

**IUPUI**

**UNIVERSITY LIBRARY**

INDIANA UNIVERSITY-PURDUE UNIVERSITY

Indianapolis

**Ruth Lilly**  
**Special Collections and Archives**

**Junior Achievement**

**Records, 1916-2002**

**Mss 48**

**Junior Achievement Records, 1916-2002**

**Mss 48**

**95 c.f. (87 cartons, 3 document boxes, 3 flat boxes, and 1 roll), 24 videotapes,  
15 filmstrips, 38 cassette tapes**

**ABSTRACT**

Junior Achievement, Inc. (JA) was founded in 1919 as the Boys' and Girls' Bureau of the Eastern States League. Embracing the concept of "learning by doing," the leaders of the Bureau dedicated themselves to teaching urban youth proper business practice and methods. They accomplished this through hands-on training in management and production. For much of its history, JA used one program to teach business to high school students. Beginning in the 1970s, JA started to expand its programs to include Kindergarten, Middle School, and college students. Over the last 20 years, the programs of JA have changed immensely. While the face of JA has changed, the mission of teaching youth about business remains at the core of Junior Achievement. Today, JA continues to be one of the most influential business education organizations worldwide

**ACCESS**

This collection is open to the public without restriction. The copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material.

**PREFERRED CITATION**

Cite as: Junior Achievement Records, 1916-2002, Ruth Lilly Special Collections and Archives, IUPUI University Library, Indiana University Purdue University Indianapolis, Indianapolis.

**ACQUISITION**

Presented by Junior Achievement, Colorado Springs, CO. A2001/02-019.

Processed by Debra Brookhart, April 2005.

## HISTORICAL NOTE

Junior Achievement (originally called the Boys' and Girls' Bureau of the Eastern States League) began in 1919 as a program to educate youth about business. Education in the United States during this period experienced significant changes. One of those changes lay in the idea of vocational education, a hands-on approach to teaching in the public schools. In the wake of the vocational education movement, several new organizations for children and youth emerged. The activities of these organizations coupled with the lessons taught in school allowed members to practice what they were taught and understand critical skills for life after high school.

The concept for an organization to teach youth about business originated at the Eastern States Agricultural and Industrial Exposition in 1916. The Boys' and Girls' Club Committee of the Eastern States League agreed to conduct research on the feasibility of creating such an organization. Committee chairman and president of AT&T, Theodore Vail, along with Horace Moses, president of Strathmore Paper Company, worked with the committee to solidify the concept and raise support by convincing others of the program's value.

*The future of our country depends upon making every individual young and old, fully realize the obligations and responsibilities belong to citizenship...The future of each individual rests in the individual, providing each is given a fair and proper education and training in the useful things of life...Habits of life are formed in youth...What we need in this country now...is to teach the growing generations to realize that thrift and economy, coupled with industry, are necessary now as they were in past generations.*

-Theodore Vail, ca. 1918

In 1919 the Boys' and Girls' Bureau (changed to the Junior Achievement Bureau in 1920 and to Junior Achievement, Inc. in 1926) opened its national headquarters in Springfield, Massachusetts, and hired its first director, H.O. Benson, to oversee the daily operations of the organization. Benson, whose experience as the Director of Agriculture Extension and leadership in the development of 4-H Clubs, made him an excellent choice.

The JA program developed as after-school clubs for 8-12 year olds that operated like miniature businesses. Each club, in order to be recognized by the national headquarters, had to meet certain requirements. These requirements included regular meetings, an adult advisor, a minimum membership of five, a program plan, and student officers to oversee production. Since the clubs operated like a business, members set wages and made money through the sale of their products. The clubs were also encouraged to raise capital through the sale of shares. Initially, the clubs worked through agencies such as churches, scouting organizations, settlement houses, and YMCAs. These organizations provided meeting space and an adult advisor. Funding came through the clubs themselves and the national organization.

In the late 1920s, JA made two changes that would have a major impact on the future of the organization: the addition of 16-21 year olds as members and the switch from smaller areas to metropolitan centers. Rather than eliminate the program for younger children, JA piloted its new program in New York City. Called Metro JA, the New York program received a charter in New York State, but operated as a franchised area of the JA Headquarters in Springfield. In 1937 Charles Hook, president of the American Rolling Mill Company and president of the National Association of Manufacturers, spoke at a Metro JA awards conference bringing the New York program to national attention with his endorsement. This marked the beginning the spread of JA beyond the East Coast. Metro JA received nation-wide inquiries about how to start similar programs in other locations. As the New York staff became more proactive, a shift in power occurred.

In 1942 Horace Moses resigned as president of JA and was succeeded by Charles Hook. After a ten-year period of inactivity during the 1930s, JA began to experience tremendous growth. The JA Clubs, increasingly known as companies, spread throughout the country under the guidance of Metro JA. In order to accommodate the new focus of JA, the Metro JA board merged with the JA Headquarters board and the new board took over national expansion efforts and the servicing of the JA areas. JA, Inc. remained a Massachusetts corporation, but the national headquarters moved to New York City when the Metro JA staff formally became the national staff. As expansion of the program into other parts of the country became the goal of JA, the headquarters' staff increased to meet the demands of the growing organization. In order to meet the needs of student membership and encourage cooperation, the National Junior Achievement Company Conference (NAJAC) began in the same year. The week-long conference measured JA's effectiveness through student competition and discussion while featuring well-known business personalities. NAJAC allowed students the chance to interact with each other and professionals and introduce the businessmen to the benefits of JA.

The 1940s also saw one other important development: the entrance of JA into the schools. Although this first appearance was to only introduce students to JA through assemblies, it proved a valuable relationship with future ramifications. In the following decades JA further evolved into an educational program with texts and manuals geared to teach youth about business in a capitalist economy. The JA Company, still its only program, continued to grow. The expansion of JA necessitated a change in the relationship between JA, Inc. and the JA areas. By the end of the 1950s, JA began to see international franchises appear.

After fifty years of operation, JA's ability to adapt to the changing needs of its student population had not ceased. The 1970s marked a time of dramatic change for JA. In 1975 JA moved into its new National Headquarters in Stamford, CT, and became a Connecticut corporation. The JA Company experienced great success, but only reached a portion of high school students as an after-school activity. The new president, Richard Maxwell, chose to focus new research on other age groups. In 1976 JA entered the Junior High classroom through Project Business. For the first time, JA reached students through the use of businesspersons acting as consultants teaching business skills in the classroom. Other in-school programs followed close behind. JA introduced Business Basics for the

fifth and sixth grades and Applied Economics (now JA Economics) for high school. In 1987 the National Headquarters relocated to Colorado Springs, CO. As the new JA Center opened, new directions in education evolved. By the end of the 1990s, JA successfully piloted new elementary programs and offered business education programs for elementary, middle, and high school students. JA continues to teach business in new, sophisticated ways. Through the use of new technology, the Internet, and the continued growth of the classroom programs, JA reaches over four million students annually.

### **Organizational Structure**

The governance of Junior Achievement, Inc. rests with three bodies: the Members of the Corporation, the Board of Directors, and the Executive Committee. The duties of each of these groups continue to evolve and adapt to changes in the organization and in classroom education. Other units involved with operation of Junior Achievement are the franchised areas and the parent organization, Junior Achievement International.

Junior Achievement originally operated as a bureau of the Eastern States Agricultural and Industrial League. The officers and board of the League assumed the responsibility for the operation of the Junior Achievement Bureau and its program. In 1926 the Junior Achievement Bureau separated from the Eastern States League forming its own corporation and becoming Junior Achievement, Inc. It operated under the management of its own officers and board of directors. As JA expanded its work, it added permanent staff to coordinate the work of JA. From its beginnings, the organizational structure of Junior Achievement was set up much like that of a business.

The Members of the Corporation are similar to the shareholders in a for profit corporation. As recipients of the services offered by JA, the franchised areas are the customers to which the organization is responsible. Each area elects representatives based on the number of student achievers in that area. Representatives from the different areas gather annually for the corporation meeting dealing with policy and the approval of franchise agreements.

Prior to 1970 the Board of Directors consisted of the same people who acted as the Members of the Corporation. Between 1926 and 1942 the board took responsibility for the direct management and policy decisions of JA. The majority of the time, the board members attended the meeting by proxy. As meetings became more difficult to attend by a large, national board, the organization became inactive on the national level during much of the 1930s. In 1942 the Board of Directors officially delegated its power to a smaller Executive Committee. The board chose to meet annually to ratify the committee's decisions while the Executive Committee met monthly to oversee policy decisions and direct the management of the organization. The chief staff officer, hired by the committee, had the responsibility of implementing its policy decisions. This structure remained in place until 1970.

In 1971 reorganization occurred. Membership of the Corporation and its Board of Directors totaled 450 members each. The governing bodies of the organization decided

this structure was not the most effective way to lead the organization. The new structure dramatically reduced the number of members serving on the Board of Directors while the membership of the corporation remained the same. With a membership reduced to 60 and the number of meetings per year increased to four, the Board of Directors replaced the Executive Committee as the chief policy-making body.

The president and chief executive officer of JA, Inc. is directly responsible to the Board of Directors. This position is the direct line of communication between the governing body of the organization and the National Headquarters staff, who are responsible for carrying out the Board's policies. The staff has grown from a small group that included a secretary, treasurer, and field personnel into a large, team-based organization. The National Headquarters located in Colorado Springs, Colorado, houses the president of JA and staff. They work to carry out the mission and goals set forth by the board. The headquarters staff is responsible for providing service to the areas, fund raising, curriculum development, and keeping the public informed of new programs and directions of JA.

The relationship between the operating areas and JA Headquarters continues to evolve over time. In the 1940s when JA first began to make expansion its primary goal, the national headquarters controlled all of the operations nationwide. It opened bank accounts in each new area in the name of Junior Achievement and paid all of the expenses of the area from that account. During this period, the funds raised in an area did not necessarily go to that area. The national organization bore the responsibility of all the fundraising and JA leaders believed the donor's money should be spent in the place where it could influence the most students. By 1946 the areas began expressing dissatisfaction with the arrangement. In order to allow the areas more autonomy, the responsibility for raising the funds for an area's operations shifted to the individual areas. The national headquarters received 20% of all funds raised by the areas to maintain its operations and to give the areas a sense of responsibility to the goals and policies of JA. This number was later reduced to 10% and the country divided into five regions of responsibility. Regional boards acted as advisors to the areas without power over the areas and nominated members for the Executive Committee. Junior Achievement, Inc. is a parent corporation with franchises nation wide. A signed operating agreement between JA, Inc. and an area detail the responsibilities of each.

One other branch of Junior Achievement is Junior Achievement International, Inc. JA's international efforts began as early as 1955 with Junior Achievement of Canada. As more countries requested JA programs, JA responded by assisting with the creation of similar programs throughout the world. In 1994 the organization saw that a body was needed to govern the activities of the new international organizations and formed JA International. According to the original operating agreement between the two organizations, JA International operated much like other franchised areas in the sense that it paid JA, Inc. a franchise fee for the use of names, programs, and materials. It is also an autonomous organization with its own board of directors and executive committee. On July 1, 2004, Junior Achievement, Inc. and Junior Achievement International combined to form JA Worldwide. Headquartered in Colorado Springs, Colorado, JA Worldwide

operates 145 Area Offices in the United States and serves approximately 100 member nations.

## REFERENCES

Francomano, Joseph and Wayne & Darryl Lavitt, *Junior Achievement: A History*. Colorado Springs: Junior Achievement, Inc., 1988.

Junior Achievement, Inc. Homepage: <http://www.ja.org>.

## SCOPE AND CONTENT NOTE

The Junior Achievement Records document the history of the organization beginning in the 1920s. Although the early history is vague, minutes and bulletins published by the Junior Achievement Bureau of the Eastern States League help fill some of the gaps. By the 1950s JA begins to increase its staff and information about its programs and activities increases. Staff correspondence and training materials appear in the 1960s. By the 1980s more information about area relations is documented. An appendix is also included with this document listing the Junior Achievement Areas and their locations.

**Board of Directors Records, 1921-2000**, is the best place to find a broad overview of the history of the organization. The minutes coupled with the Springfield Foundation materials tell most of the story of JA. Although the minutes are incomplete, missing the first two years of JA's existence and four years in the 1990s, they best tell the story of JA documenting major changes in the organization and its programs. The annual corporation minutes are filed separately and are interspersed throughout the board of directors' minute books. The corporation minutes help with the understanding of the area relations as well as major trends in the organization.

**Senior Management/Executive Office Records, 1950-2001**, contain information about the leadership and general operations of the JA Headquarters. This series includes information on JA Staff training and conferences, senior management team minutes, and research and planning on broad-based JA activities such as ImpACT and Vision '99. The records include files belonging to the President, Chief Operating Officer, and Team Leaders. Other important information includes biographical information national leadership including staff and board members. The majority of the information documents the organization after 1960.

**Team Records, 1920-2002**, contain the records generated by the teams at the JA National Headquarters. Each team is responsible for a specific aspect of JA's program. The Junior Achievement Headquarters staff is divided into eight teams: Area Relations, Communications and Marketing, Education, Finance, Human Resources, Information Services, Public Affairs, and Resource Generations.

Area Relations Team files document the relationship between Junior Achievement, Inc. and its franchised areas. The majority of the information from the Area Relations Team

is from specific areas. Arranged chronologically in alphabetical order by city, the area correspondence files often contain correspondence, area board minutes, and information on how different JA programs operate in a particular location. Area Financial Reports, filed annually are found in the Finance Team Records. For a listing of Junior Achievement Areas and locations, please consult the appendix. This series also contains information on conferences and meetings for the area staff and subject correspondence related to the activities of the area relations staff.

The Communications and Marketing Team files include information about how JA markets itself to the public. Records of three of JA's major public events, National Business Hall of Fame, National Business Leadership Conference, and JA Golf Tournament, are part of this series. Area Marketing Plans from each area to the national office describe an area's plan for marketing and fund raising. Subject correspondence from staff on various events and speeches are also part of this series.

The Education Team files contain the materials JA takes into the schools. This is the largest portion of JA's records and documents all of JA's programs and their evolution. The series has four main components: general education correspondence about the team and planning; JA programs, what JA takes into the classroom and how it developed; school credit and JA's entrance into the classroom; school to work, a program for taking skills from the classroom to the workplace; and surveys on JA's educational programs. The majority of the records are found in the JA Program Files. Divided by education level, they contain information on college, elementary, middle school, and high school programs developed by JA. Included in these records are texts, manuals, consultant kits, the National JA Company Conference (NAJAC), reports, surveys, newsletters, and software information.

The Finance Team is responsible for maintaining the financial record of the organization. These files include audits for JA, Inc. and area financial information. Materials included from the areas are audits, tax returns, and reports on finances submitted to JA, Inc. for determining the area franchise fees.

Human Resources Team information includes information about work life at JA. Employee training materials and seminar packets are the main bulk of this team's information.

Information Services Team materials include statistical information on programs and areas operating JA programs.

Public Affairs Team records include press and media releases about JA programs. Also included are scrapbooks of newspaper articles about JA programs and activities.

Resource Generations Team is the fund raising branch of JA. This team is responsible for securing the funding for the programs that JA operates. These files include correspondence, fundraising information, proposals, campaign materials, and Alumni



Association information. Information for smaller, more localized events like bowl-athons is included in these records.

**Publications, 1929-1999**, include a variety of information published by and about Junior Achievement. These publications include JA's newsletters, magazines, and annual reports. It also includes biographies of the founders of JA. Other publications include manuals and handbooks for JA staff in the areas of fund raising, area relations, marketing, and procedures.

**Scrapbooks, 1958-1990**, include four scrapbooks that document different areas of JA. Two of the scrapbooks are from Junior Achievement Areas in Indiana and Iowa. These include newspaper clippings and some programs from these areas. The Something Else...Something Better: A JA Company scrapbook was created by a JA company documenting their activities and the progress of the company. The last scrapbook on the middle school program, The Economics of Staying in School, was created as part of an award nomination. The scrapbook highlights how the program works and the different teaching methods it incorporates.

**Photographs, 1920s-1990s**, include posed and candid photographs of JA activities. A majority of the photographs come from the conferences sponsored by JA including the NAJAC Conference and the National Training Seminar in the 1980s. Other photographs include a selection of education and historical images.

**SERIES LIST**

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Board of Directors Records, 1921-2000</b>		
Minutes		
Annual Corporation Meeting, 1959-1975, 1994	1	1-4
Board of Directors		
Minutes		
1926-1942, 1959-1969, 1971-1982	1	5-14
1982-1991	2	1-31
1991-1994, 1997-2000	3	1-20
1971	5	1
Photographs, 1970s-1990s	93	21
Eastern States Agricultural and Industrial League, 1921-1926	3	21
Executive Committee		
1942-1951	3	22-25
1952-1969	4	1-8
1969	5	1
Springfield Foundation, 1921, 1930-1935	5	2-3
<b>Senior Management/Executive Office Records, 1957-2001</b>		
Annual Team Expectations, 1992-1993	5	4
Benchmark Study		
Awareness and Perceptions Study of JA's Key Target Audiences, 1997	5	5
The Future of JA, 1997	5	6
JA External Audience Research, 1997	5	7
JA Internal Audience Research, 1997	5	8
Quantitative Research, 1997	5	9
Survey, 1997	5	10
Guide to the National Organization, 1950s	5	11-13
Headquarters		
Building Plan		
1986	5	14
1998 (oversized)	OV2	
Dedication		
1925, 1949, 1987	5	15
1987 (oversized)	104	9
Incorporation, 1926 (oversized)	104	4
Photographs and Slides		
ca. 1980	93	29
1986-1990s	95	26-29
Relocation Committee, 1986-1987	5	16
Service Role, 1973, 1991	5	17
Slide Presentations, 1977	5	18
Trademark and Emblem, 1928 (oversized)	104	4

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Senior Management/Executive Office Records, 1957-2001 (cont.)</b>		
ImACT		
Correspondence, 1996-1999	5	19-22
Meetings, 1998-1999	5	23-24
Online, 2001	5	25
Progress, ca. 1996	5	26
Restructuring JA, 1997	5	27
Strategic Planning, 1996	5	28-29
JA International Business and Organizational Plan, 1992	5	30
Long-Range Planning, n.d.	5	31
National Leadership Conference/ National Staff Conference/National Training Seminar/Headquarters Staff Conference		
Awards, 1966, 1973-1975, 1978-1979, 1982-1985, 1987, 1991-2001	6	1-3
General Information, 1982-1989, 1991-1994, 1996-2000	6	4-14
Minutes, 1957-1969, 1973, 1975	6	15-18
Photographs and Slides		
1956, 1958, 1979-1980, 1982	95	9-12
1982, 1984, 1986-1990	96	3-14
National Staff Charts, 1984	6	19
Office Correspondence		
Administrative Vice President		
Joseph Francomano		
Correspondence		
1962-1963	6	20-22
1964-1965, 1970-1973	7	1-14
Speeches, 1970-1971	7	15-16
Executive Vice President & Chief Operating Officer		
Marty Lee		
Achievementyou.com, 2000	7	17
Area Relations		
Client Relations Meeting, 1998	7	18
Conference Call, 1999	7	19
Indebtedness, 1999	7	20
Information, 1998-1999	7	21
Team Retreat, 2000	7	22-23
Basic Beliefs, 1998	7	24
Board Leadership Seminars, 1998	7	25
Building Renovation, 1998	7	26
Chairman's Advisory Council, 1999-2000	7	27
Chick-Fil-A, 1999	7	28
Compensation/Review Timetable, 1998	7	29
Consulting Agreements, 2000	7	30
Correspondence		
Davis, Tedd, 1998-2000	7	31

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Senior Management/Executive Office Records, 1957-2001 (cont.)</b>		
Marty Lee Files (cont.)		
Evans, Frank, 1999	7	32
General Correspondence		
1998-1999	7	33
1999-2000	8	1
Hanley, Michele, 1999	8	2
Harder, Peter, 1999-2000	8	3
Hayes, Jim, 1999-2000	8	4
Holladay, Jack, 1999-2000	8	5
Huff, Teri, 2000	8	6
Rosemurgy, Steve, 1998-1999	8	7
Stryganek, Frank, 1999-2000	8	8
Thibodeaux, Buzzy, 2000	8	9
Van Scotter, Richard, 1999	8	10
Vessels, Ann, 1999-2000	8	11
Customer Service, 1998-1999	8	12
Deployment Survey, 1994	8	13
Expense Policy, 1999	8	14
High School Roll Out, 1999	8	15
Hook Award, 1999	8	16
JA International, 1998	8	17
JA Program Evaluations, 1998	8	18
JASCO, 1998	8	19
Las Vegas Action Learning Project, 1999-2000	8	20
Leadership Academy, 1998-2000	8	21
Medical Insurance, 2000	8	22
Mission Statement, 1997	8	23
Moore North America, 2000	8	24
One Fee, 1998-1999	8	25
Operating Agreement, 1998	8	26
Pension Actuarial Report, 1997	8	27
Performance Incentive Plan, 1998-1999	8	28
Performance Learning, 1999	8	29
Points of Contact, 1999-2000	8	30
Rock-n-Bowl, 1999	8	31
Senior Management Team Retreats, 1999-2000	8	32
Shandwick, 1998	8	33
Summit Awards, 1998-2001	8	34
Teams		
Budgets, 1999	8	35
Leadership Training, 1997	8	36
Meetings, 1998-1999	8	37
Retreat, 1999	8	38

**CONTENTS**

**Senior Management/Executive Office Records, 1957-2001 (cont.)**

	<b>BOX</b>	<b>FOLDER</b>
Marty Lee Files (cont.)		
Towne Hall Meetings, 1998	8	39
Wednesday Report, 1998-2000	8	40-41
Y2K, 1998-1999	8	42
General Counsel & Senior Vice President Human Resources		
Ann Vessels		
Accreditation, 1997-1998	8	43-44
Alignment, 1997-1998	8	45
America's Promise, 1998	8	46
Annual Report Card, 1997	8	47
Areas		
Arizona, 1998	8	48
Ashland, KY, 1998	8	49
Cadillac, MI, 1992	8	50
Detroit, MI, 1998	8	51
Intermediate Areas, 1997	8	52
Phoenix-Tucson Merger, 1998	8	53
Raleigh, NC, 1997	8	54
Rocky Mountain JA, 1994	8	55
Sacramento, CA, 1998	8	56
San Antonio, TX, 1998	8	57
South Central Michigan JA, 1997	8	58
Texas State Meeting, 1997	8	59
Washington DC JA, 1998	8	60
Wichita, KS, 1998	8	61
Articles, 1995	8	62
Board Effectiveness Model, 1997	8	63
Centers of Excellence, 1997	9	1
Chairperson's Leadership Seminar, 1997-1998	9	2
CSO Transitions, 1997	9	3
Client Relations, 1997	9	4
Contributor Information, 1995-1997	9	5
Credit Alert Areas, 1997-1998	9	6
Development Officers, 1998	9	7
Field Fund Raising, 1997-1999	9	8
Finances, 1998	9	9
Franchises		
Assessment and Evaluation – Chicago, 1997	9	10
General, 1997-1998	9	11
Service, 1997	9	12
Statistics, 1997	9	13
Visit Information, 1998	9	14
Fund Raising, n.d.	9	15

**CONTENTS**

**Senior Management/Executive Office Records, 1957-2001 (cont.)**

	<b>BOX</b>	<b>FOLDER</b>
Ann Vessels Files (cont.)		
General Counsel, 1997	9	16
Holladay, Jack, 1997	9	17
JA General, 1997	9	18
Mbise, Lamech, 1997-1998	9	19
Mentoring, 1997	9	20
Nonprofit Strategic Plan, 1997	9	21
Phone Blitz, 1998	9	22
Points of Lights, 1996-1997	9	23
Position Descriptions, 1998	9	24
Quality Steering Council, 1997	9	25
Radio City Music Hall Event, 1998	9	26
Raisor's Edge, 1997	9	27
Rose, Irene, 1997	9	28
Satellites, 1997	9	29
SCAN, 1997-1998	9	30
Speeches, 1997	9	31
Statistics, 1997	9	32
Strategic Delivery Services, 1998	9	33
Summit Cities, 1997-1998	9	34
Supreme Court of Appeals Committee, 1997-1998	9	35
Telluride Property-Carsten, 1997	9	36
Training, 1998	9	37
VISA, 1996-1997	9	38
Xerox Kidexecs, 1998	9	39
President's Files		
Area Information		
Area Presidents, 1996-1999	9	40
Correspondence (see Appendix for Area List)		
A-C, 1978-2000	9	41-67
C-H, 1981-2000	10	1-43
H-N, 1982-2001	11	1-44
N-T, 1988-2001	12	1-59
T-Y, 1975-2000	13	1-14
Board Member Survey, 1985	13	15
Karl Flemke		
Biography, 1948-1988	13	16
Speeches, 1974-1988	13	17-18
Former Board Member Correspondence		
A-C, 1977-2000	13	19-15
C-J, 1977-2001	14	1-53
K-V, 1976-2000	15	1-56
V-W, 1976-1989	16	1-4

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Senior Management/Executive Office Records, 1957-2001 (cont.)</b>		
President's Files (cont.)		
General Meetings, 1984	16	5
James Hayes		
Clippings, 1998	16	6
Correspondence, 1999-2000	16	7-23
Speeches, ca. 1990s	16	24
Johnston Company		
A Study of Growth Strategies, 1980	16	25
Correspondence, 1979-1982	16	26
Evaluation of Semester Program, 1982	17	1
Growth Plan, 1977-1986	17	2-3
Growth Strategies for JA, 1980	17	4
Teen Survey, 1978	17	5-6
Members of the Corporation, 1993-1996, 1998	17	7-8
Presidential Summit, 1997	17	9-11
Policies, 1950, 1957, ca. 1972	17	12
Russia JA		
Correspondence, 1991-1992	17	13
Moscow Business Conference, 1991-1992	17	14-15
Statistical Analysis of Current Divisions, 1979	17	16
Strategic Direction of the Organization, 1987-1988	17	17
Strategic Plan, 1986-1987	17	18
Team Minutes		
1996-1997	17	19-24
1998-2000	18	1-8
Updates, 1992-1994	18	9
Vision '99		
Area Input, 1993-1994	18	10
Board Effectiveness Model, ca. 1990s	18	11
Board of Director's Meeting, September 1993	18	12
Correspondence, 1993-1994	18	13-14
President Roundtable Meeting, 1994	18	15
Program Development, 1993	18	16
Strategic Plan, 1993-1994	18	17
Strategic Planning Workbook, ca. 1993	18	18
Vision Task Force Meeting, 1992-1995	18	19-27
Who's Who in National Leadership, 1972/73-1973/74, 1975/76, 1978/79-1979/80, 1981/82-1984/85, ca. 1987, 1989-1991	18	28-29
<b>Team Records, 1920-2002</b>		
Area Relations Team Records		
Alumni Association, 1992	18	30

**CONTENTS****Team Records, 1920-2002 (cont.)**

## Area Relations Team Records (cont.)

## Area Correspondence (see Appendix for Area List)

1991-1996

	<b>BOX</b>	<b>FOLDER</b>
A	18	31-34
A-N	19	1-29
N-R	20	1-6

1994/95, 1997-2000 (oversized)

104 2-3

1997-1998

A-M	20	7-49
M-S	21	1-35
S-T	22	1-29
T-Y	23	1-27

1998-1999

A	23	28-30
A-C	24	1-32
C-E	25	1-32
E-L	26	1-34
L-P	27	1-36
P-S	28	1-33
S-W	29	1-35
W-Y	30	1-9

1998-1999 (oversized)

OV2

1999-2000

A-F	30	10-61
F-S	31	1-73
S-Y	32	1-38

Cultivation, 1991-1995

32 39

Florida, 1995-1998

32 40-41

General Information, 1990-1992

32 42

## Intermediate Areas

## Areas

A-K, 1992-1994	32	43-58
M-W, 1992-1994	33	1-11
Board Chairman, 1991-1993	33	12
Budgets, 1990-1991	33	13
JA Company, 1987-1992	33	14
Management Analysis Planning System, 1993-1994	33	15

Ohio, 1996-1998

33 16

ASSIST, 1991-1992

33 17

Black MBA Association, 1992-1994

33 18

CSO Hiring, 1991-1992

33 19

Chairman's Club Campaign, 1992

33 20

Chapter One, 1993

33 21



**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Area Relations Team Records (cont.)

	<b>BOX</b>	<b>FOLDER</b>
Chicago K-6 Readiness, 1990-1991	33	22
Child Abuse Training, 1994	33	23
Clinic '64, 1964	33	24
Colorado Springs Nonprofit Center, 1993	33	25
Communications Audit, 1991	33	26
Company Program, 1992	33	27
Compensation Task Force, 1990-1994	33	28-29
Compliance, 1982-1992	33	30
Credit Alert Areas, 1993-1995	33	31
Customer Service Survey, 1988, 1992	33	32
Customer Service Team, 1999	33	33
Dayton and Miami Valley Company Kits		
1994-1995	33	34
1994-1995 (oversized)	104	1
Dimensions in Leadership, 1991	33	35
Distinguished Graduate Award, 1992	33	36
Diversity, 1992	33	37
Drug-Free Workforce, 1992-1994	33	38
Employee Recognition Program, 1993	33	39
Equi-Comp, 1991-1994	33	40
Field Operations Advisory Committee (FOAC)		
Correspondence, 1989, 1997-1998	33	41-43
Field Operations Reports		
1991-1995	33	44-46
1995-1996	34	1
Minutes, 1990-1997	34	2-13
High School Program		
Cyberbizness, 1998-1999	34	14
E-High School, 1999	34	15
Tactics, 1999	34	16
Historical Information, 1944-1990s	34	17
Incentive Programs, 1993	34	18
Individual Giving, 1992-1993	34	19
Instructional Models, 1991	34	20
Interviewing, 1992	34	21
JA International, 1996-1997	34	22
Junior Achievement Management System, 1993-1994	34	23
JA Month, 1992	34	24
JA Program Names, 1992	34	25
JASCO, 1991	34	26
K-6		
Evaluation, 1992-1993	34	27

**CONTENTS****Team Records, 1920-2002 (cont.)**

## Area Relations Team Records (cont.)

## K-6 (cont.)

	<b>BOX</b>	<b>FOLDER</b>
General, 1991-1993	34	28-29
Implementation Fund, 1993	34	30
Readiness Seminar, 1992	34	31
Self-Assessment, 1992	34	32
Leadership Institute Task Force, 1992-1993	34	33
Marketing, 1991-1992	34	34
Marketing Planning Meeting, 1992	34	35
Metaplan, ca. 1990s	34	36
Metro I		
Benchmarking Data, 1994-1995	34	37
MAPS, 1996-1997	34	38
Summit Award, 1995-1996	34	39
Metro II		
Benchmarking Data, 1994-1995	34	40
MAPS, 1996-1997	34	41
Summit Award, 1995-1996	34	42
Metro Areas		
Forecast, 1993	34	43
Full-Time Equivalency Reports, 1994-1997	35	1
General Information, 1991-1993	35	2
Metro Roundtable Discussions, 1990, 1996, 1998-1999	35	3-6
Program Points, 1990-1994	35	7
Ranking, 1994-1995	35	8
Response, 1999	35	9
Mid-Year Update, 1991-1993	35	10
Miles, Kirk, 1991	35	11
Minority Marketing, 1992-1993	35	12
National Association of Private Enterprise, 1992	35	13
National Center for Nonprofit Boards, 1990-1993	35	14
National Contribution Survey, 1990-1992	35	15
National Update, 1991-1992	35	16
Office Depot, 1994	35	17
Ohio State Meeting, 1991	35	18
Partners Campaign, 1992	35	19
Pension Management Committee, 1991-1994	35	20-22
Pre-Visit Questionnaire, 1993	35	23
President's Roundtable, 1991-1994, 1996, 1998, 2000	35	24-31
Regions		
Meetings, 1984-1985, 1999-2000	35	32-34
Training, 1998	35	35

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Area Relations Team Records (cont.)		
Summit Award		
Districts, 1993-1996	35	36-38
Task Force, 1993	35	39
Taco Bell, 1996	35	40
Communications and Marketing Team		
Accountabilities, 1987-1989	36	1
Ad Council Proposal, 1992	36	2
Area Marketing (see Appendix for Area List)		
A-S, 1990-1999	36	3-72
S-W, 1990-1996	37	1-12
Assignments, 1992	37	13
Corporate Identity Standards, 2001	37	14
Education Reform, ca. 1990s	37	15
Flaherty, Tina, 1993-1994	37	16
Flemke (Karl) Article, 1994	37	17
Four-Day Work Week Focus Group, 1996	37	18
Future Unlimited Banquet, 1951, 1954, 1958	37	19
Golf Tournament		
General Information, 1988-2000	37	20-21
Slides, 1993	95	23
Tournament Comparisons, 1987	37	22
Guarantee Program, n.d.	37	23
Horace Moses Stamp, 1981	37	24
Inter-Office Memos, 1996-1997	37	25
JA History Publication, 1988	37	26
K-6 Program, 1991-1992	37	27
Millionaire Celebration, 1988	37	28
National Awards Program Steering Committee, 1995-1997	37	29
National Business Hall of Fame		
General Information, 1976-1981, 1983-1998, 2000-2002	37	30-39
<i>Legacy of Leadership</i> , 2000	37	40
Photographs, 1983-1984, 1990, 1998, 2001	94	3-4
National Business Leadership Conference		
General, 1975-1993	38	1-9
Photographs and Slides		
1979-1982, 1987-1988	94	5-13
1982, 1987-1988	95	30
Newsletters		
Weekly Report, 1988	38	10
Weekly Update, 1984-1987	38	11
Partnerships in Education, 1991	38	12
PERC Chart, 1987	38	13

**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Communications and Marketing Team (cont.)

Posters

1991-1997 (oversized) 104 1

1994-2001 (oversized) OV2

Press Releases, 1984-1985 38 14

Program Growth, 1990-1991 38 15

Promotional Mailings, 1996-1997 38 16

Retiree Lunch, 1993 38 17

Speeches

Flemke, Karl, 1992-1994 38 18

Flemke (Karl) Research, 1992-1994 38 19

General, 1990-1994 38 20

Hayes, Jim, 1991-1992 38 21

Team Retreat, 1993 38 22

Vision for the 1990s, ca. 1980s 38 23

Education Team Records

Administration

Education Area Files

General (see Appendix for Area List)

1975-1990

A-C 38 24-52

C-L 39 1-63

L-S 40 1-49

S-Y 41 1-33

1990-2000

A-B 41 34-56

B-H 42 1-45

H-N 43 1-42

N-T 44 1-55

W-Y 45 1-15

Photographs, 1982-2000 93 26

Vice President Correspondence

1990-1991, 1994-1996 45 16-28

1996, 1999 46 1-6

Correspondence

Character Education, 1996 46 7

Child Abuse Policy, n.d. 46 8

Curriculum Strategy, 1985-1988 46 9

Economic Education Research, 1980-1992 46 10

Education Restructuring Plan, n.d. 46 11

Ethics, 1985-1990 46 12

Evaluation of Elementary and Middle School Programs, 1997 46 13

Facts and Figures, 1971-1980 46 14

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
Film Entries		
Council on International Non-theatrical Events, 1989-1990	46	15
National Educational Film and Video Festival, 1989-1990	46	16
U.S. Film and Video Festival, 1989	46	17
Internal Revenue Service, 1988	46	18
JA Guarantee, ca. 1987	46	19
JA Programs and the Scans Report, n.d.	46	20
Local Agencies, 1958-1977	46	21
Membership and Attendance Summary, 1972-1979	46	22
Millionaire Campaign, 1987-1988	46	23
Newsletters		
<i>Curriculum, Research, and Development Newsletter</i> , 1989-1995	46	24
<i>Curriculum Update</i> , 1987-1998	46	25
<i>Education Report</i> , 1986-1996	46	26
<i>Program Activity Update</i> , 1976-1978, 1986	46	27
<i>Software Update</i> , 1986-1988, 1995, 1998	46	28
Project Math, 1993	46	29
Project Success, 1990	46	30
Proposals, 1989-1992	46	31
Recruiting, 1973	46	32
Scope and Sequence, ca. 1990	46	33
State Liaison, 1980, 1992	46	34
Statistics, 1958-1968, 1971-1976, 1978	46	35
Strategic Planning, 1985	46	36
Summit '92 K-12 Education, 1992	46	37
Task Force, 1987-1989	46	38
Transparencies, 1979-1990	46	39
Video Guides, 1997-2000	46	40
<i>Wall Street Journal</i>		
Amelior Foundation, 1991-1996	46	41
Class Books		
1991, 1994-1995	46	42
1995	47	1
Participation, 1992-1997	47	2-3
Posters		
1993-1994	47	4
1994-1995 (oversized)	OV2	
Wall Street Journal Classroom Edition, 1991, 1994-1995 (oversized)	104	7-8
Whole School Strategy, 1993-1996	47	5
Wirthlin Study, 1990	47	6
Women's Issues, 1987-1993	47	7

**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Education Team Records (cont.)

	<b>BOX</b>	<b>FOLDER</b>
Workforce Readings, 1987-1996	47	8
Year of the Consultant, 1988-1989	47	9
Year of the Educator, 1988-1989	47	10
Years of Leadership, 1991	47	11

Programs

Achiever Photographs, 1970s-1980s	93	8-14
Program CD, 2001	99	10

College

Applied Management, 1987-1991	47	12
-------------------------------	----	----

Elementary

ABCs of Business and Living, 1989	47	13
Area Self-Assessment, 1991	47	14
Awards, 1991-1993	47	15
Board Correspondence, 1991-1992	47	16
Budget, 1996-1997	47	17

Committees

Blue Ribbon Committee, 1990-1991	47	18
Elementary Advisory Committee, 1991	47	19
Elementary School Market, 1990-1992	47	20

Consultants

Antell, Gus, 1989-1990	47	21
Banaszak, Ronald, n.d.	47	22
Bergquist, Wilbur, 1993	47	23
Boyd, Carl, 1992	47	24
Chait, Michael, 1992	47	25
Davenport, Joni, 1992	47	26
Davis, Sharryl, 1991	47	27
Eckles, Robert and Dolores, n.d.	47	28
Gair, Connie, 1992	47	29
Goldstein, Phyllis, 1991	47	30
Guidelines, 1992	47	31
Kern, Steven, 1991	47	32
McGuire, Linda, 1990	47	33
Muhammad, Kimberly, 1990	47	34
Patterson, Susan, 1990-1991	47	35
Pullman, Burke, 1991	47	36
Schwammberger, Betsy, 1990	47	37
Simmons, Barry and Diane, 1992	47	38
Sixth Grade Activity Drafts, 1992	47	39
Stone, Jeff and Yvette Duncan, 1994	47	40
Swan, Sandra, 1990	47	41
Training Video, n.d.		V0005

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
Elementary Program (cont.)		
Consultants (cont.)		
Van Scotter, Pam, 1989	47	42
Yeager, David, 1991	47	43
Curriculum Audit, 1993-1994	47	44
Development, 1991-2000	47	45
Development and Implementation Plan, 1992-1997	47	46
Elementary School Programs, 1994	47	47
Endorsements, 1992-1993	47	48
Evaluations		
Correspondence, 1992-1994	47	49
Formative Evaluations, 1993	47	50
Memphis, 1992-1993	47	51
Field Memos, 1990-1993	47	52
Focus Groups, n.d.	47	53
Funding, 1986-1994	47	54
General Information, 1989, 1992-1994	47	55
History		
Correspondence		
1989-1995	47	56
1989-1995	48	1
Design, ca. 1992	48	2
Program Numbers, 1992-1993	48	3
Implementation Plan, ca. 1992	48	4
Information Packet, 1990-1993	48	5
Instructional Model, n.d.	48	6
K-6 Initiative Business Plan, 1993-1994	48	7
Kellogg Foundation, 1987-1992	48	8
Lemonade Stand, 1991-1995	48	9
Memphis State Proposal, 1994	48	10
Mutchler (Jerry) Correspondence, 1990-1992	48	11
Name/Trademark Search, 1991-1992	48	12
National Student Savings Week, n.d.	48	13
Overview/Objectives, 1994	48	14
Parent Component, 1995-1998	48	15-16
Pilot Cities, 1989-1990	48	17
Photographs, 1970s-1980s	93	28
Position Paper, n.d.	48	18
Presentations		
Fort Worth, n.d.	48	19
In-School Programs Management, 1991	48	20
Information Packets, ca. 1990	48	21

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
Elementary Programs (cont.)		
Presentations (cont.)		
Regional Training Seminar, 1991	48	22
Program Costs, 1992-1995	48	23
Programs		
Business Basics		
A Comprehensive Evaluation Overview, 1987	48	24
Girl Scouts, 1990	48	25
Instructor Plans, 1987	48	26
Marketing Education Partnership, n.d.	48	27
Photographs and Slides		
ca. 1980	93	21
1984, 1992	95	18
Program Kits		
Audio Cassettes, 1980-1981	100	19
Printed Materials		
1980-1981, 1984, 1986-1987, 1989, 1991-1993	48	28-32
1980/81, 1984, 1987, 1989, 1991/93 (oversized)	OV2	
Staff Manual, 1980-1981	48	33-34
Task Force, 1983-1988	48	35
Training, 1988	48	36
Exchange City		
Correspondence, 1996-1999	48	37-38
Exchange City Replication National Advisory Committee, 1997	48	39
Learning Comes to Life at Exchange City, ca. 1997	48	40
Proposal, ca. 1999	48	41
Our City		
Comments, 1997-1998	48	42
Consultant Program Kit Sample, 1993-1995	106	
Extended Activities, 1994	48	43
Instructional Material		
1991-2001	48	44-49
1991-2001 (oversized)	109	
1991-2001 (oversized)	OV2	
Our Community		
Comments, 1997-1998	48	50
Consultant Program Kit Sample, 1991	107	
Extended Activities, 1994	48	51
Instructional Material		
1990-1998	48	52-57
1999-2001	49	1



<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
Elementary Programs (cont.)		
Our Community Instructional Material (cont.)		
1993-2001 (oversized)	OV2	
Money and Banking Audio Cassette, 1991-2001	101	10-11
Our Families		
Audio Cassettes		
Extended Activities, 1994	101	8
Talking Tools, 1996-2001	101	18
Comments, 1997-1998	49	2
Consultant Program Kit Sample, 1993-1995	106	
Extended Activities, 1994	49	3
Instructional Material		
1991-2003	49	4-10
1991-2003 (oversized)	109	
1991-2003 (oversized)	OV2	
Our Nation		
Comments, 1997-1998, 2000	49	11
Consultant Program Kit Sample, 1993-1995	106	
Extended Activities, 1994	49	12
Instructional Material		
1992-2001	49	13-17
1992-2001 (oversized)	OV2	
Our Region		
Comments, 1997-1998	49	18
Consultant Program Kit Sample, 1993-1995	107	
Extended Activities, 1994	49	19
Instructional Material		
1992-2001	49	20-24
1991-2001 (oversized)	OV2	
Video, 1997		V0016
Our World		
Audio Cassette: It Takes a World to Provide, 1993-1996	101	12-14
Comments, 1997-1998	49	25
Consultant Program Kit Sample, 1993-1995	105	
Extended Activities, 1994	49	26
Instructional Material		
1992-2001	49	27-31
1993-2001 (oversized)	OV2	
Ourselves		
Comments, 1998	49	32
Consultant Program Kit Sample, 1993-1995 (oversized)	105	
Extended Activities, 1994	49	33

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
Elementary Programs (cont.)		
Ourselves (cont.)		
Instructional Material		
1992-2003	49	34-39
1992-2001 (oversized)	OV2	
Video, 1997		V0017
Quik Kit for K-6 Funding, ca. 1980s	49	40
Rico and the Roller Skates, 1992	49	41
Sixth Grade Music, 1993	49	42
Software, 1991-1993	49	43
Task Force Meeting, 1991	49	44
Technology Audit, 1995	49	45
Tiger Team		
Materials, 1990-1991	49	46
Meetings, 1990	49	47
Training Package, 1992	50	1
Video, 1991	50	2
Whole School Marketing Strategy, 1993	50	3
High School		
Achiever Photographs		
1970s-1990s	93	41
1970s-1990s	94	1
Correspondence		
Advisory Panel, 1994	50	4
Economic Education Marketplace Database, 1997	50	5-6
Internships, 1997	50	7
Task Force, 1995, 1997	50	8-9
An International Sporting Event, 1994	50	10
Applied Economics/JA Economics		
Advanced Placement, 1987	50	11
Anti-AE Campaign, 1983	50	12
Applied Economics by Satellite, 1990-1991	50	13
At-Risk Supplement, 1989	50	14
Audio-Visual Kits		
Audio Cassettes, 1982, 1986	100	1-14
Printed Materials, 1985-1986	50	15
Slides, 1982, 1986	102	
Bibliography, 1982-1983	50	16
Business Case Studies, 1986	50	17
Canada		
Applied Economics Evaluations, 1994	50	18
Correspondence, 1988-1995	50	19

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
High School Programs (cont.)		
Applied Economics (cont.)		
Canada (cont.)		
Program Materials, ca. 1990s	50	20
Cash-Free Student Company		
Correspondence, 1987-1991	50	21
Workbook, 1989	50	22
Cinemaker's Agreement, 1983-1984	50	23
Correspondence, 1980-1983	50	24-25
Diagnostic Tests, 1986, 1993-1994, 1996-1997	50	26-27
Educational Testing Service, 1986-1987	50	28
Evaluation Advisory Committee, 1983	50	29
Evaluations		
1983	50	30
1984-1987, 1989, 1993	51	1-2
Funding Proposals, 1983-1985	51	3-4
Hewlett Packard Task Force, 1984	51	5
History, 1982-1988	51	6-9
International Trade Video, 1990		V0001
Joint Council of Economic Education, 1982-1985	51	10
Junior College Version, 1984-1987	51	11
Marketing Kit, Part 2		
Audio Cassettes, 1984	100	15-18
Slides, 1984	102	
Name Change, 1985-1988	51	12
Newsletters		
<i>Newsworthy Notes</i> , 1990-1992	51	13
<i>Talks to Teachers</i> , 1989-1994, 1996	51	14
<i>Talks to Teachers</i> Proposal, 1990-1994	51	15
Ninth Grade, 1987-1988	51	16
Oklahoma State University, 1988-1991	51	17
Photographs, 1970s-1980s	93	19
Portfolio Project, 1985	51	18
Program Implementation Package, 1990, 1992	51	19-20
Program Materials		
1982-1984	51	21-29
1984-1992	52	1-25
1993-1996, 1998-2000	53	1-22
1982, 1993-1998 (oversized)	103	21-23
Proposal for Implementation, 1982	53	23
Report, 1991	53	24
Reviews, 1984-1987	53	25-26

**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Education Team Records (cont.)

High School Program (cont.)

Applied Economics (cont.)

Rural Expansion Program

Implementation Manual, ca. 1987

53 27

Planning Materials, ca. 1988

53 28

Report, 1988

53 29

Software

Automatic Test Generator

1987, 1991-1994

53 30

1996-1999

54 1

Financial Applications, 1983, 1986-1987

54 2

Macroland

Correspondence, 1991-1998

54 3

Lovell, Michael, 1992-1993

54 4

Program Materials, 1991, 1997-1998

54 5

Management and Economic Simulation (MESE)

Black Tie MESE, n.d.

54 6

Contest, 1989-1993

54 7

Correspondence, 1986-1998

54 8

International, 1993-1995

54 9

MultiMESE, 1995

54 10

Program Materials, 1983-1988, 1990-1991, 1999

54 11-15

Student Company Software, 1986-1992, 1997-1998

54 16-19

Spectrum, 1990

54 20

Staff Manual, 1981, 1983

54 21-22

Student Activities, 1984

54 23

Summer School, 1988

54 24

Task Force, 1989-2000

54 25

Teacher/Consultant Planning Video, 1990

V0002

Teacher Training, 1992-1993

54 26-28

Texas Manual, 1985

54 29-30

Text, 1984-1986

54 31

Trimester, 1985-1987

54 32

World Cup Activity, 1993-1994

54 33

Video Series Planning Guide, ca. 1989

54 34

Business and Economic Careers

Accounting, 1994

54 35

Correspondence, 1991-1993

54 36-37

Curriculum Development, 1991-1993

54 38

Early Economic Education, 1993

54 39

Efficacy, 1993

55 1

Manual, 1991

55 2

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
High School Programs (cont.)		
Business and Economic Careers (cont.)		
Marketing Strategies, 1992	55	3
National Urban League		
General Information, 1990-1992	55	4
Photographs, ca. 1991	95	16
Philip Morris Corporation, 1991	55	5
GLOBE		
Correspondence, 1994-1997	55	6
Program Materials		
1993-1994, 1999-2001	55	7-10
1999-2001 (oversized)	103	20
Groundhog Job Shadow Day		
Circulation, 1999-2000	55	11
General Information, 1997-1998, 2000-2002	55	12-16
JA Headquarters, 1999-2000	55	17
Public Service Announcements CD, n.d.	99	8
JA BASE		
Arts and Entertainment, 1999-2001	55	18
Posters, 1999-2001 (oversized)	103	12
Proposal, 1997-1998	55	19
Sports, 1999-2001	55	20
Videos, n.d.		V0010- V0012
JA Company		
Achiever Recruiting, 1951-1978	55	21-23
Advisor Program Notebook, ca. 1979	55	24
Advisor Recruiting, 1985	55	25
Advisor Training, 1978-1980	55	26
Business Center Manual, n.d.	55	27
Canada Adviser Manual		
1985	55	28
1985 (oversized)	103	17
Canada Director Guide, 1987	55	29
Canada Sample Records System		
1985	55	30
1985 (oversized)	103	18
Charters, 1976-1980	55	31
Community Kit, 1981	55	32
Company Awards, 1979-1993	55	33
Company Service Manual, 1982	55	34
Company of the Year Contest, 1986-1987	55	35

**CONTENTS****Team Records, 1920-2002 (cont.)**

## Education Team Records (cont.)

## High School Program (cont.)

## JA Company (cont.)

	<b>BOX</b>	<b>FOLDER</b>
Correspondence, 1986-1996	55	36
Doug Wyles Productions, 1982	55	37
ECON USA, 1973, 1979-1981	56	1
Effectiveness Study, 1967	56	2
Evaluation Summary, 1986-1987	56	3
Forms, 1940s-1980s	56	4
Future of the Program, 1989	56	5
General Information Manual, 1971-1972	56	6
Handicapped Students, 1971-1999	56	7
High School Operations Manual, ca. 1980	56	8
History, ca. 1995	56	9
Implementation Guide, ca. 2001	56	10
Liquidation Manual, 1967	56	11
National JA Company Conference (NAJAC)/International Student Forum		
Newsletters		
Achiever, 1972, 1974-1978, 1980-1983, 1985, 1988 (oversized)	103	7-11
Conference News, 1949, 1953, 1955-1958, 1960- 1962, 1964-1969, 1975-1976	56	12-13
Daily Herald-Telephone, 1965-1966, 1968 (oversized)	103	2-3
Sunday Herald-Times, 1972-1974 (oversized)	103	4-6
Panorama Photograph Identification Keys, 1965-1966, 1968-1970, 1973, 1977	56	14
Photographs		
1944, 1947-1950, 1953-1955, 1957-1959, 1961-1962, 1964, 1966-1972, 1974-1978, 1987-1988	94	14-39
ca. 1970s-1990s	95	1-2
1949, 1952-1956, 1959, 1961-1977, 1979-1980, 1982-1983, 1986-1988, 1990 (oversized)	OV3	
Program Materials, 1944, 1952, 1970-1990, 1992-1993	56	15-18
Slides		
1979, ca. 1980	95	31-35
1987	96	1-2
Officer of the Year Test Books, 1977, 1979, 1980, 1983, 1987, 1992	56	19
Officer Training, 1967-1976	56	20
Operations, 1946-1977	56	21
Partnership Manual, 1975-1976	56	22

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
High School Program (cont.)		
JA Company (cont.)		
Patents, n.d.	56	23
Pilot Evaluation, 1990-1992	56	24
Posters, 1960s-1990s (oversized)	OV2	
Preview Sites, 1996	56	25
Product Ideas, 1962-1979, 1987-1998	56	26-39
Program at a Glance, 1995-1996	56	10
Program Materials (includes Advisor/Consultant Manuals, Company Kits, Student Manuals and Text Books)		
ca. 1920s, 1944-1945, 1950, 1954-1956	56	41-45
1960-1972/73, 1975-1981/82	57	1-31
1981/82-1991, 1996-1997, 2001-2003	58	1-20
1976-1983, 1985-1988, 1991, 1996-1997, 2001-2003 (oversized)	OV2	
Purpose Statement – 25 Week Program, ca. 1980	58	21
Recruiting Slides and Films, 1953-1984	58	22
Revision of Materials, 1991	58	23
Safety Manuals, 1940s-1970s	58	24
Scrapbook: Something Else...Something Better JA Company, 1988-1989		
Semester Program Staff Manual, 1982	58	25
Semester Training, 1981	58	26-27
Service System		
Correspondence, 1977-1981	58	28
District Coordinator Handbook, ca. 1978, 1981-1982	58	29-30
Staff Director Handbook ca. 1978	58	31
1981-1982	59	1
Software		
Correspondence, 1985-1988	59	2-3
JA Company Software, 1987	59	4
Records System Software, 1986	59	5
Software Strategy, 1981-1989	59	6
Staff Opinion Survey, 1989-1990	59	7
Student Sales Manual, n.d.	59	8
Sturdy Stilts, 1970-1977	59	9
Summer Experiment, 1988	59	10
Supplemental Activities		
Games, 1986	59	11
The Market Game 1986	59	12

**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Education Team Records (cont.)

High School Program (cont.)

JA Company (cont.)

The Market Game (cont.)

1986 (oversized)

Task Force, 1987, 1990-1991, 1995

Thirty-Minute Company, 1960-1974

Top Sales, 1970-1983

Twenty-Week Company, 1984

Two-Advisor Program Model, 1987

What If..., 1999

Yearbooks, 1953, 1962/63

JA Go Figure, 2000

JA Titan, 1998-2001

Leadership JA Spring Pilot, 1997

OPT Business Leadership Experience, 1986

Success Now

Correspondence, 1987-1992

Pilot, 1990

Photographs, ca. 1990s

Program Materials, 1990-1991, 1993-1995

Providence, RI, 1987-1990

Success Quest, n.d.

Success Skills

Audio Cassette, 1998-2000

Printed Materials

1997-2000

1998-2000 (oversized)

Video Assessment Activity 3, 1997-2000

Workforce Development Resource Guide, n.d.

Middle School

Achiever Photographs

1970s-1990s

1970s-1990s

Consultant Training Video, n.d.

Curriculum, 1994-1995

Economics of Staying in School

Freedoms Foundation Award Entry Scrapbook, 1990

Game, 1988-1989

Instructional Material

1988-2000

1988-1996, 1998-2000 (oversized)

Scrapbook for National Awards Entry, 1990

**BOX FOLDER**

103	19
59	13-17
59	18
59	19
59	20
59	21
	V0021
59	22
59	23
59	24
59	25
59	26
59	27
59	28
95	13
59	29-35
59	36
59	37
101	9
59	38-39
103	14
	V0019
59	40
93	41
94	1
	V0014
59	41
60	1
60	2-10
103	16
93	1



<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
Middle School Program (cont.)		
The Economics of Staying in School (cont.)		
Video, 1991	60	11
Enterprise in Action		
Printed Materials		
1995-2000, 2002-2004	60	12-14
2002-2004 (oversized)	103	13
Program CD, 2002-2004	99	6
International Marketplace		
Consultant Program Kit Sample, 1995-1997	108	
Printed Materials		
1995-2000	60	15-16
1995-2000 (oversized)	109	
1995-1997 (oversized)	103	15
Video, 1997		V0009
Personal Economics		
Consultant Program Kit Sample, 1995-1997	108	
Information, 1997	60	17
Program Materials, 1995-2000	60	18-19
Project Business		
Brochures, ca. 1980s	60	20
Canada Manual, ca. 1979, 1982	60	21-22
Canada Materials, ca. 1982	60	23
Case Studies, 1981-1988	60	24
Chicago Implementation Plan, 1982	60	25
Classroom Ideas, 1984-1986	60	26
Consultant Manual, 1985	60	27-28
Evaluations, 1979, 1983-1985, 1988, 1991	60	29-33
Guidelines for Accountants, 1993	60	34
Handicapped Students, 1980-1982	60	35
Macroland Chronology, 1994-1996	60	36
Notes, 1992-1997	60	37
Operation Enterprise		
Photographs, ca. 1980s	95	3
Video, n.d.		V0015
Part-Time Training, ca. 1980	60	38
Part-Time Training Transparencies, ca. 1980	60	39
Photographs, ca. 1980	95	4
Program Materials		
1981	60	40
1981, 1984-1994	61	1-31
1981, 1984, 1986-1989, 1993 (oversized)	OV2	

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
Middle School Program (cont.)		
Project Business (cont.)		
Resource Guide, 1983-1984	61	32
Revisions, 1984-1988	61	33
Sample Area Opening, ca. 1983	61	34
Software		
CAPS – Management Simulation, 1992-1993	61	35
Stock Market Simulation, 1988, 1997-1998	61	36-37
Staff Manual, ca. 1979, 1981	61	38-40
Stock Market Game, 1987-1991	61	41
Video Field Trip, 1987-1989	61	42-44
World Cup Soccer, 1992	61	45
Project Economics		
Business Simulation, 1990-1992	62	1
Correspondence, 1988-1990	62	2
History, 1981-1990	62	3
New Materials, 1990	62	4
Pilot Evaluation, 1990	62	5
Program Materials, 1988-1991	62	6-11
Training Package, 1995-1996	62	12
School Credit		
Areas with Credit, 1963-1975	62	13
Checklist, n.d.	62	14
Correspondence, 1968-1979	62	15-16
Dayton Experiment		
Checklist, n.d.	62	17
Correspondence, 1969-1977	62	18-20
In-School Report, 1973	62	21
Photographs, 1970	93	38
Reports from Areas, 1968-1972	62	22
Statistics, ca. 1970	62	23
Evidence of Results, 1971-1973	62	24
History, 1951-1973	62	25
Proposals, 1969-1972	62	26
Updates, 1972-1976	62	27
School to Work		
A Summit on Opportunities, 1995-1996	62	28
Apprenticeship, 1993	62	29
Correspondence, 1993-1995	62	30
Creative Learning Communities, 1995	62	31
Education Report, 1995	62	32
Goals 2000, 1994	62	33

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
School to Work (cont.)		
Integration of Humanities, 1997	62	34
Jobs for the Future, 1993-1994	62	35
Linking School to Employment, 1992	62	36
Matrix, 1996-1997	62	37
Partner, 1995	62	38
School to Work Opportunities Act, 1994	62	39
State Planning Guide, ca. 1995	63	1
States		
California, 1995	63	2
Delaware, 1995	63	3
Florida, 1995-1996	63	4
Indiana, 1995-1998	63	5
JA of Battle Creek, MI, 1995	63	6
JA of East Central Iowa, 1994-1995	63	7
JA of Rhode Island, 1995	63	8
JA of Rochester, NY, 1995	63	9
JA of Southern Massachusetts, 1995	63	10
JA of Western Massachusetts, 1994-1995	63	11
JA of Wisconsin, 1994-1995	63	12
Kentucky, ca. 1995	63	13
Kern County, CA, 1995	63	14
Minnesota, 1994	63	15
Montana, 1995	63	16
Oklahoma, 1996	63	17
Oregon, 1993-1995	63	18
Pennsylvania, 1995	63	19
Texas, 1994	63	20
Technical Assistance, 1997-1998	63	21
Transition, 1992-1993	63	22
Updates, 1995, 1997-1998	63	23
Workforce Readiness, 1994	63	24
Workplace Economics, 1994	63	25
Surveys		
A National Response to the Need for Greater Economic Awareness, 1980	63	26
Applied Economics		
A Plan to Evaluate Applied Economics, 1988	63	27
FERA		
An Evaluation of Student Learning, 1993	63	28
AE Evaluation of Course, Consultant, and Teacher Effectiveness, 1985	63	29

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Education Team Records (cont.)		
Surveys (cont.)		
Applied Economics FERA (cont.)		
Applied Economics Evaluation Report, 1989	63	30
Briefing Documents, 1984	63	31
Correspondence, 1983-1992	63	32
Data Summaries, 1984-1985, 1989	63	33
Evaluation Design Overview, 1983	63	34
Evaluation Materials, 1988-1989	63	35
Full-Pilot Evaluation, 1984	63	36
Initial Pilot Evaluation, 1983	63	37
Meta Evaluation, 1982-1985, 1987	63	38
Partial Briefing Information – Initial Pilot, 1983	63	39
Pre-Pilot Evaluation, 1983	63	40
Progress Report on Applied Economics Evaluation, 1983	63	41
Research Findings, 1980-1989	63	42
Research Presentation, 1986	63	43
Responses to JA Applied Economics Training Session Questionnaire, 1983	63	44
Student Reactions to Applied Economics, 1986	63	45
Indiana University School of Business, 1988	63	46
Business Basics		
Correspondence, 1987-1991	63	47
Evaluations, 1987-1990	63	48
Proposals, 1983-1987	63	49
Questionnaires, n.d.	63	50
Drug-Free Workplace, 1993	63	51
Economics of Staying in School, 1990-1995	63	52
Education Resource Book, 1988, 1991	63	53
Elementary Evaluation, 1991-1992	63	54
Elementary School Program Technology Audit, 1995	64	1
Evaluation of the Semester Program, 1981-1982	64	2
Farm Bureau Evaluation, 1995	64	3
Gallup Survey		
Correspondence, 1992-1994	64	4
National Youth Survey: Attitudes and Expectations, 1994	64	5-6
International Youth Survey (Japan), 1990	64	7
JA/Gallup International Youth Survey, 1995	64	8
Longitudinal Evaluation of Education in Central Indiana, 1995-1996	64	9
Marketing Research Report, 1996	64	10
Program Evaluation, 1992-1993	64	11
Project Business		
Evaluation Correspondence, 1987-1990	64	12

**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Education Team Records (cont.)

Surveys (cont.)

Project Business (cont.)

	<b>BOX</b>	<b>FOLDER</b>
Evaluation Overheads, 1991	64	13
Evaluation Proposals, 1988-1991	64	14
Evaluation Questionnaires, 1988-1991	64	15
Evaluations, 1979, 1985, 1988-1992	64	16-18
Faucett Evaluation Correspondence, 1988-1989	64	19
Faucett Evaluation Planning Sessions, 1988	64	20
Gentlemen Associates, 1990-1991	64	21
Russian High School Students Master Applied Economics, 1995	64	22
Skills Standards Initiative, 1993-1994	64	23
Tech Prep		
Correspondence, 1992-1995	64	24
Indiana, 1994	64	25
Oklahoma, n.d.	64	26
Oregon, 1994	64	27
Publications, 1992	64	28
South Carolina, 1992	64	29
Wisconsin, 1994	64	30

Finance Team

Area Financial Records (see Appendix for Area List)

1985-1987

A-C	64	31-35
C-Y	65	1-24

1987-1989

A	65	25-26
B-S	66	1-24
S-Y	67	1-8

1989-1990

A-S	67	9-25
S-Y	68	1-5

1990-1991

L-W	68	6-25
W-Y	69	1-3

1991-1992

A-S	69	4-25
S-Y	70	1-10

1992-1993

A-F	70	11-23
G-S	71	1-22
T-Y	72	1-6

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Finance Team (cont.)		
Area Financial Records (cont.)		
1993-1994		
A-J	72	7-25
K-W	73	1-24
W-Y	74	1-2
1994-1995		
A-K	74	3-23
L-W	75	1-23
W	76	1-2
1995-1996		
A-L	76	3-25
L-W	77	1-23
W-Y	78	1-2
1996-1997		
A-J	78	3-23
K-S	79	1-21
T-Y	80	1-6
<i>Financially Speaking</i> Newsletter, 1969, 1972-1973	80	7
Junior Achievement, Inc. Audits, 1983-2001	80	8-9
Human Resources Team		
Area Information Management System, ca. 1991	80	10
Board Business is Serious Business, ca. 1991	80	11
Board Orientation, ca. 1988	80	12
Board Overheads, n.d.	80	13
Compensation Task Force, 1991-1992, 1994	80	14-18
Continuous Improvement Management Philosophy, 1992	80	19
Employee Benefits, 1999	80	20
Employee Opinion Survey, 1982, 1985, 1988	80	21-23
Employee Recognition, 1993-1995	80	24
Field Position Descriptions, ca. 1950s, 1988-1999	80	25-31
Financial Management, n.d.	80	32
Financial Management Training Seminar, 1982	81	1
Human Resources Manual, 1991	81	2
Liaison Training Package, 1994	81	3
Management Meeting Minutes, 1987-1989	81	4
Management Training, 2001	81	5
Managing Diversity Education/Awareness Orientation, 1994	81	6
Managing in an Education Environment, 1989	81	7
Managing Educators, 1993	81	8
The Policy Game, n.d.	81	9
Software Overheads, n.d.	81	10
Staff Training Seminar, ca. 1986	81	11

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Team Records, 1920-2002 (cont.)</b>		
Human Resources Team (cont.)		
Stress Management, 1992	81	12
Superior Team Membership, ca. 1991	81	13
Total Quality Management, ca. 1990	81	14
Train the Trainer, 1990, 1993	81	15
Training Analysis, 1995	81	16
Volunteer Management, 1990	81	17
Information Services Team		
Company Support, 1989-1997	81	18-24
Development, 2000	81	25
Key Business Statistics, 2001	81	26
Organizational Performance Management System, 1996	81	27
Program Analysis		
1986/87	81	28-31
1987/88-1992/93	82	1-23
1992/93-1994/95	83	1-23
1994/95-1996/97	84	1-22
1996/97-1998/99, 2000/01	85	1-22
Public Affairs Team		
Clippings, 1940s-1990s	85	23
Media Coverage		
Newspaper Coverage, 1998-2000	85	24
TV Talks, 1999-2000	85	25
Young IT Entrepreneur of the Year, 1999	85	26
Young Money, 1999	85	27
Resource Generations Team		
3M, 1990-1994	85	28
4-H Council, 1997-1999	85	29
Accountabilities, 1997	85	30
Alumni Association		
Directory, 1988-1989	85	31
Living History Initiative, n.d.	85	32
Manual, ca. 1990	85	33
National Graduate Achievement, 1952-1981	86	1-2
New Boston Group, 1988	86	3-4
Telemarketing Campaign, Fall 1988	86	5
Telemarketing Packet, 1989-1992	86	6-8
Telemarketing Training, 1991-1993	86	9-10
American Field Service, 1997	86	11
American Management Association, 1998-1999	86	12
Ameritech, 1996-1997	86	13
Armijo, Tim, 1999	86	14
Asheville, NC, 1989	86	15

**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Resource Generations Team (cont.)

	<b>BOX</b>	<b>FOLDER</b>
Associated Builders, 1999	86	16
Associated General Contractors of America, 1997-1999	86	17-18
At-Risk Programs, 1989	86	19
AT&T, 1986-1990, 1998	86	20
Atlantic Coast, 1988	86	21
Augusta, GA, 1989	86	22
Bellsouth, 1998	86	23
Best Buy, 1999	86	24
Bi-Weekly Reports, 1999	86	25
Bingo, 1989-1990	86	26
Bowl-A-Thon		
General, 1987	86	27
Guide to a Successful Bowl-A-Thon, 1984-1986	86	28-29
Samples		
1984-1986	86	30
1984-1986 (oversized)	104	1
Sponsorship Proposal, 1994	86	31
Survey, ca. 1987	86	32
Task Force, 1994	86	33
Bowling Green Project, 1985-1987	86	34
Boys and Girls Clubs, 1998	86	35
Budget, 1987-1990	86	36
Business Reports, 1986-1988	86	37
Calendar of Events, 1988-1989	86	38
Campaign		
General		
1990-1991, 1995-1997	86	39-44
1997-1999	87	1-5
Gift Requests, 1998	87	6-7
Giving, 1989	87	8
Management System, 1986-1989	87	9
Materials, 1977-1980	87	10
Reports, 1994-2000	87	11
Workbook, n.d., 1961	87	12
Year-End Report, 1994-1997	87	13-16
Capital Building Campaign, ca. 1987	87	17
Cargill, 1998-1999	87	18
Case Study, n.d.	87	19
Charleston WV, 1990	87	20
Chicago Whole-School Information, 1999	87	21
Chick-Fil-A, 1999	87	22
Cleveland, OH, 1988-1989	87	23



**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Resource Generations Team (cont.)

	<b>BOX</b>	<b>FOLDER</b>
Code of Ethics, 1986	87	24
Corporate Sponsorship Program, 2000	87	25-26
Curriculum Growth for JA, ca. 1994	87	27
Des Moines, IA, 1988-1990	87	28
Development Department Sources, 1989	87	29
Dewitt Wallace – Readers Digest Fund		
1992-1995	87	30
1992-1995	88	1
Disaster Plan, 1989	88	2
Economic Education Marketplace Database, 1997	88	3-4
Educational Computers, 1984-1986	88	5
Elfun, 1997	88	6
Executive Fundraising Responsibilities, n.d.	88	7
Expert Funding Panel, 1991-1992	88	8-9
Field Customer Satisfaction Survey, n.d.	88	10
Field Offices, 2000	88	11
Field Operations, 1989	88	12
Floyd, Don, 1986	88	13
Ford Foundation, 1993-1994	88	14
Foundation Funding, 1991-1992	88	15
Foundations, 1989	88	16
Fundraising, 1989	88	17
Fundraising Information/Sample Proposals, 2002	99	7
Fundraising Manuals, 1986	88	18-23
Fundraising Policy, n.d.	88	24
Future Business Leaders of America, 1999	88	25
Glenmede Trust, 1984-1987	88	26-27
Goldman Sachs, 1997-1998	88	28
Golf Americard, 1988	88	29
Grand Rapids Fund Drive Guide, 1986-1988	88	30-34
Grant Requests, 1983-1992	88	35
Greenville, SC, 1989	88	36
Household Finance Corp.		
1997-1998	88	37-38
1998-1999	89	1
How to Effectively Raise Funds for JA, n.d.	89	2
Imagery Concepts, 1999	89	3
Incentive Compensation Task Force, 1997-1998	89	4
Inroads, 1998	89	5
IRS, 1988-1989	89	6
International Association for Financial Planning, 1997-1999	89	7
JA of Arkansas, 1999	89	8

**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Resource Generations Team (cont.)

Kellogg Foundation

	<b>BOX</b>	<b>FOLDER</b>
Applied Economics, 1979-1989, 1994	89	9-10
Applied Economics – Michigan, 1984-1986	89	11
Correspondence, 1993-1995	89	12
Developmental Economic Education Program (DEEP), 1985-1986	89	13-14
Evaluation of the Semester Program, 1982	89	15
Project Business, 1976-1979, 1983	89	16
Semester Program, 1980-1982	89	17-18
Kraft Grant, 1993-1995	89	19
Lancaster, PA, 1989-1990	89	20
Longview Foundation, 1992-1993	89	21
MAPS, 1986-1988	89	22
Mentoring, 1997	89	23
Military Role Model		
Correspondence, 1999-2000	89	24-25
JROTC, 1999-2000	89	26
Lions Quest Skills for Action, 2000	89	27
National Contribution Survey, 1993-1994	89	28
New York Life Foundation, 1998-1999	89	29
Operating Agreement, 1998	89	30
Partners, 1986	89	31
Peoria, IL, 1988-1989	89	32
Performance Development Process, 1999	89	33
Personnel Department, 1986-1988	89	34
Phillips Petroleum, 1990-1994	89	35
Planned Giving		
Feasibility Study, 1988-1992	89	36
Individual Gifts, 1988-1993	89	37
Individual Giving Training, 1994	90	1
<i>Investor: A Manual for Gift Planning</i> , 1988	90	2
Pioneers, 1992-1993	90	3
Planned/Individual Giving Overheads (Judy Tischler), ca. 1988-1989	90	4-5
Property Gifts, 1993	90	6
Roundtable, 1992	90	7
Task Force, 1992-1993	90	8
Prepaid Calling Card Business Project, 1997	90	9
Progressive Executive Training, 1986-1989	90	10
Proposals, 1990-1992, 1998-1999	90	11-12
Providence, RI, 1989-1990	90	13
Reading, PA, 1986-1987	90	14
Rural Outreach, 1989	90	15

**CONTENTS**

**Team Records, 1920-2002 (cont.)**

Resource Generations Team (cont.)

	<b>BOX</b>	<b>FOLDER</b>
San Jose, CA, 1987	90	16
Score, 2000	90	17
Shell Oil, 1997-1998	90	18
Strategic Alliance Workshop, n.d.	90	19
Strategic Plan (Team), 1995-1996	90	20-21
Summary of Grants and Projects, 1990	90	22
TRW Presentation, 1994	90	23
Tall Building Campaign, 1988	90	24
Teacher Driven Strategy		
Correspondence, 1998-2000	90	25
Nashville Memorial Project, 1996	90	26
Overheads, n.d.	90	27
Telemarketing Training		
Printed Materials, n.d.	90	28
Video, n.d.		V0020
Troops to Teachers, 1998-1999	90	29
Training and Overheads		
3 R's, n.d.	90	30
Alliance Criteria, n.d.	90	31
Briefing and HUB Outline, ca. 2000	90	32
College Driven Strategy, n.d.	90	33
Corporate Driven Strategy, n.d.	90	34
JA Purpose and Mission, n.d.	90	35
Regional Training, 2001	90	36
Strategic Board Effectiveness Model		
Overheads, ca. 1990s	90	37
Program CD, n.d.	99	11
Team Focus, n.d.	90	38
Volunteer Retention, n.d.	90	39
USAA Foundation, 1999	90	40
Vendor Campaign, 1989	90	41
Volunteer Coordinator Notebook, ca. 2000	90	42
Warren/Youngstown, OH, 1988-1990	90	43
Washington DC/El Paso TX, 1989	90	44
Weekly Updates, 1986-1987	90	45
What Works Where, 1987	90	46-47
Year of the Consultant, 1988	90	48
<b>Publications, 1929-1999</b>		
101-Plus News Releases, 1973, 1980	90	49-50
A Community Relations Plan for Industrial Cities, n.d.	90	51
A Look into the Past, n.d.	90	52
<i>A Style Guide for JA Newsletter Writers</i> , ca. 1990	90	53

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Publications, 1929-1999 (cont.)</b>		
Accounting Manuals		
ca. 1960	90	54
1989	91	1-2
<i>Achievement in Action</i> , 1957	91	3
<i>Achievement is My Goal</i> , 1956	91	4
<i>Achievement Magazine</i> , 1927, 1941-1955	91	5-7
Annual Reports		
Photographs and Slides		
1980s, 1988-1989, 1994-1995	93	15-18
1980s-1990s	95	17
Publication, 1965-1967, 1970/71-1975/76, 1977/78-1978/79, 1980/81-1982/83, 1984/85-1985/86, 1987/88-1993, 1996, 1998/99	91	8-10
Area Directors and Chairman Talk About JA, 1955	91	11
Area Guides, 1973-1974, 1982	91	12
Area Staff Roster, 1995	91	13
Board of Directors Manual, 1960-1961, 1976, 1982	91	14
Brochures		
Elementary School, 1980s-1990s	91	15
High School, 1980s-1997	91	16
Middle School, 1985-1997	91	17
Miscellaneous, 1970s-1990s	91	18
Program Overview, 1970s-1990s	91	19-20
Volunteer Recruitment, 1970s-1990s	91	21-22
Chapter Application and Official Operating Manual, 1952	91	23
Chief Staff Officer Hiring Process, 2001	91	24
<i>Clichés of Socialism</i> , ca. 1960s	91	25
<i>Communications for JA Professionals</i> , n.d.	91	26
<i>Dateline Junior Achievement</i>		
Correspondence, 1970-1976	91	27
Magazine, 1965-1978, 1980, 1982 (incomplete)	91	28-30
Directory of JA Offices, 1977-1978	92	1
Effective Public Relations and Communications, 1983	92	2
Employee Handbook, 1983, 1986	92	3
Expansion Press Book, 1959, 1965	92	4
Future Unlimited Banquet Manual, n.d.	92	5
Gift Catalog, 1982	92	6
Guide for Growth, 1993	92	7
<i>How to Solicit Effectively for JA</i> , n.d.	92	8
<i>The Human Touch in Business: The Biography of Charles R. Hook</i> , 1963	92	9
Intermediate Accounting System, 1978, 1981	92	10-11
JA Bulletins, 1919-1925	92	12-13
<i>Junior Achievement Bureau of the Eastern States League</i> , 1921, 1924	92	14
<i>JA Magazine</i> , 2001	92	15

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Publications, 1929-1999 (cont.)</b>		
JA Song "Future Unlimited," 1966	92	16
JASCO Catalog, ca. 1980s	92	17
Made in America, ca. 1950s	92	18
Manual for Advertising, 1977	92	19
Manual of Expansion Techniques, 1959, 1978	92	20
Manual of Policy and Procedure, 1958-1959, 1965, 1973-1974, 1981, 1983	92	21-26
Marketing Resources Guide, n.d.	92	27
National Firm Directory, 1984	92	28
National Marketing Plan, ca. 1985	92	29
<i>Native American Models for Business Success</i> , ca. 1992	92	30
Newsletters		
<i>550 Report</i> , 1983, 1985 (oversized)	104	6
<i>Directions</i> , 1976	92	31
<i>Futures</i> , 1998-2002	92	32
<i>International Dateline</i> , 1996-1997, 1999 (incomplete)	92	33
<i>Partners</i>		
1989-1991, 1993-1996	92	34
1986-1988, 1992-1993 (oversized)	103	1
<i>Partners Index</i> , 1983-1995	92	35
<i>The Source</i> , n.d.	92	36
<i>Stairsteps</i>		
1993-1996	92	37
1992-1993 (oversized)	103	1
Partnership Guide, 1995	92	38
Position, Prospects, and Proposals for the Future, 1929	92	39
Program Operations Manual: JA Company, 1989	92	40
Reference Maps, 1995	92	41
Reviving the Spirit of American Education, 1990	92	42
Staff Manual, 1979	92	43
Summary of a Report on Position, Prospects, and Proposals for the Future, ca. 1920s	92	44
"The Ten Steps: Making JA a Household Word," 1988	92	45
The Value of JA, 1966	92	46
Where We Are: A Comparative Study of JA Program and Financial Data, 1979	92	47
<b>Scrapbooks, 1958-1990</b>		
The Economics of Staying in School Award Nomination, 1990	93	1
Junior Achievement of Davenport, IA, 1963-1964	93	2
Junior Achievement of South Bend, IN, 1958-1971	93	3-6
Something Else...Something Better: A JA Company, 1988-1989	93	7

**CONTENTS****Photographs and Slides, 1920s-1990s**

## Photographs

## Achievers

	<b>BOX</b>	<b>FOLDER</b>
Advisors and Achievers, ca. 1980	93	8
Assembly Lines, 1976	93	9
Broadcasting, 1977	93	10
Corporate Executives, ca. 1970s	93	11
General, ca. 1980	93	12
Working (General), ca. 1980	93	13
Working on Books, 1976	93	14
Annual Report Photographs, 1988-1989, 1994-1995	93	15-18
Applied Economics, 1970s-1980s	93	19
Awards, 1979-1980	93	20
Board Members, 1970s-1990s	93	21
Business Basics, ca. 1980	93	22
Business... Youth's New Frontier and JA Can Change Your World, ca. 1970s	93	23
Computers, ca. 1980	93	24
Education		
1970s-1990s	93	25
1970s-1980s (oversized)	104	5
Education Area Files, 1982-2000	93	26
Educators, ca. 1980s	93	27
Elementary, 1970s-1980s	93	28
Headquarters, ca. 1980	93	29
Historic Images, ca. 1920s-1990s	93	30-31
Hook, Charles, ca. 1940s (oversized)	104	5
Hopi Tribe Class, ca. 1991	93	32
In-School Programs, ca. 1980	93	33
Job Education Program, 1980s	93	34
Junior Achievement: A History, 1988	93	35
Junior Achievement Centers, ca. 1980	93	36
Junior Achievement Company		
Banking Companies, ca. 1980	93	37
Dayton, Ohio, Experiment, 1970	93	38
General, 1970s-1980s	93	39
New York Stock Exchange Company, ca. 1980	93	40
Middle and High School		
1970s-1990s	93	41
1970s-1990s	94	1
National Business Hall of Fame, 1983-1984, 1990, 1998, 2001	94	3-4
National Business Leadership Conference, 1979-1982, 1987-1988	94	5-13
National Federation of Independent Business (NFIB), n.d.	94	2

<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Photographs and Slides, 1920s-1990s (cont.)</b>		
Photographs (cont.)		
National JA Company Conference (NAJAC)		
Panorama Photographs, 1949, 1952-1956, 1959, 1961-1977, 1979-1980, 1982-1983, 1986-1988, 1990 (oversized)	OV3	
Prints		
1944, 1947-1950, 1953-1955, 1957-1959, 1961-1962, 1964, 1966-1972, 1974-1978, 1987-1988	94	14-39
ca. 1970s-1990s	95	1-2
Operation Enterprise, ca. 1980s	95	3
Project Business, ca. 1980	95	4
Public Relations, ca. 1980	95	5
Public Speaking, ca. 1980	95	6
Publicity, 1976	95	7
South Bend JA, 1950s-1960s	95	8
Staff, 1956, 1958, 1979-1980, 1982	95	9-12
Success Now, ca. 1990s	95	13
Teacher Fellowship, 1980s-1990s	95	14
U.S. Chamber of Commerce, 1988	95	15
Urban League, ca. 1991	95	16
Slides		
Annual Reports, 1980s-1990s	95	17
Applied Economics Audio Visual Kit		
Careers, 1982, 1986	102	
Energy, 1982, 1986	102	
International Trade, 1986	102	
Economics, 1982, 1986	102	
Basic Selling Techniques (urban), 1982, 1986	102	
International Trade, 1982	102	
Basic Selling Techniques (suburban), 1986	102	
Inflation and Unemployment, 1982, 1986	102	
Marketing, 1986	102	
Applied Economics Marketing Kit, Part 2 Student Recruitment, 1984	102	
Business Basics, 1984, 1992	95	18
COJAC, 1979-1980	95	19
Computer Library, 1987	95	20
Computer Training, ca. 1980s	95	21
Education, 1970s-1990s	95	22
Golf Tournament, 1993	95	23
Hopi Tribe Class, ca. 1991	95	24
In-School Programs, ca. 1980s	95	25
JA Headquarters		
Building Dedication, 1987-1988	95	26
General, 1986-1987	95	27

**CONTENTS****Photographs and Slides, 1920s-1990s (cont.)**

## Slides (cont.)

## JA Headquarters (cont.)

	<b>BOX</b>	<b>FOLDER</b>
Headquarters Applied Economics, 1987	95	28
JA Center Volunteers, ca. 1990s	95	29
National Business Leadership Conference, 1982, 1987-1988	95	30
<b>NAJAC</b>		
1979, ca. 1980	95	31-35
1987	96	1-2
National Training Conference, 1982, 1984, 1986-1990	96	3-14
Programs, 1986	96	15-16
Public Relations, 1977	96	17
Marilyn Quayle Visit, 1988	96	18
Rutter, ca. 1980s	96	19
Sales Training, 1987	96	20
<b>Slideshows</b>		
Applied Economics Marketing Kit, Part 2, 1984	96	21
<b>Business Centers</b>		
Audio Cassette, 1977	100	19
Slides, 1977	97	1
Business Youth's New Frontier, ca. 1970s	97	2
Communications, 1981	97	3
Consultant/Teacher Training, 1992-1993	97	4-5
FOAC, March 1994	97	6
Fundraising, n.d.	97	7
Management Games, 1984	98	1
Middle Grades Training Package, 1995-1996	98	2
Personal Touch, ca. 1970s	98	3
Securing Foundation Support, 1981	98	4
<b>Selecting the Product</b>		
Audio Cassette, n.d.	101	16
Slides, ca. 1970s	98	5-7
Strategic Direction of the Organization, ca. 1980s	99	1
Staff Awards, 1981-1983	99	2-3
Staff Hall of Fame, 1989	99	4
Trade Fair, ca. 1979	99	5

**Audio Video Materials, 1980-2004**

## Audio Cassettes

## Applied Economics Audio Visual Kit

Basic Selling Techniques (Suburban), 1986	100	1
Basic Selling Techniques (Urban), 1982, 1986	100	2-3
Careers, 1982, 1986	100	4-5
Economics, 1982, 1986	100	6-7
Energy, 1982, 1986	100	8-9



<b>CONTENTS</b>	<b>BOX</b>	<b>FOLDER</b>
<b>Audio Video Materials, 1980-2004 (cont.)</b>		
Audio Cassettes (cont.)		
Applied Economics Audio Visual Kit (cont.)		
Inflation and Unemployment, 1982, 1986	100	10-11
International Trade, 1982, 1986	100	12-13
Marketing, 1986	100	14
Applied Economics Marketing Kit, Part 2		
Business, 1984	100	15
Consultant, 1984	100	16
Educator, 1984	100	17
Student Recruitment, 1984	100	18
Business Basics Program Kit, 1980-1981	100	19
Business Centers, 1977	100	20
Business Radio Network, Executive Edition: A Talk with National Business Leaders		
1993-1994	100	21
1993-1994	101	1-7
Extended Activities, Our Families, 1994	101	8
Leadership in a Democratic Society, Success Skills, 1998-2000	101	9
Money and Banking, Our Community, 1991-2001	101	10-11
Our World: It Takes a World to Provide, Our World, 1991, 1993-1996	101	12-14
Program Music, 1985, 1988, 1991	101	15
Selecting the Product, n.d.	101	16
Talking Tools, Our Families, 1996-2001	101	17
Compact Disks		
Enterprise in Action, 2002-2004	99	6
Fund Raising Information/Sample Proposals, 2002	99	7
Groundhog Job Shadow Day Public Service Announcements, n.d.	99	8
JA Home Organizer, 1999	99	9
JA Programs CD, 2001	99	10
Strategic Board Effectiveness Model Seven Step Process, n.d.	99	11
Video Cassettes		
Applied Economics: International Trade, 1990		V0001
Applied Economics Teacher/Consultant Planning Video, 1990		V0002
Economics: The Basics, Volume 1, 1998		V0003
Economics: The Basics Teacher and Consultant Guide, 1998		V0004
Elementary School Program Consultant Training Video, n.d.		V0005
The Entrepreneurs, Volume 4, 2000		V0006
The Global Economy, Volume 3, 1999		V0007
How Companies Work, Volume 2, 1999		V0008
The International Marketplace, 1997		V0009
JA BASE: Arts and Entertainment Edition, n.d.		V0010
JA BASE: The Making of a CD, n.d.		V0011
JA BASE: Spotlight on Sports and Entertainment, n.d.		V0012

**CONTENTS****Audio Video Materials, 1980-2004 (cont.)**

## Video Cassettes (cont.)

	<b>BOX</b>	<b>FOLDER</b>
The Making of a CD, n.d.		V0013
Middle School Training Video, n.d.		V0014
Operation Enterprise, n.d.		V0015
Our Region, 1997		V0016
Ourselves, 1997		V0017
School Board Meeting, 1997		V0018
Success Skills 2000 Video Assessment, Activity 3, 1997-2000		V0019
Telemarketing Training, n.d.		V0020
What if..., 1999		V0021