (Plan Never Materialized)
- 3/6/1893 Wm. S. Kimball's Letter to Board Re – Securing Funds for New Building
- Proposed Mechanics Institute Bldg. 1893
- 1895–1900 Letters to Other Institutions Regarding Their Endowment
- 1896 Letters to Subscribers to the Permanent Fund
- 1900–1907 Carnegie Corp & General Education Board Letters
- Early 1900's Newspaper Clippings About Gifts and Bequests to Other Educational Institutions
- 1901–1911 An 11 Year Record to Increase Endowment Fund
- Misc. Financial Records & Letters
- Solicitations
- 1902–1913 Misc. Letters Re – Rental, Mortgages, Bonds, Bank Deposits, Etc.
- 1905 Rochester Millionaires (Clippings)
- 1905–1906 Visitor's Books

- 1906 Plans for Endowment
- Current Expenses
- 1907–1908 Permanent Fund – Current Expenses
- Treasures Reports
- 1910 Newspapers Editorial Re – Raising of Funds By Board of Directors
- 1912 Financial Records (Misc.) Permanent Fund
- 1912 Annual Report of M.I Funds

Box 2

- 1913–1917 Current Expense Fund, Appeals for
- 1921 Campaign
- 1921 Campaign – Financial
- 1927 Campaign for Endowment
- 1927 Campaign
- 1927 Campaign – Committee Minutes
- 1927 Campaign Plans
- 1927 Campaign – Proposals & Expenses
- 1927 C. of C. Address – Radio Address, J. A. Randall
- 10/22/36 Collecting Unpaid 1927 Campaign Pledges
- Companies Signing Contracts in 1927 Campaign
- 1927 Contributors
- 1927 Eastman Kodak Employee Training Contract
- Excerpts From Executive Committee – Meeting Regarding Endowment Funds
- Feb. 14, 1942 – Final Report 1927 Campaign

- James J. Stafford
- Nov. 1, 1927 – Special Committee Solicitations

Box 3

- 1927 Historical Material for Campaign
- 1927 – Why Three Million Dollars?
- 1927 Radio Address by John A. Randall “Working Day and Night for Rochester”
- 1928 – A Report to Subscribers
- 1929 – "A Great Tradition"
- Letters of Complaint Regarding the Institute Or the Campaign
- 1929–1942 Life Members of the Corporation of R.A.M.I
- Randall Proposals – Financial Support of the Institute
- 1937 Proposed Campaign
- April 1937 – "An Historic Institution Plans for the Future"
- April 1937 – "An Historic Institution Plans for the Future" – Notes & First Drafts

Box 4

- Mimeo, Forms for Bequests, Codicil & Memo to Be Attached to the Contract
- Feb. 1938 Mr. Clark’s Proposal Letter
- Feb. 1938 Proposed Campaign – (Mr. Clark’s Letter to Mr. Ellingson & Mr. Lomb’s Letter to the Board, Re – Mr. Clark’s Proposal
- "News Note Regarding Institute's Offer of \$400,000", Science August 1939
- Resolution Re – Mr. Lomb's Will Endowment Fund
- 1940 Newspaper Clippings About Campaign for \$1,000,000

- 1938–1940 – Campaign to Raise \$1,000,000
- Dec. 1940 – Grant From Carnegie Corporation for Endowment
- Suggestions for Another Campaign
- 1938–1940 – Endowment Campaign, Financial Report From Campaign Office – Analysis of Alumni
- Pledges, Control Sheet, Post – Campaign Pledges
- 1938–1940 Endowment Campaign – Final Report of Amount Secured
- Endowment Campaign; List of Contributors of \$100.00 and Over
- 1938–1940 – Endowment Campaign Pledges – Secured By Board Members and Additional
- Fund Raising 1
- Fund Raising 2
- 1940 Memos to Mr. Metzdorf, Re – Campaign
- Names of Suggested Campaigners
- 1940 Directory of Team Workers – Endowment Campaign
- Nov. 8–18 1940 Section & Division Chairmen and Campaigns
- Nov. 8–18 1940 Luncheons and Dinners, Chamber of Commerce
- Daily Team Report Forms
- Endowment Committee, List of Rochester Commercial Firms
- Endowment Campaign, List of Industrial Concerns
- Aug. 1940 Subscription Card for Public Campaign Nov. 8–18 1940

Box 5

- Public Campaign Nov. 8–18 1940

- Reports on Campaign to Committee Members and Campaigners
- Endowment Campaign – Reports to the Committee Additional Copies
- Campaign – Letters Asking for Contributions, No Reply.
- Alumni – Letters of Appreciation to Alumni
- 10/5/39 Copies of Letters Written to Faculty and Staff
- Endowment Campaign, Appreciation Letters to Section & Division Leaders, Captains & Team Workers
- Sept. 1940, Publicity Committee for Campaign
- Endowment Campaign, Open House Programs, Nov. 6, Oct. 31, Nov. 1
- Nov 1, 1940, President's Letter to Alumni
- Endowment Campaign, Folder Mailed to All Prospects
- 1940 Campaign, Manual of Instruction & Information for Workers

Box 6

- Additional Copies of Newspaper Clippings – Campaign
- Nov. 11, 1940, Open Letter to the Public
- Plans and Work of Special Endowment Committee
- Possible Firms to Assist in Securing Endowment, (Correspondence, Etc..)
- Ellingson Folder With Endowment Committee Material
- 9/18/39 Faculty & Staff Meeting, Re – Endowment Campaign Plans
- 9/28/39 Actual Guest List for Dinner at the Genesee Valley Club, W/ Agenda...Mr. Ellingson's Notes Etc...
- Letters & Lists of People Invited to Dinner at Genesee Valley Club 9/28/39
- Master Lists of Invitations to Dinner 9/28/39 & Copies Checked By Board Members Regarding People They Would Call Or See

- Dinner Invitation List & People who attended dinner - Genesee Valley Club - Sept. 28, 1939
- 9/28/39 Check List of Those Replying to Invitation & Record of People Who Board Members Agreed to Call
- 9/28/39 Replies From People Invited to Dinner to Discuss Endowment Offer & Plans, Genesee
- Valley Club
- 1938 Community Chest Contributors, Clippings From Newspapers
- 1939 Community Chest Contributors
- 1940 Community Chest Contributions, Clippings From the Democrat & Chronicle
- 1940 Community Chest Contributions, Clippings From Democrat & Chronicle
- Possible Contributors
- Preliminary List of People From Which Committee Checked 20 to Be Contacted
- 2/4/39 List Used to Make Out Endowment Cards for the Committee
- 1937 Community Chest Name List

Box 7

- 6/19/39 Proposed Plan for Securing Endowment, Employee Training Contracts
- 10/15/38 Historical Statement for Use of Endowment Committee
- 1938–1940 Campaign, Original Special Name List to Be Contacted By Endowment Committee
- Prospective Donors in Outside Towns
- Letter to People on Special List Not Contacted Sept. 9, 1940
- Letters to Board Members Regarding Taking Cards and Securing Pledges
- Endowment Campaign Refusal Letters

- Endowment Campaign 1938–1940, "An Opportunity" Booklet Prepared for Use By Special Committee in Securing Pledges Before Public Campaign
- Pamphlet to Be Used By Endowment Committee
- Endowment Campaign Pledges Record
- 1938 Dec. Employee Training Contract Forms and Pledge Cards
- 1938 Endowment Contract Cards, First Printing
- May 1940, Alumni Pledge Card (Introduced W/ Seniors in May 1940 to Be Used As A Statement of Intention
- Proposed Endowment Contract Form for Money to Be Left in Wills
- RAMI Development Funds Campaign (Alumni) Oct. 1942–Aug. 1944