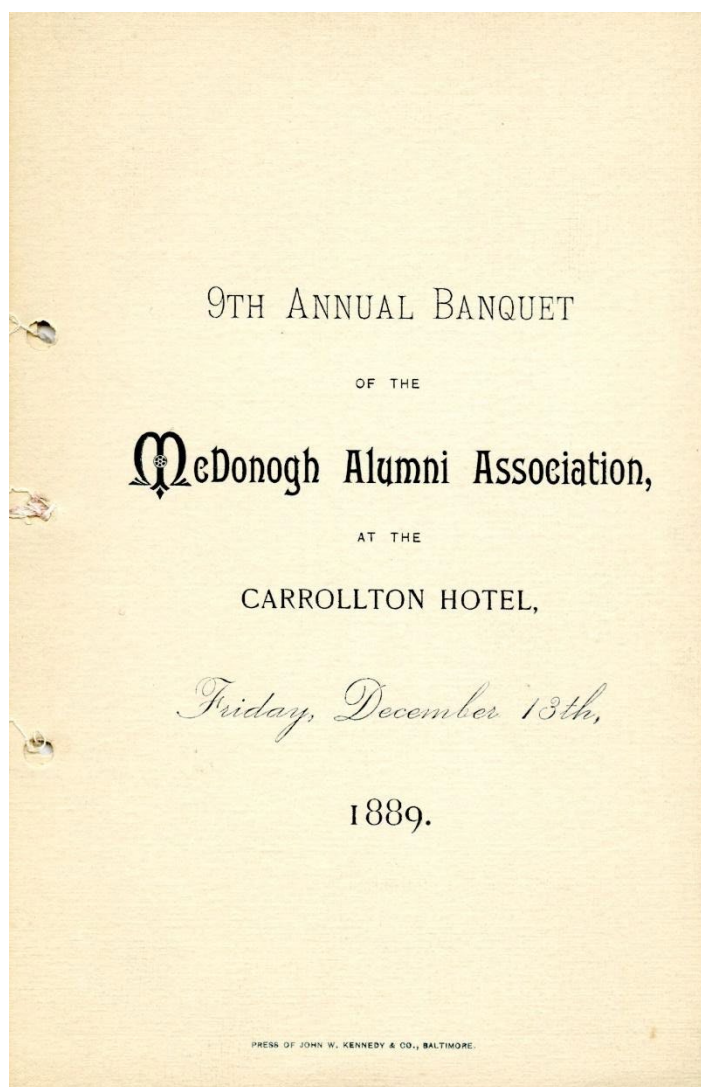




MCDONOGH SCHOOL

Archives & Special Collections

Papers of the McDonogh Alumni Association



**Processed by Joe Radek, '20, and
Christine Ameduri, Archivist
September 2021**



MCDONOGH SCHOOL Archives & Special Collections

MS-08: The Papers of the McDonogh Alumni Association

(22 Boxes; 9.9 cubic feet)

Inclusive Dates: 1880 - 2016

Bulk Dates: 1914 – c.1960s

Processed by: Joe Radek, '20
Christine Ameduri, Archivist

Agency Sketch

The McDonogh School Alumni Association (originally, McDonogh School Alumni Society), was founded on June 26, 1880 by a group of alumna whose main object, according to its constitution was, "friendship and mutual help." Every graduate of the School become members upon their graduation. Initially acting like a fraternal organization whose primary responsibility was to host reunions for alumni, the Association slowly grew to form committees with various responsibilities such as fundraising, event planning, recruitment of new students, and others.

The Association was crucial in maintaining a connection between fellow alumni, evidenced by the officers' keen interest in maintaining contact with every alumni and for a time routinely submitting a death notice upon the passing of fellow alums. Members could subscribe to the Association by contributing a nominal fee and in return, would receive a copy of *The Week*, the School's newspaper, to keep them up-to-date on the events occurring at McDonogh. Records of this membership perk end in 1956, but that does not preclude the possibility that it was still available after 1956.

The Association was also responsible for hosting events to keep alumni engaged and in contact with one another. Monthly alumni luncheons assured that local alumni maintained close contact, while out-of-town chapters provided the same opportunities for alumni living in other locations by hosting dinners and get-togethers as well. The Association also hosted an annual springtime fair which brought alumni and McDonogh families together. Additionally, the Association was responsible for the 50th and 75th anniversaries (1923 and 1948) of the School's founding, which they celebrated by hosting dinners and other events for all alumni, including the laying of the cornerstone for the Memorial Field House in 1948.

Beginning in the early 20th century (c. 1903), the Alumni Association also undertook various fundraising campaigns in efforts to keep the School financially stable. Even though a sustaining, annual fund was not established until 1958, smaller targeted funds were occasionally created to fundraise for specific purposes, such as the Memorial Fund, which raised money to build the Memorial Field House and Memorial Court in the late 1940's. These fundraising campaigns ultimately contributed the most substantial financial contributions to these various causes, and at the time of its creation, the Annual Fund was the only continuous fundraiser for the School.

Series Description

Series 1: Organizational Documents & Minutes; **Series 2:** Correspondence; **Series 3:** Business Records; **Series 4:** Publications; **Series 5:** Committee; **Series 6:** 50th and 75th Anniversaries; **Series 7:** Association Chapters; **Series 8:** Photos; **Series 9:** Miscellaneous.

Scope & Content Notes

This collection consists of 21 boxes (9.45 cubic feet) of records and materials organized into 10 Series, which reflects and records over 120 years of McDonogh School history and the history of the organization – one of the earliest alumni organizations to be established. The bulk of the collection consists of official organizational documents, minutes, business records, and correspondence (**Series 1** through **Series 3.**), as well as materials from the 50th and 75th McDonogh School anniversary celebrations (**Series 4.**)

The collection also contains two boxes of materials from various alumni chapters from around the country (**Series 7**), the largest collection of materials being from the Washington, D.C. Chapter from 1916 through 1967. This Series also contains several scrapbooks from the “Duncan Campbell Lyle Scrapbook Collection”, (see: Vertical File Manuscript Collection VFMs for other Lyle Scrapbooks.) Lyle was chosen by Col. William Allan to be his first assistant when the school opened in 1873 and taught German and Mathematics until he was elected Principal upon the death of Allan in 1889. He served in that capacity until 1893, and returned to teaching until his retirement in 1919. Lyle compiled individual scrapbooks for every McDonogh student, club and organization until his death in 1938.

Other materials of interest include, but are not limited to, photographs from some of the earliest alumni gatherings (pre-1900), a letter detailing the Association’s relationship with “shell-shocked” World War I veterans, and physical prototypes and papers regarding an alumni pin, first dated 1892.

Series 1: Organizational Documents & Minutes consists of minutes from annual and executive council meetings, and Association constitutions and bylaws.

Series 2: Correspondence consists of letters exchanged between club officers, Association members, and external sources, as well as form letters sent to all members of the Association and annual subscription mailers.

Series 3: Business Records contains financial documentation for the Association. Most are records for transactions (invoices, check fillers and receipts, and mail deposit receipts) or follow the Association’s balances over time (budget and treasurer’s reports, balance sheets, and ledger books).

Series 4: Publications primarily consists of invitations for alumni Association events, but also includes newsletters sent to alumni and various other publications. *Alumni Addresses* are speeches given to alumni and published by the School and/or the Association.

Series 5: Committees consists of papers from various committees or fundraisers created and managed by the Association. While the focus of the committees vary widely, the most substantive are the annual fair papers regarding the annual fair hosted by the Association each spring and the distinguished service award records.

Series 6: 50th and 75th Anniversaries consists of a variety of materials regarding the anniversary celebrations hosted by the Association (1923 and 1948), including pamphlets, newspaper clippings, minutes, correspondence, and others.

Series 7: Association Chapters contains official records and correspondence of individual chapters of the Alumni Association in Philadelphia, New York, Pittsburgh, and Washington D.C., as well as "Lyle Journals"; scrapbooks of chapter news compiled by Duncan C. Lyle (McDonogh School Headmaster, 1889 – 1893.)

Series 8: Photos consist of photos taken at Alumni Association events; primarily alumni gatherings. The dates range from 1930 – 2005, and the bulk of the photos were taken from 1980 – 2000.

Series 9: Miscellaneous pertains to any documentation that does not fit neatly into another series. Included in this file are: leadership rosters, address registries, necrology reports, and other information.

Box 1 of 22:

Series 1: Organizational Documents & Minutes

- 1-1 Minute Book Number 1, June 26, 1880 – December 1895
- 1-2 Minute Book Number 2, July 4, 1896 – May 7, 1938

Box 2 of 22:

- 2-1 Minute Book Number 3, 1939 – 1954
- 2-2 Minute Book Number 4, 1955 – 1962

Box 3 of 22

- 3-1 Alumni Council Handbook, 1995 – 1996
- 3-2 Annual Meeting Minutes, May 1932 - 1983 (with gaps)
- 3-3 Constitutions and Bylaws, 1900 - 1939 (with gaps)
- 3-4 Constitutions and Bylaws, 1951 - 1991 (with gaps)
- 3-5 Executive Council Meeting Minutes, 1938 - March 1972 (with gaps)
- 3-6 Executive Council Meeting Minutes, June 1972 – December 1975
- 3-7 Executive Council Meeting Minutes, January 1975 - December 1979
- 3-8 Executive Council Meeting Minutes, February 1980 - September 1983
- 3-9 Meeting Minutes from the files of Howard Scotland, Secretary, 1971-72 (overlaps with 3-3)
- 3-10 Meeting Minutes from the files of Howard Scotland, Secretary, 1972-1973 (overlaps with 3-3)
- 3-11 Report of First Meeting, June 26, 1880
- 3-12 Supporting Documents for Meetings, 2004 – 2006

Box 4 of 22

Series 2: Correspondence

- 4-1 Executive Council Correspondence, 1949 – 1979
- 4-2 Event Invitations, 1936 – 1941
- 4-3 General Correspondence, 1898 – 1944 (with gaps)
- 4-4 General Correspondence, 1945-1946

- 4-5 General Correspondence, January 1, 1947 - November 13, 1947
- 4-6 General Correspondence, November 13, 1947 - December 31, 1947
- 4-7 General Correspondence, January 1, 1948 - April 16, 1948
- 4-8 General Correspondence, April 16, 1948 - December 31, 1948
- 4-9 General Correspondence, January 1, 1949 - May 3, 1949
- 4-10 General Correspondence, May 3, 1949 - December 31, 1949

Box 5 of 22

- 5-1 General Correspondence, January 1, 1950 – March 17, 1950
- 5-2 General Correspondence, March 17, 1950 – December 31, 1950
- 5-3 General Correspondence, 1951
- 5-4 General Correspondence, 1952 - 1953
- 5-5 General Correspondence, 1954 - 1955
- 5-6 General Correspondence, 1956 – 1958
- 5-7 General Correspondence, 1959 - 1960
- 5-8 General Correspondence, 1961 – 1981
- 5-9 General Correspondence, n.d.
- 5-9 Form Letters to Alumni, 1920 – 1948 (with gaps)
- 5-10 Form Letters to Alumni, 1948 – 1995 (with gaps)

Box 6 of 22

- 6-1 Subscription Mailings, 1944 – 1949
- 6-2 Correspondence for *The Week* subscriptions, 1939 – 1945
- 6-3 Correspondence for *The Week* subscriptions, 1946 – 1947
- 6-4 Correspondence for *The Week* subscriptions, 1953 – 1956

Series 3: Business Records

- 6-5 Balance Sheets, September 1944 – April 1947
- 6-6 Balance Sheets, April 1947 – April 1950
- 6-7 Balance Sheets, 1951 – 1952, 1956 – 1957
- 6-8 Budget Reports, 1945 – 1983 (with gaps)
- 6-9 Cash Receipts, 1945 – 1950
- 6-10 Check Fillers, 1943 – 1946

Box 7 of 22

- 7-1 Check Fillers, 1946 – 1948
- 7-2 Check Fillers, 1948 – 1951
- 7-3 Check Receipts, April 29, 1944 – July 21, 1945
- 7-4 Check Receipts, July 24, 1945 – October 12, 1946
- 7-5 Check Receipts, October 21, 1946 – April 25, 1947
- 7-6 Check Receipts, May 13, 1947 – March 23, 1948
- 7-7 Check Receipts, March 29, 1948 – February 1, 1949
- 7-8 Check Receipts, February 23, 1949 – April 10, 1950
- 7-9 Deposit Slips, 1956 – 1957

Box 8 of 22:

- 8-1** Financial Reports for Special Events 1945 – 1956
- 8-2** Invoices, 1895 – 1943 (w/ gaps)
- 8-3** Invoices, 1944
- 8-4** Invoices, 1945 - 1946
- 8-5** Invoices, 1947
- 8-6** Invoices, 1948 - 1949
- 8-7** Invoices, 1950
- 8-8** Invoices, 1951
- 8-9** Invoices, 1952
- 8-10** Invoices, 1956

Box 9 of 22

- 9-1** Invoices for Obituaries, 1945 – 1951
- 9-2** Ledger Book, 1944 – 1949
- 9-3** Ledger Book from Andrew Eastwick, class of 1935, treasurer, 1949 - 1953
- 9-4** Ledger Book, 1953 -1957
- 9-5** Mail Deposit Receipts, July 14, 1949 – July 25, 1949
- 9-6** Miscellaneous Financial Records
- 9-7** Subscription Notes, 1945 – 1952
- 9-8** Treasurer's Reports, 1943 - 1962
- 9-9** Treasurer's Reports, 1963 – 1983

Box 10 of 22**Series 4: Publications**

- 10-1** Alumni Addresses Pamphlets, 1889 – 1893
- 10-2** Alumni Addresses Pamphlets, 1894 – 1900 (with gaps)
- 10-3** Alumni Addresses Pamphlets, 1901 – 1906
- 10-4** Alumni Addresses Pamphlets, 1907 – 1910
- 10-5** Alumni Address Pamphlets, 1911 – 1914
- 10-6** Alumni Address Pamphlets, 1915 – 1920
- 10-7** Alumni Address Pamphlets, 1921 – 1923
- 10-8** Alumni Address Pamphlets, 1924 – 1926

Box 11 of 22

- 11-1** Alumni Luncheon Invitations, 1950, 1991-2013 (with gaps)
- 11-2** Alumni Memorial Service Programs, 1996 – 2016 (with gaps)
- 11-3** Alumni Newsletters, March 1966 – November 1968
- 11-4** Alumni Newsletters, March 1969 – March 1972
- 11-5** Alumni Newsletters, May 1972 – May 1976
- 11-6** Alumni Newsletters, October 1993 – April 2011
- 11-7** Alumni Outreach Letter, 1993
- 11-8** Alumni Sporting Event Invitations, 1991-2015
- 11-9** Alumni Sporting Events Magazine Clippings, 1990-1992

- 11-10 Alumni Volunteer Day Mailers, 1995
- 11-11 Banquet Programs, 1889 – 1895
- 11-12 Banquet Programs, 1910 – 1932

Box 12 of 22

- 12-1 Banquet Programs, 1983 – 1988
- 12-2 Banquet Programs, 1989 – 1999, 2017
- 12-3 *From the Headmaster*, letter from Bo Dixon to alumni, 1996
- 12-4 Golden Grads Day Program, May 9, 1995
- 12-5 Miscellaneous Mailers, c.2005
- 12-6 Off Campus Event Invitations, 1983 – 2008 (with gaps)
- 12-7 Off Campus Event Invitations, 2008 – 2011
- 12-8 Off Campus Event Invitations, 2012 – 2015
- 12-9 Off Campus Event Invitations, n.d.
- 12-10 On Campus Event Invitations, 1991 – 2014 (with gaps)
- 12-11 Parents of Alumni Reunion Invitation, 2008
- 12-12 Retreat Ceremony Programs, c. 2018
- 12-13 Reunion Agendas, 1990 – 1993
- 12-14 Reunion Weekend Invitations, 1985, 2014 – 2016
- 12-15 Young Alumni Homecoming Event Invitations, 1985 – 2006 (with gaps)

Series 5: Committees

- 12-16 Alumni Public Relations Committee - Correspondence, 1955

Box 13 of 22

- 13-1 Alumni Scholarship Fund (Lyle Journal), 1903 – 1907
- 13-2 Alumni Scholarship Fund Committee - Minutes, 1952 – 1955
- 13-3 Alumni Scholarship Fund Committee - Correspondence, 1956, 1958
- 13-4 Annual (Giving) Fund Committee - Papers, 1958 – 1962
- 13-5 Annual (Giving) Fund Committee - Papers after reconstituting, 1968 – 1975 (with gaps)
Alumni Fund Scrapbook, 1920 – 1921 (*See Box 21*)
- 13-6 Distinguished Service Award Committee, Certificate Drawing for Vincent Dempsey
- 13-7 Distinguished Service Award Committee Correspondence, 1959 - 1983
- 13-8 Distinguished Service Award Committee, Miscellaneous, 1974 - 1982
- 13-9 Distinguished Service Award Committee Nomination Records, 1967 - 1984
- 13-10 Distinguished Service Award Committee Nomination Slips, c.1970
- 13-11 Distinguished Service Award Past Winners, 1960 - 2009
- 13-12 Distinguished Service Award Committee Procedures, 1960 - 1976
- 13-13 Distinguished Service Award Publications, 1960 - 2016
- 13-14 Distinguished Service Award, Speeches Given at Awards Ceremonies, 1960 - 2015
- 13-15 Executive Council Reports and other misc. committee reports, 1962 – 1964
- 13-16 Fair Committee - Blank Envelopes and Letterhead, Fair Committee, c. 1970
- 13-17 Fair Committee - Newspaper Clippings, 1943 – 1979 (with gaps)

Box 14 of 22

- 14-1** Fair Committee - Notes from Calvin Shawker, Committee Chairman, 1970 – 1980
- 14-2** Fair Committee - Notes from Calvin Shawker, Committee Chairman, 1970 – 1992
- 14-3** Fair Committee - Photos, c. 1960's
- 14-4** Fair Committee - Programs, 1930 – 1941 (with gaps)
- 14-5** Investigation Committee - Reports, 1944, 1946
- 14-6** Memorial Fund Committee - Papers, 1945 – 1950
- 14-7** Miscellaneous Committee (Mobilization, Historical Room, Indoctrination, and Employment Service Committees) Notes and Reports, 1938 – 1962
- 14-8** Miscellaneous Committee Notes and Reports, 1957 – 1958
- 14-9** Miscellaneous Committee Notes and Reports, 1959
- 14-10** Misc. Committee Notes and Reports, 1960 – 1961

Series 6: Anniversaries

- 14-11** "Campus As It Is Now", circa 1923
- 14-12** Newspaper Clipping, November 18, 1923

Box 15 of 22

- 15-1** 50th Anniversary Program, November 21, 1923
- 15-2** Attendance Records for 75th Anniversary, 1948
- 15-3** Correspondence, February 1948 – March 1949
- 15-4** Expense Report, 1948
- 15-5** Minutes, August 9, 1948 – October 21, 1948
- 15-6** Miscellaneous, 1948
- 15-7** Newspaper Clippings, 1948
- 15-8** Photos, 1948
- 15-9** Programs/Advertisements, 1948
Registration Book, 75th Anniversary, 1948 (*See Box 20*)

Series 7: Alumni Chapters

- 15-10** Chicago Chapter Correspondence, 1913 – 1914
- 15-11** Chicago Chapter (Lyle Journal), 1913 – 1914
- 15-12** Eastern Shore Chapter Papers, 1954 – 1955
- 15-13** Jacksonville Chapter (Lyle Journal), 1916 – 1917
- 15-14** Miscellaneous Out-of-Town Chapter Meeting Papers, 1954 – 1961 (with gaps)
- 15-15** New York Chapter Papers, 1909 – 1917 (with gaps)
- 15-16** New York Chapter (Lyle Journal), 1914 – 1921
- 15-17** Philadelphia Chapter Papers, 1916 – 1960s (with gaps)
- 15-18** Philadelphia Chapter (Lyle Journal), 1914 – 1917
- 15-19** Pittsburgh Chapter Papers, 1913 – 1922
- 15-20** Pittsburgh Chapter (Lyle Journal), 1911 – 1921

Box 16 of 22

- 16-1** Washington, D.C. Chapter - Address Registries, circa 1940 – 1956
- 16-2** Washington, D.C. Chapter - Banquet Programs, 1917 – 1954 (with gaps)
- 16-3** Correspondence between Lyle, Duncan C. and William H. Childs about Washington D.C. chapter, 1916 – 1937, 1945 (with gaps)
- 16-4** Washington, D.C. Chapter Constitution and Bylaws, circa 1920
- 16-5** Washington D.C. Chapter - Memorial Fund Papers for, 1940 – 1946
- 16-6** Washington D.C. Chapter - Minutes, 1917 – 1936 (*See Box 20*)
- 16-6** Washington D.C. Chapter - Papers, 1922 – 1944
- 16-7** Washington D.C. Chapter - Papers, 1945 – 1954
- 16-8** Washington D.C. Chapter - Papers, 1955 – 1967
- 16-9** Washington D.C. Chapter - Papers, n.d.
- 16-10** Washington D.C. Chapter - Photos, 1955
- 16-11** Washington D.C. Chapter - Record of Receipts for Dinners, 1923 – 1937
- 16-12** Washington D.C. Chapter - (Lyle Journal), 1914 – 1916

Series 8: Photos

- 16-13** Photos – Alumni Day/Dinner, 1954
- 16-14** Photos – Alumni Get-Together, 1951
- 16-15** Photos – Alumni Gathering, 1984 – 1988

Box 17 of 22

- 17-1** Photos – Alumni Gathering, 1989 – 1990
- 17-2** Photos – Alumni Gathering, 1990 – 1995
- 17-3** Photos – Alumni Gathering, 1996 – 2003
- 17-4** Photos – Alumni Gathering, n.d.
- 17-5** Photos - Honorary Alumni Award Ceremony Photos, 2000
- 17-6** Photos - Meeting, 1897, 1930 – 1966 (with gaps)
- 17-7** Photos - Miscellaneous

Box 18 of 22

- 18-1** Photos - Older Alumni Gathering Photos, late 1980s – 1996
- 18-2** Photos - Retiree Luncheon Photos 2002
- 18-3** Photos - Thanksgiving Breakfast Photos, 1992 – 1996
- 18-4** Photos - Thanksgiving Breakfast Photos, 1997 – 2001
- 18-5** Papers regarding A. Wallenhorst, 1900, 1914

Series 9: Miscellaneous

- 18-6** Addresses/Speeches Given to Alumni, 1948 – 1959
- 18-7** Alumni Address Registries/Alumni Whereabouts, Class of 1898 – 1961 (with gaps)
- 18-8** Alumni (Lyle Journal), 1915 – 1933
- 18-9** Alumni Association - (Lyle Journal), 1888 – 1919
- 18-10** Alumni Association - Pin Records, 1892 – 1915

Box 19 of 22

- 19-1** Alumni Association Binder, c. 1970s
- 19-2** Alumni Band – Lyle Journal (1914 – 1916), Concert Programs, Newspaper Clippings, etc.
- 19-3** Calendars and Events Programs, 1950 – 1966
- 19-4** Dunloggin Medical Scholarship Newspaper Clippings, 1943
- 19-5** External Report, *Survey of the McDonogh School*, 1955
- 19-6** External Report, *Analysis of McDonogh Educational Fund and Institution Property*, 1958
- 19-7** External Report, *Development Plan*, 1960
- 19-8** Garrison Club Papers from D.C. Lyle, 1914 – 1916
- 19-9** Garrison Club Newspaper Clippings, 1914 – 1916
- 19-10** Garrison Club (Lyle Journal), 1914 – 1916
- 19-11** Honorary Alumnus Award, 1989-2000
- 19-12** Leadership Rosters, 1899 – 1971
- 19-13** Miscellaneous Papers
- 19-14** Necrology Reports, 1940 – 1962 (with gaps)
- 19-15** Newspaper and Magazine Clippings, 1944 – 2009 (with gaps)
- 19-16** Notes, 1946 – 1948 (with gaps)
- 19-17** Notes, 1949 – 1950
- 19-18** Notes, c. 1950
- 19-19** Virginia/Visalia Club Newspaper Clippings, 1909 – c.1915

Box 20 of 21

- 20-1** Registration Book, 1944 – 1952
- 20-2** Registration Book, 1952 – 1981

Box 21 of 22

Registration Book for 75th Anniversary, November 20 and 21, 1948
Washington D.C. Chapter Minutes, 1917 – 1936

Box 22 of 22

Alumni Fund Scrapbook, 1920 – 1921