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Summary Information

Repository:	Rare Book and Manuscript Library
Creator:	Amnesty International USA
Title:	Amnesty International of the USA Inc. Membership Mobilization Department Records
ID:	8634152
ID:	HR#0001.13
Date [inclusive]:	1983-1997
Date [bulk]:	1985-1995
Physical Description:	5.42 linear feet 5 record cartons, 1 document box
Language of the Material:	English , Spanish .
Abstract:	This collection documents the activities of the AIUSA Membership Mobilization Department, an office in Chicago, IL, charged with growing AIUSA's membership base, training members and volunteers, and working with donors.

Preferred Citation

Identification of specific item; Date (if known); AIUSA Membership Mobilization Department Records, 1983-1997; Box and Folder; Center for Human Rights Documentation and Research, Rare Book and Manuscript Library, Columbia University Library.

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Biographical / Historical

This collection documents the activities of the AIUSA Membership Mobilization Department, an office in Chicago, IL, charged with growing AIUSA's membership base, training members and volunteers, and working with donors.

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Summary

The collection consists of documents created or collected by the Membership Mobilization Department in office in Chicago, Illinois. A significant portion relates to the planning of the Annual General Meeting, the Committee on International Development, cultural diversification training, other training sessions, and the International Council Meeting (ICM). Material includes memos, correspondence, reports, printed emails, clippings, and floppy disks.

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Arrangement

This collection has been arranged into five series.

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Administrative Information

Publication Statement

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Revision Description

EAD document created by CCR. 2021-04-12

Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

Restrictions on Access

This collection has no access restrictions.

Terms Governing Use and Reproduction

Reproductions may be made for research purposes. Permission to publish material from the collection must be requested from Amnesty International of the USA, Inc.

Immediate Source of Acquisition

Source of acquisition--AIUSA Membership Mobilization Department. Method of acquisition--Deposit at University of Colorado Boulder; Date of acquisition--10/1996.

Immediate Source of Acquisition

Source of acquisition--AIUSA Membership Mobilization Department. Method of acquisition--Deposit at University of Colorado Boulder; Date of acquisition--07/1997.

Immediate Source of Acquisition

Source of acquisition--AIUSA. Method of acquisition--Deposit; Date of acquisition--2006.

Ownership and Custodial History

The papers were originally donated by the Membership Mobilization Department to the University of Colorado Boulder in October 1996 and July 1997 as part of the AIUSA collection. In 2006 the AIUSA collection was transferred to RBML.

Processing Information

This collection was processed by Harvey N. Gardiner at the University of Colorado Boulder in July 1997. Additional processing by Carolyn Smith in March 2011. Finding aid written Carolyn Smith in June 2018.

Accruals

Materials may have been added to the collection since this finding aid was prepared. Contact rbml@columbia.edu for more information.

Conditions Governing Access

All original copies of audio / moving image media / born digital materials are closed until reformatting. Please email rbml@columbia.edu.

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Related Materials

Related Materials

See Center for Human Rights Documentation and Research (CHRDR) page for more information about all AIUSA collections: https://library.columbia.edu/libraries/chrdr/archive_collections/aiusa.html

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Controlled Access Headings

- Human rights
- Fund raising
- Women's rights
- Membership campaigns
- Capital punishment
- Non-governmental organizations
- Refugees
- Congresses and conventions
- Meetings
- Amnesty International USA
- Amnesty International

General

See Center for Human Rights Documentation and Research (CHRDR) page for more information about all AIUSA collections: https://library.columbia.edu/libraries/chrdr/archive_collections/aiusa.html

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Collection Inventory

Series I: Annual General Meeting, 1983-1995

Scope and Contents

AGM is the annual conference of AIUSA. This series contains documents on the planning, budgeting, and logistics of holding the meeting, as well as information on workshops, press releases, and other materials.

Title/Description	Instances	
General, 1983-1990 <u>Physical Description</u> : 9 folders	box 1	folder 2-9
AGM 1991		
General, 1991 <u>Physical Description</u> : 2 folders	box 1	folder 10-11
Planning, 1991	box 1	folder 12
AGM 1992		
Brochure, 1992	box 1	folder 13
Budget, 1992	box 1	folder 14
Correspondence, 1992	box 1	folder 15
General, 1992	box 1	folder 16
Ideas Fair and Group Goods Sale, 1992	box 1	folder 17
International Guests, 1992	box 1	folder 18
Logistics, 1992	box 1	folder 19
Miscellaneous, 1992	box 1	folder 20
Press, 1992	box 1	folder 21
Proposal, 1992	box 1	folder 22
Resolutions Process, 1992	box 1	folder 23
Speaker and Guests, 1992	box 1	folder 24
Staff Assignments, 1992	box 1	folder 25
Staff Travel, 1992	box 1	folder 26
Workshops, 1992	box 1	folder 27-28

Physical Description: 2 folders

AGM 1993		
Brochure, 1993	box 1	folder 29
Budget, 1993	box 1	folder 30
Correspondence, 1993	box 1	folder 31
Dallas Boycott, 1993	box 1	folder 32
Forms, 1993	box 1	folder 33
Ideas Fair and Group Sales, 1993	box 1	folder 34
International Guests, 1993	box 1	folder 35
Logistics, 1993	box 1	folder 36
General, 1993	box 1	folder 37
Planning, 1993	box 1	folder 38
Plenaries, 1993	box 1	folder 39
Policy/Women's Panels, 1993	box 1	folder 40
Pre-AGM Meetings, 1993	box 1	folder 41
Pre-Post Meetings, 1993	box 2	folder 1
Program/Ad Booklet, 1993	box 2	folder 2
Site/Logistics, 1993	box 2	folder 3
Staff Assignments, 1993	box 2	folder 4
Staff Travel, 1993	box 2	folder 5
Texas Peace Officers Association, 1993	box 2	folder 6
Thursday Workshop, 1993	box 2	folder 7
Training Meeting, 1993	box 2	folder 8
Working Parties, 1993	box 2	folder 9
Workshops, 1993	box 2	folder 10
AGM 1994		
Budget, 1994	box 2	folder 11
Collective Action, 1994	box 2	folder 12
Confirmation Packet/Letter, 1994	box 2	folder 13
Contract, 1994	box 2	folder 14
Cultural and Social Events, 1994	box 2	folder 15
General, 1994	box 2	folder 16

Ideas Fair and Group Sales, 1994	box 2	folder 17
Internal Schedule, 1994	box 2	folder 18
International Guests, 1994	box 2	folder 19
Meeting Proposals, 1994	box 2	folder 20
Planning Meetings/Notes, 1994	box 2	folder 21
Pre-AGM Meetings, 1994	box 2	folder 22
Press, 1994	box 2	folder 23
Refund Requests, 1994	box 2	folder 24
Resolution and Implementation, 1994	box 2	folder 25
Resolutions, 1994	box 2	folder 26
Resolutions Process, 1994	box 2	folder 27
Staff Travel, 1994	box 2	folder 28
T-Shirts, 1994	box 2	folder 29
Volunteer Information, 1994	box 2	folder 30
Working Party A, 1994	box 2	folder 31
Scope and Contents		
Contains two 3.5 inch floppy diskettes		
Working Party B6-10, 1994	box 2	folder 32
Scope and Contents		
Contains two 3.5 inch floppy diskettes		
Working Party C, 1994	box 2	folder 33
Scope and Contents		
Contains five 3.5 inch floppy diskettes		
AGM 1995		
Brochure, 1995	box 2	folder 34
Budget, 1995	box 2	folder 35
Cassette Tapes/CDs--Shipping Information, 1995	box 2	folder 36
Correspondence, 1995	box 2	folder 37
General, 1995	box 2	folder 38
International Guests, 1995	box 2	folder 39
Logistics, 1995	box 2	folder 40
Pre-AGM Meetings, 1995		

	box 2	folder 41
Press, 1995	box 2	folder 42
Resolutions, 1995	box 2	folder 43
Resolutions Plenary, 1995	box 2	folder 44
Staff Travel Assignments, 1995	box 2	folder 45
Travel Subsidies, 1995	box 2	folder 46
Workshops and Panels, 1995	box 2	folder 47

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Series II: Committee on International Development (CID), 1985-1993

Scope and Contents

The Committee on International Development was created in the 1980s by AIUSA in response to a need for development in some sections of AIUSA. CID managed three funds and was tasked with reviewing proposals and allocating funds to specific projects that promoted intersectional cooperation, enhanced the initiating section's capacity for self-sustaining development, increased a section's ability to do human rights work in its own community, and promote HR awareness. The series documents the creation and goals of CID as well as its activity. Documents include outlines of CID's goals and plans, criteria for reviewing proposals, financial information, and information on specific projects.

Title/Description	Instances	
Africa, 1992-1993 <u>Physical Description:</u> 2 folders	box 3	folder 1-2
Americas, 1990-1992 <u>Physical Description:</u> 2 folders	box 3	folder 3-4
Annual General Meeting, 1989	box 3	folder 5
Asia, 1992	box 3	folder 6
Correspondence, 1991-1993 <u>Physical Description:</u> 2 folders	box 3	folder 7-8
Europe, 1992	box 3	folder 9
General, 1986-1990 <u>Physical Description:</u> 2 folders	box 3	folder 10-11
Memos, 1991-1993 <u>Physical Description:</u> 3 folders	box 3	folder 12-14
Middle East, 1992-1993 <u>Physical Description:</u> 2 folders	box 3	folder 15-16
Minutes, 1991-1993	box 3	folder 17-18

Physical Description: 2 folders

Projects, 1989-1992	box 3	folder 19-24
<u>Physical Description</u> : 6 folders		
Projects, 1993	box 4	folder 1
General, 1991	box 4	folder 2
Correspondence with RLOs, 1985-1991	box 4	folder 3
Consejo Internacional Yokohama, Japan, 1991	box 4	folder 4

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Series III: Cultural Diversification Training, 1985-1996

Scope and Contents

AIUSA hired Communitas, Inc., to prepare a study and report of possible instances of racism, sexism, and other forms of prejudice within AIUSA, and to run a series of training workshops to create a plan for multicultural organizational development within the institution. This series documents the process, and includes the report and responses to it from AIUSA staff and members, correspondence between AIUSA and Communitas, Inc, packets and information from the training sessions, and evaluations of the training sessions arranged by city.

Title/Description	Instances	
Training-Communitas Needs Assessment Form, 1992	box 4	folder 5
General, 1992-1993	box 4	folder 6
Scope and Contents		
Includes final report		
Atlanta, 1992	box 4	folder 7
Boston, 1992	box 4	folder 8
Chicago, 1993	box 4	folder 9
New York, 1993	box 4	folder 10
San Francisco, 1993	box 4	folder 11
Washington, D.C., 1993	box 4	folder 12
Training Proposals, 1991	box 4	folder 13

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Series IV: General, 1984-1997

Scope and Contents

This series contains a variety of documents, mainly folders of correspondence, reports, and training materials relating to a variety of workshops in topics such as leadership, training of trainers. One folder relates to a workshop held to teach RMC's about the impact of the demanding work on their personal lives, and makes suggestions for handling these issues.

Title/Description	Instances	
Development-International, 1988-1989	box 4	folder 14
Effective Listening, undated	box 4	folder 15
Embassy Visits, 1986	box 4	folder 16
Group Leadership Workshop, 1985	box 4	folder 17
Group Learning and Action Workshop, 1986	box 4	folder 18
Impact Being an RMC on Personal Life, 1985	box 4	folder 19
International Meetings--Asia Pacific, 1991-1992	box 4	folder 20
International Membership Meeting, New York City, 1985	box 4	folder 21
International Training, 1988	box 4	folder 22
International Training of Trainers Consultation, 1990-1993	box 4	folder 23
Leadership: A Functional Approach, undated	box 4	folder 24
Leadership Training Milwaukee, WI, 1988 June	box 4	folder 25
Membership Communications/SAY, 1992-1996	box 4	folder 26
Membership Development Team--Asia/Pacific, 1991	box 5	folder 1
Midwest Regional Conference--ICM Workshop, 1988	box 5	folder 2
National Death Penalty Workshop, 1986 November 7-9	box 5	folder 3
National Training--"The Training and Development of a Human Rights Movement: A Focus on the AIUSA Membership Training Program," by Maria L.Carrasco, 1991 May	box 5	folder 4
Newspaper Clippings, 1985-1986	box 5	folder 5
Nigeria--Training Project of Local Groups of A.I. Nigerian Section in Cooperation with Dutch Section, 1990 March 10-May 12	box 5	folder 6
NTL Institute--Professional Training Workshops, 1991	box 5	folder 7
Outreach--Women's Networks International--Includes Schedule of Activities for NGO Forum on Women, 1992-1996	box 5	folder 8-9
<u>Physical Description:</u> 2 folders		
Refugee Workshop, 1985	box 5	folder 10
Regional Leadership Training, 1987		

	box 5	folder 11
RMC's Training of Trainers, 1987 March 23	box 5	folder 12
Time Management, undated	box 5	folder 13
Training of Trainers, 1989 January and September <u>Physical Description</u> : 2 folders	box 5	folder 14-15
Training Program--National, 1989	box 5	folder 16
Western Regional Conference Seattle, WA, 1994 March 5-6	box 5	folder 17
Western Training Follow-up Meeting Seattle, WA, 1987 May 1-3	box 5	folder 18
Workshops		
General, 1985-1991	box 5	folder 19
Group Leadership, 1985	box 5	folder 20
General, 1984-1990	box 5	folder 21
Calendar for Membership Mobilization, 1997	box 5	folder 25
A.I. Institute, 1988 September 30-October 2	box 1	folder 1
Arrows Paper and Responses, 1992-1993	box 2	folder 48
Vision 2000--Includes Comments, 1991-1992	box 2	folder 49

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Series V: 1993 International Council Meeting (ICM), 1991-1993

Scope and Contents

ICM is the annual meeting of Amnesty International's nine-member International Committee and an annual conference for the organization. It is held in different cities around the world. The meeting includes workshops, sessions, and meetings of many of AI's other committees. International Board member elections are also held during ICM. This series contains planning materials for ICM, budget information, proposals, and other documents.

Title/Description	Instances	
Budget, 1993	box 5	folder 22
Delegation, 1992-1993	box 5	folder 23
General, 1992-1993	box 5	folder 24
Host Guidelines, 1992-1993	box 6	folder 1
Logistics, 1991-1993	box 6	folder 2
Plan for 1994-1995, 1993	box 6	folder 3
Pre and Post Meetings, 1991-1993	box 6	folder 4

Preparatory Committee, 1992-1993	box 6	folder 5
Proposal, 1992	box 6	folder 6
Spanish Documents, 1993	box 6	folder 7
Strategic Plan for 1996-1999, 1993	box 6	folder 8
Working Parties A and D, 1993 <u>Physical Description</u> : 2 folders	box 6	folder 9-10
General, 1993 <u>Physical Description</u> : 2 folders	box 6	folder 11-12

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