

Guide to the Records of

CARE

(Cooperative for American Relief Everywhere)

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CARE

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Main entry: CARE

Title: Records, 1945-1985

Size: 1116 linear feet (1086 RCs, 67 ABs,
13 1/2 ABs)

Access: One folder of Management files and three folders of Peace Corps personnel files are restricted until 2040; otherwise, access is unrestricted.

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Historical Statement: The international relief agency CARE was founded in 1945 to provide food and clothing to European victims of World War II. Gradually it broadened its focus to include on-going projects in agriculture, nutrition, education, medicine, and community development, in conjunction with host governments in developing countries in Africa, Asia, the Middle East, and Latin America.

Description: Correspondence, project files, reports, minutes of meetings, press releases, posters, and other items. Materials document the policy-making decisions of CARE's Board of Directors and the implementation of those policies by the executive staff, overseas programming, publicity and fund-raising efforts of CARE's headquarters and regional field offices, and CARE's relationships with MEDICO, the Peace Corps, and CARE International.

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HISTORICAL NOTE

CARE, the international relief organization, was formally organized in November 1945. Originally, the acronym CARE stood for the Cooperative for American Remittances to Europe. In 1953, as CARE expanded its services to other continents, it became the Cooperative for American Remittances to Everywhere, and in 1959, after CARE had shifted into other types of relief work besides food distribution, it changed to its present name, the Cooperative for American Relief Everywhere.

The three people central to CARE's creation were Wallace J. Campbell, director of the New York City office of the Cooperative League of the U.S.A., Arthur Ringland of the War Relief Control Board, and Lincoln Clark of the United Nations Relief and Rehabilitation Association. All saw the need for what they envisioned as a temporary, non-governmental organization through which Americans could send emergency packages of food to friends and relatives in post-war Europe. Although the concept was not new, CARE differed from pre-existing relief organizations in that it was non-sectarian, did not direct its efforts toward any one nationality or ethnic group, and had the single goal of providing food, rather than attempting to deal with the multiple problems of clothing, shelter, and the relocation of refugees.

With the assistance of the American Council of Voluntary Agencies for Foreign Service, CARE's organizers found twenty-two agencies that agreed to become members of CARE, including the American Friends Service Committee, the International Rescue and Relief Committee, and Save the Children Federation. Representatives of each organization formed CARE's Board of Directors, which drew up the articles of incorporation on November 27, 1945, and began selecting an executive director and other staff members in December. Negotiations with host governments soon followed, and delivery of the first CARE packages of food took place in France six months later.

The earliest CARE packages were surplus U.S. Army "Ten-in-One" food parcels, originally intended as G. I. rations, which had the advantage of being pre-boxed and ready for shipment. In 1946, with the help of nutritionists, CARE started to design food packages aimed at families, eliminating such items as cigarettes, to replace the Ten-in-One parcels when that supply was exhausted. The more specialized packages substituted tea for coffee in parcels sent to Britain, added spaghetti to Italian packages, and included kosher packages. Within its first two years of operations, CARE was able to offer its donors a selection of more than a dozen different packages.

CARE's original goal was to ship parcels only to individuals or agencies specified by the donors. By early 1948, however, CARE was receiving numerous undesignated contributions from

donors who wanted simply to help where the need was greatest. After much debate, the Board voted that spring to accept unspecified donations and provide more general relief. The move displeased and caused the resignation of several founding-member agencies who felt that by moving away from its original intent CARE was duplicating the efforts of existing organizations, but the response from donors was enthusiastic and contributions increased, allowing CARE personnel to expand their relief work and to begin to think of CARE as an ongoing organization, rather than a temporary one. In July 1948, CARE opened its first non-European mission, in Japan; others soon followed in India, Pakistan, and Mexico.

As the need for food abroad became less urgent, CARE initiated other forms of aid, sending farm tools and vocational training materials such as carpenter's and cobbler's kits. In 1949, CARE entered into a joint project with UNESCO to help restock libraries overseas and provide them with up-to-date scientific and technical literature. (See the description for Subseries 2.6, Book Program Files.)

CARE was providing food and self-help programs in more than forty countries when Congress passed Public Law 480, the Agricultural Trade Development Assistance Act, in July 1954. Later renamed the Food for Peace Act by President Eisenhower, P.L. 480 gave private non-profit organizations access on a regular basis to U.S. government surplus food. For CARE, it meant the ability to expand supplemental feeding programs and disaster relief operations. Within a year, "CARE packages" constituted only about 25% of CARE's expenditures, with the remainder going toward the acquisition and shipment of U.S. surplus commodities as well as tools and other self-help materials.

In July 1955, the Executive Committee of CARE's Board of Directors voted to phase out twenty-two of its forty-two missions, mostly in European countries where the need was no longer great, and to concentrate efforts in the remaining countries on the bulk distribution of surplus foods in conjunction with the host governments, and on disaster and refugee assistance. This move also met with opposition, especially among some Board members who believed that CARE had achieved its original goals and should therefore cease all operations. But a majority felt otherwise, and in its tenth year, CARE began to broaden its scope and to evolve into the major international development organization it has become. (Materials from the July 1955 debate are in the Board of Directors' subject files, Box 6.)

During the next decade, CARE continued to expand its feeding

and self-help programming and increasingly to undertake long-range development projects, with vocational kits, sewing machines, and tools gradually replacing food packages. In 1961, the directors of the newly-created Peace Corps sought CARE's assistance in training the first Peace Corps volunteers for service in Colombia; subsequent CARE-Peace Corps joint projects continued for another six years. The medical aid organization MEDICO, which had been working closely with CARE for several years, formally merged with CARE in 1962, thereby considerably increasing CARE's ability to provide trained health care personnel overseas and to distribute needed medical supplies. (For more detailed information, see the series descriptions for MEDICO, Series 7, and the Peace Corps, Series 8.)

By 1967, CARE had delivered its last traditional food package and was phasing out its vocational kits. In that same year, the organization signed its first self-help partnership agreement with another government, for the construction of schools in Honduras. Under the terms of such agreements, the host governments shared the costs of each project with CARE and with the communities affected by those projects.

The partnership agreements enabled CARE to begin development work on a larger scale. Previous projects, funded primarily by donor contributions, had been narrow and limited in scope, providing, for example, sewing machines or technical books for a specific village. Post-1967 projects were often country-wide rather than directed at a few communities, and largely entailed the construction of schools and the creation of nutrition centers. The latter became one of CARE's strongest areas of concentration; along with distributing surplus food acquired through P.L. 480, CARE also undertook nutrition education programs that were aimed especially at pregnant women and new mothers, and added a full-time nutritionist to its staff in 1969. (See the description for Subseries 2.3.)

The partnership development agreements proved so successful that in 1973, CARE instigated a multi-year planning system, essentially the one in use at present, which allowed the agency to expand and intensify the sort of programming it had been doing. Under this system, projects became more multi-faceted: for instance, a health education project might include not only instruction on the basics of disease prevention and nutrition, but also a new sanitation system to provide safe water to a community, an agricultural program to produce a high-protein grain, and an irrigation system for growing it.

The 1970s also saw the internationalization of CARE, with CARE Canada's attainment of autonomy in 1973, and the founding of CARE Europe in 1976. In 1982, representatives of the various CAREs met to create CARE International, which coordinates policy-

making and programming activities among its affiliate agencies.
(See the description for Series 7, CARE International.)

Projects of the 1980s and early 1990s demonstrate CARE's increased efforts in the area of agro-forestry, particularly reforestation and soil conservation in eastern Africa and Central and South America. Along with its ongoing development work, CARE has continued to provide emergency food and shelter after natural disasters such as earthquakes and floods, and offers long-term relief assistance to victims of drought and famine, most notably in Ethiopia and Somalia. As of early 1991, there were CARE U.S.A. missions in thirty-nine nations.

SCOPE AND CONTENT NOTE

The records of CARE, 1945-1985, document the organization's initial years as a temporary relief agency in post-war Europe and the evolution of its scope into international development work, with missions in Latin America, Africa, the Middle East, and Asia. The bulk of the collection dates from ca. 1950 to 1980; the volume of material drops sharply after 1980. There are also a few scattered items from 1986-1989.

Materials include the files of CARE's executive staff, project files, administrative correspondence between CARE's headquarters and its overseas missions and regional field offices in the U.S. and Canada, reports, studies, press releases, and financial records. There is also documentation on the establishment of CARE International, the activities of MEDICO, which merged with CARE in 1962, and the Peace Corps, with which CARE worked closely from 1961 to 1967. Nearly all of these materials are from CARE's central offices in New York; there are relatively few files from its overseas missions and regional offices, except in the cases of a few missions or offices that have closed.

CARE has retained certain items, including recent financial records, Human Resources Department files, and its film and picture archive. In some cases, as with donor files, materials were sampled, with the bulk remaining at or returned to CARE.

ARRANGEMENT NOTE

The collection is arranged in the following series:

- Series 1. Management Files
- Series 2. Program Department Files
- Series 3. Overseas Operations Files
- Series 4. Public and Donor Relations Files
- Series 5. Finance and Procurement Department Files
- Series 6. MEDICO Files
- Series 7. CARE International Files
- Series 8. Peace Corps Files
- Series 9. Audio-Visual Materials

Work on these records began at CARE in the early 1980s, with the establishment of the above series and some preliminary sorting. The transfer of the material to the New York Public Library and subsequent processing took place from late 1988 to 1990. As of 1991, plans were underway for future periodic transfers of CARE's inactive records to N.Y.P.L.

Materials have been left in their original order whenever that order was discernible (e.g., the numbered correspondence in Series 3). In most cases, however, the order was lost while the material was in storage at CARE, and arrangement was imposed during processing.

RELATED MATERIALS

About thirteen linear feet of material on CARE, 1948-1984, are among the files of Wallace J. Campbell at the Harry S. Truman Library, Independence, Missouri. (Campbell, one of CARE's founders, has been a member of its Board of Directors since 1945 and its President Emeritus since 1986.) Coverage is especially extensive for the meetings of CARE's Board of Directors, 1948-1979, and for the activities of CARE International in the early and mid-1980s.

The Nationwide Insurance Company Archives in Columbus, Ohio, include the papers of Murray D. Lincoln, CARE's first President (1945-1957) and the Chairman of its Board of Directors from 1957 until his death in 1966. Among his files are about half a dozen boxes containing material on CARE, mostly from the early 1950s through the mid-1960s.

The papers of Thomas A. Dooley, co-founder of MEDICO, are in the Western Historical Manuscripts Collection at the University of Missouri, St. Louis. In 1981, at the WHMC's request, CARE transferred several files of Dooley's correspondence there.

Published works about CARE include an anecdotal history by Wallace J. Campbell, The History of CARE: A Personal Account, (Praeger, 1990), the most detailed and up-to-date description of CARE's origins and growth to 1989. American Philanthropy Abroad: A History by Merle Curti (Rutgers, 1963) devotes part of one chapter to CARE's early years. The Alms Race: The Impact of American Voluntary Aid Abroad, by Eugene Linden (Random House, 1976), is a skeptical look at the effectiveness of relief organizations, but it does offer one perspective on aspects of CARE's operations in the 1970s.

SERIES DESCRIPTIONS

SERIES 1 MANAGEMENT FILES

1945-1987. 91 l.f. Boxes 1-91

Series 1, Management Files, consists primarily of the records of CARE's chief policy-makers and administrators: the Board of Directors, Executive Directors and Deputy Executive Directors, several of its Assistant Executive Directors, and its General Counsel. There are also annual reports, organizational histories, and related items.

The Management Files are arranged in seven subseries:

- 1.1. General and Historical Materials
- 1.2. Board of Directors Files
- 1.3. General Counsel's Files
- 1.4. Executive Directors' Files
- 1.5. Deputy Executive Directors' Files
- 1.6. Assistant Executive Directors' Files
- 1.7. Other Materials

Subseries descriptions follow.

Subseries 1.1. General and Historical Materials

1945-1987. 4 l.f. Boxes 1-4

Subseries 1.1 is comprised of materials that document CARE's origins and growth, assembled by CARE's archives staff in the early 1980s. Box 1 includes originals and revisions of CARE's articles of incorporation and by-laws, 1945-1979; correspondence concerning CARE's formal organization, 1945-1946; annual reports, 1946-1987; and promotional brochures, 1948-1987. (Related promotional literature is in Box 1006 of the records of the Public and Donor Relations Department.)

Boxes 1 through 4 also contain the typescript and research files for a history of CARE's formative years, written in 1952 by Charles Bloomstein, a CARE employee from 1948 to 1955. Along with his research materials, Bloomstein's History of CARE offers detailed information about CARE's founding and early operations overseas. There are several other unpublished CARE histories in Box 4, ca. 1964-1971, and biographical sketches of CARE's Board of Directors and executive staff, 1946-1985. (The Public and Donor Relations Department also kept biographical files on CARE employees to use in press releases; see Box 883.)

Subseries 1.2. Board of Directors files
1945-1985. 8 l.f. Boxes 5-12.

CARE's Board of Directors is responsible for determining the countries in which CARE operates, setting general policy guidelines, and selecting CARE's executive directors. When CARE was founded, the Board consisted of representatives from each of CARE's twenty-two member organizations. During the 1950s, it expanded to include public members; by the mid-1980s, nearly half of the forty Board members were public members.

Box 5 contains correspondence of CARE's Board and Executive Directors with the executive staff of its member organizations, mostly from the late 1940s to mid-1950s. There are also files of early Board memoranda, notices of meetings, and lists of Board members.

Box 6 contains subject files, 1946-1960, mostly documenting CARE's reorganization and shift in the mid-1950s from emergency relief work toward long-term feeding and self-help programs.

Boxes 7-12 hold the minutes of Board of Directors meetings and minutes of the meetings of its various committees: Executive, Finance, Policy and Planning, etc., interfiled chronologically, 1945-1985. Box 12 also includes files of Margaret Ford, who served as assistant secretary to the Board of Directors from 1952 to 1984.

Subseries 1.3. General Counsel's Files.
1945-ca. 1965. 4 l.f. Boxes 13-16.

The files in Subseries 1.3 are almost entirely those of Alexander Hawes, CARE's General Counsel from 1945 until the mid-1960s. (Some documentation of the activities of the General Counsel in the 1970s is among the files of CARE's executive directors in Box 38; other post-1965 materials are presumably still part of CARE's active files.)

Hawes's files contain the agreements and related correspondence with the governments of the countries in which CARE was operating (Boxes 13-14); correspondence with various U.S. government offices, in particular the Advisory Committee on Voluntary Foreign Aid and the Economic Cooperation Administration (Boxes 14-15); registration with U.S. states for fund-raising purposes (Box 15); and subject files (Boxes 16-17). The latter, dating mostly from the 1940s and 1950s, include agreements with shipping corporations and warehouses, and negotiations with the

Union of CARE Employees. (Other files pertaining to the Union of CARE Employees are in Boxes 55 and 875.)

Subseries 1.4. Executive Directors' Files
1945-1985. 22 l.f. Boxes 17-38

The Executive Director of CARE carries out the policies agreed upon by the Board of Directors, and is responsible for the overall coordination of CARE's activities in the U.S. and overseas.

(In late 1990, CARE changed the job title of the executive director to that of president of CARE, while the assistant executive directors became vice-presidents. The changes, however, post-date these papers.)

As of 1991, CARE has had seven executive directors; their names and the lengths of their terms are:

Donald Nelson	Nov.-Dec. 1945
William N. Haskell	Dec. 1945-Feb. 1947
Paul Comly French	April 1947-July 1955
Richard Reuter	Aug. 1955-July 1962
Frank Goffio	Aug. 1962-April 1979
Lou Samia	May 1979-May 1980
Philip Johnston	May 1980-present

Documentation is scanty for the directorships of Nelson and Haskell. There is also comparatively little material concerning Philip Johnston, whose files were mostly still in use when CARE transferred its inactive records to the New York Public Library.

Because each executive director usually passed his files along to his successor, materials in this subseries are not broken down by individual executive director; instead, they are grouped in rough chronological order and by content: country files, subject files, and so forth.

Country files, Boxes 17-22, mainly contain the executive directors' correspondence with country directors, and related documents. Topics generally concern such broad issues as changes in policies and procedures. Materials in Boxes 17-19 are from ca. 1945-1965; those in 20-22 are from 1965 to 1984.

Box 23 contains an assortment of agreements from CARE's early years with beneficiary countries, the War Assets Administration, and private shipping and warehouse firms. Related items are in the General Counsel's files, Boxes 13-16.

Boxes 24-30 are subject files, mostly from 1945 through the

mid-1950s. Those in Boxes 24-25 mainly contain correspondence with government agencies and private organizations.

Of note in Box 25 are several files that came to CARE through the estate of Margaret Folsom, CARE's supervisor of foreign files from 1946 to 1947. Folsom's correspondence with CARE relief workers in Europe and the "Communiques from CARE," which she compiled from their incoming letters and sent to the various overseas missions, provide much information about CARE's early operations as well as conditions in post-war Europe.

Subject files in Boxes 26-30 include extensive correspondence with the Advisory Committee on Voluntary Foreign Aid, a division of the State Department, with which all private international relief agencies must be registered (Box 26); the CARE Development Corporation, an endeavor to import and sell handicrafts produced in developing countries (Box 28); and the National CARE Advisory Committee, an aggregate of business and industrial leaders who consulted periodically with CARE executive staff on aspects of CARE's programming (Box 30).

Subject files in Boxes 31-35 are mostly those of Frank Goffio, the executive director from 1962 to 1979, and his successor, Lou Samia. Like Boxes 24-30, these boxes largely contain correspondence with government agencies and private organizations, as well as with CARE's affiliates in Canada and Europe.

Box 36 contains files of executive director Philip Johnston, 1981-1985. Much of this material documents the re-opening of CARE's mission in Poland in 1981.

Files kept by the various executive directors on their interactions with the Board of Directors and the General Counsel are in Boxes 37 and 38, respectively.

Subseries 1.5. Deputy Executive Directors' Files
1953-1987. 30 l.f. Boxes 39-68

The Deputy Executive Directors of CARE assist the Executive Director in managing CARE's operations. Boxes 39-50 are the files of Fred Devine, Deputy Executive Director since 1957, and Senior Deputy Executive Director from the mid-1960s until his retirement in 1987. Devine's chief responsibility was the administration of the Program Department's many activities, in particular legislation and government requirements for the operations of food programs using P.L. 480 commodities.

Boxes 51-67 contain the files of Lou Samia, who served jointly with Devine as Deputy Executive Director from 1967 until 1979, when he became Executive Director. An accountant, Samia oversaw CARE's financial transactions and such related matters as

union negotiations.

Fred Devine's country and subject files (Boxes 40-47) are similar in content to those of the Executive Director, but usually pertain to specific problems or procedures, such as the shipment of a certain commodity, and are in general more recent, with many items from the early 1980s. Boxes 48-50 deal with CARE's feeding and nutrition education programs, in particular their relationships with the Agency for International Development and other U.S. government offices.

Boxes 51-55 are the subject files of Lou Samia, consisting largely of departmental budgets, fund-raising statistics, and related items. Boxes 56-58 contain correspondence and other materials concerning the International Service Agencies, of which Samia served as treasurer. The ISA, a confederation of several non-profit organizations, including CARE, sought contributions collectively through the Combined Federal Campaign (Federal Service Joint Crusade), a fund-raising effort aimed at U.S. government employees.

The bulk of Samia's files, Boxes 59-67, are his overseas files, in particular his reports on visits to CARE's various missions, ca. 1967-1979. Box 68, country files, are the combined files of both deputy executive directors; they mostly contain copies of basic agreements and other contracts with each country, program plans, and related information.

Subseries 1.6. Assistant Executive Directors' Files.
1946-1985. 16 l.f. Boxes 69-84.

The Assistant Executive Directors at CARE are usually in charge of a department--e.g., the Program Department or Overseas Operations. This subseries contains files of those A.E.D.s whose work is not clearly related to the activities of a single division.

Boxes 69-72 are the files of Abram Becker, an A.E.D. of CARE from ca. 1958 to 1962. Becker's responsibilities included personnel matters and fund-raising, especially among CARE member agencies.

Boxes 73-77 are Lou Samia's files. (Samia served as an A.E.D. from 1958 to 1967; there is some overlap with his Deputy Executive Director files.) Boxes 73-74, subject files from 1954 to 1969, include correspondence with a variety of agencies and organizations, both members and non-members of CARE. Box 75 documents CARE's long-standing relationship with Nationwide Insurance Company, which in 1960 initiated an ongoing program through which its employees contribute to CARE. Samia's A.E.D.

files also include materials from the Vick's CARE Crusade, 1960-1961 (Boxes 76-77), a contest sponsored by the Vick Chemical Company with proceeds going to CARE.

Boxes 78-82 contain the files of James Lambie, an A.E.D. from 1961 to ca. 1972. Lambie, who appears on CARE's 1969 organizational chart as the A.E.D. for "special assignments," was based in Washington, DC as the liaison between CARE and various federal offices and agencies, including the Peace Corps. (See the description for Subseries 8.3.) His subject files, Boxes 78-79, include material on congressional committees and subcommittees on agriculture and the status of refugees, and the 1965 White House conference on International Cooperation Year.

Boxes 80-82 hold Lambie's files on the International Service Agencies; Lambie evidently succeeded Samia as CARE's representative to that federation.

Boxes 83-84 contain A.E.D. George Radcliffe's correspondence with country directors and other mission personnel, 1980-1985, mostly concerning changes in personnel and related matters. Radcliffe apparently had administrative responsibility for both the Program Department and Overseas Operations in the early 1980s, and by 1985 held the title of A.E.D. for CARE's International Service Unit.

Subseries 1.7. Other Materials
1970-1984. 7 l.f. Boxes 85-91.

There are two categories of material in this subseries: confidential letters, 1971-1984, and files concerning the use of the name CARE by other organizations.

The confidential letters, Boxes 85-89, are a separate series of numbered letters, similar to those in Overseas Operations, between CARE's executive staff and mission administrators. Despite the "confidential" designation, their confidentiality usually had a short time frame. They contain little information that is still of a sensitive nature; most concern employee transfers and other personnel changes, and procedural issues. The files are alphabetical by country.

Boxes 90-91 contain correspondence from CARE's executive directors and attorneys to organizations with names or acronyms similar to CARE: e.g., "We Care" and "Concerned Adults for Reading Enrichment", advising them of possible copyright infringement.

SERIES DESCRIPTIONS

**SERIES 2
PROGRAM DEPARTMENT**

1949-1986 (bulk 1958-1980). 435 l.f. Boxes 92-526

Originally called the Technical Assistance and Self-Help Programs Department and later the Research and Development Department, the Program Department is responsible for planning and implementing CARE's overseas projects in agriculture, nutrition, health and medicine, construction, and education. Program Department materials include administrators' files, particularly those of the nutritionists and the assistant director responsible for obtaining surplus agricultural commodities; country project files; departmental annual reports; and assorted forms, reports, and manuals.

Series 2 consists of seven subseries:

- 2.1. Assistant Executive Directors' files
- 2.2. Program Department Directors' files
- 2.3. Program Department Assistant Director's files
- 2.4. Other administrators' files
- 2.5. Country project files
- 2.6. Book Program files
- 2.7. Various administrative materials

Subseries descriptions follow.

Subseries 2.1. Assistant Executive Directors' Files
1957-1980. 12 l.f. Boxes 92-103

Files of Gordon Alderfer, the A.E.D. for the department from 1960 to 1964 (Boxes 92-95), and F. Merton Cregger, A.E.D. from ca. 1966-1980 (Boxes 96-103).

Boxes 92-95, Alderfer's files, consist entirely of subject files, ca. 1959-1964, mostly containing correspondence with CARE member agencies and other relief organizations. About one-fourth of the files in Box 94 pertain to CARE's relationship with the Peace Corps.

Boxes 96-98 of Mert Cregger's files are also subject files, ca. 1966-1980, containing material on conferences, administrative matters, and special events such as International Women's Year,

1975, as well as correspondence with other organizations. Box 99, country files, holds mostly correspondence with CARE mission chiefs.

Boxes 101-102, Haiti-HACHO files, 1965-1973, document CARE's relationship with HACHO (Haitian-American Community Help Organization), a private organization based in Port-au-Prince that emphasized public health and nutrition education. Items include progress reports, statistics, and minutes of HACHO Board of Directors meetings.

Box 102 contains the A.E.D.'s files on CARE's nutrition programming, chiefly its workshops for CARE overseas staff and its A.I.D.-funded grants for food distribution and nutrition education programs. (See also the nutritionists' files, Boxes 169-171). Box 103, Planning Group materials, 1972-1977, covers Cregger's participation in the design of CARE's multi-year programming system.

Subseries 2.2: Program Department Directors' Files
1959-1984 (bulk 1973-1981). 11 l.f. Boxes 104-114

Country and subject files of the Program Department Director, mostly from 1973 through 1984. The Director was primarily responsible for the administration of the division and the coordination of its activities with other CARE divisions and with mission personnel.

Although the position of Program Department Director (called the Research and Development Director before 1960) has existed since the late 1950s, Subseries 2.2 consists almost entirely of the files of the Program Department Director from 1973 to 1984, Ralph Devone. There is little pre-1970 material; it is likely that those earlier files were incorporated with those in Subseries 2.5 and 2.7.

Among Devone's files are subject files (Boxes 104 and 109-110); memos and other correspondence with CARE staff, especially Program Department personnel (Box 105); correspondence with other organizations (Box 106); and site reports, country agreements, numbered correspondence and other communications with missions (Boxes 107-108 and 111-112). Boxes 113 and 114 contain chronological files of administrative correspondence, alphabetical by country within each year, from 1959-1960 and 1972-1984.

Subseries 2.3: Program Department Assistant Directors' Files
1950-1986 (bulk 1955-1981). 72 l.f. Boxes 115-186.

Subseries 2.3 consists of two groups of material: the files of the Assistant Director, William Langdon (Boxes 115-166), and

those of CARE's nutritionists (Boxes 167-186), who worked closely with him.

Assistant Director's Files:

William Langdon began working for CARE in the early 1950s, in the Order Section of the Remittance Department. By 1958, he was the Procurement Department employee in charge of surplus agricultural commodities; as a result of administrative changes in 1962, he became the head of the Program Department's Food and Agriculture Program. In 1969, his job title changed to Assistant Director of the Program Department.

Langdon's primary responsibilities were the acquisition and distribution of U.S. agricultural surplus commodities that were available through Public Law 480. Boxes 115-121, administrative files, contain Langdon's correspondence with other CARE employees, chiefly executive staff and Finance and Procurement personnel, and with A.I.D. and other government agencies, private relief organizations, and the manufacturers of supplemental protein products. These files, arranged by year, are from 1968 (with a few items in Box 115 from 1960-1964) and 1973-1984. The whereabouts of earlier material and files from 1969-1972 are unknown.

Boxes 122-151 are country files, ca. 1957-1968 and 1973-1982, with a few files from 1983-1987. As with Boxes 115-121, there is no material from 1969-1972. The files, arranged alphabetically by country, consist mostly of correspondence with mission personnel concerning food distribution programs, the shipment and distribution of foodstuffs, and related matters. There are also scattered copies of country agreements and annual estimates of requirements (A.E.R.s) submitted by mission chiefs, requesting specific commodities and itemizing the uses to which they would be put: e.g., school lunch programs, maternal-child welfare programs, and so forth.

Boxes 152-155 contain A.I.D. audit and self-audit reports that the A.I.D. periodically required, and related correspondence, ca. 1962-1985. The reports list in detail the types and amounts of commodities shipped, and any problems in transporting and storing them. These files are alphabetical by country.

In Boxes 156-157 are Langdon's files on CARE's overseas projects, especially, though not exclusively, those that were food and nutrition education-related. The files, alphabetical by country, mostly contain correspondence with mission chiefs, as well as scattered clippings, reports, and other items.

Box 158 holds files on the various commodities CARE obtained under the provisions of P.L. 480: rolled wheat, vegetable oil, fish flour, etc. Contents are primarily correspondence and informational literature, including recipes, from the U.S. Department of Agriculture and from manufacturers and such agencies as the Soybean Council of America and the Millers' National Federation. (Related materials are in Box 173.)

Boxes 159-166 contain miscellaneous subject files that do not fit readily into any of the above categories. They are arranged in rough chronological order, from 1950 to 1987. Materials include budget estimates (Boxes 162 and 163), evaluations of P.L. 480 programming (Boxes 164 and 166), and quarterly shipping reports (Box 165).

Nutritionists' files:

In 1969, CARE added a nutritionist to its Program Department staff to work with William Langdon in assessing and improving P.L. 480's effectiveness in feeding programs. In conjunction with mission personnel and host countries' ministries of education and social welfare, the nutritionist advised mission personnel on the development and implementation of feeding programs, nutritional education curricula, and projects to increase local food production.

CARE's first nutritionist (later called the nutrition advisor) was Margot Higgins; she was succeeded by Mary Ann Anderson in 1973. Merlyn Vemury held that position from 1976 to 1982, when Ruth Ann Horner succeeded her. Most of the items in Boxes 167-186 are from 1969 on, although there are a few earlier reports and related items.

During the 1960s and 1970s, grants from the Agency for International Development provided much of the funding for CARE's large-scale nutrition projects, in particular a study of supplementary feeding programs for preschool children in Colombia, Costa Rica, the Dominican Republic, India, and Pakistan, ca. 1974-1977. The files in Boxes 169 and 170 contain surveys, progress reports, and working papers from that study. Box 171 holds the reports from another A.I.D.-funded project, ca. 1978-1981, a study on the beliefs and practices that affected food habits in Bangladesh, Colombia, Guatemala, Jordan, Peru, and Tunisia.

Other materials include files on nutrition education in various regions and countries (Box 174), the manuals, storyboards, and comic books used to teach about nutrition (Box 175. See also the oversized posters and related items in Series 9, Boxes 1166 and 1167), and files on other institutions and

programs, such as Catholic Relief Services and Project Concern (Box 176).

Boxes 177-186, the nutritionists' country files, primarily contain correspondence between the nutritionist and mission staff members concerning such matters as regional nutrition planning workshops, A.I.D. projects, and the testing of food supplements.

Subseries 2.4: Other Administrators' Files
1954-1984. 13 l.f. Boxes 187-199.

Subseries 2.4 contains the files of various Program Department administrators for whom there is little other documentation, because in most cases the bulk of their records were still in use at the time CARE's papers came to the New York Public Library. Exceptions are the files of Jinty Edgar, Director of the Research Division of the Research and Development Department from ca. 1954 to 1960. Her papers (Boxes 187-188) contain information on institutional donors and on some of CARE's early projects; e.g., its agricultural tool program in Egypt in the 1950s.

This subseries also includes files of Margaret Ford, the Program Administrator from 1973 to 1980. Boxes 189-191 document her participation in International Women's Year (1975) and the United Nations Decade for Women, and her work as the liaison with C.I.D.A. (Canadian International Development Agency), CARE Canada, and CARE's New York headquarters.

Boxes 192-195 contain records of the Regional Program Officers for Africa and Asia, which consist primarily of reports, papers, and grant proposals for projects in various countries. Most of these materials are from the early 1980s.

Box 196 holds the files of Helen Seidler, CARE's Director of Education, a relatively new position. These records include correspondence from mid-1982 to December 1983, arranged chronologically; and memos, notes, and other materials from a 1984 conference for country directors.

The contents of Box 197 are the files of Ellen Lieber, Director of Information, another recently-created position. Items include intra-CARE correspondence, especially concerning CARE Europe.

Boxes 198 and 199 are the files of various administrative assistants to the Program Department's Assistant Executive Director, which date mostly from the late 1970s through the mid-1980s. They consist chiefly of forms and reports from long-range planning projects, and Program Department officers' visits to missions. About a fourth of the files in Box 199 deal with

CARE's relief efforts for famine victims in Ethiopia in 1984.

Subseries 2.5. Country Project Files

1952-1987 (bulk 1960-1980). 274 l.f. Boxes 200-473.

The files in Subseries 2.5 document the individual projects undertaken by CARE in sixty-three countries, from the early 1950s through the mid-1980s. Except for the files in Boxes 200 and 201, which are grouped together by continent (Africa and Europe), materials are arranged alphabetically by country and in approximate chronological order therein.

The nature of the projects varied widely, from providing farming tools and vocational kits to building schools and clinics, improving roads and waterways, and maintaining feeding programs based on P.L. 480 commodities. After 1970, MEDICO's training programs for hospital and clinic personnel also came under the administration of the Program Department.

Early projects (ca. 1952-1974) tended to be limited to one or several sites and purposes, and funded mainly by donor contributions. With the implementation of multi-year planning in 1975, projects became long-term and broader in scope and location, with more overall financial involvement from host governments and supplemental grant funding. For instance, one 1970 project in Chile was the renovation of a Valparaiso nursery school, paid for by a \$247.00 donation from a former Peace Corps volunteer, whereas a similar project in 1977 provided for the construction of more than 200 nursery schools and kindergartens throughout Chile over the next several years, jointly funded by CARE and the Chilean Ministry of Education.

Each country's projects are numbered separately. Pre-1975 projects have sequential numbers with the year added as a suffix: e.g., Guatemala #230-66. Under the multi-year planning system, each new project received a five-digit PCN (project control number), with the last digit or digits standing for the year(s) in which the project began. (A more detailed explanation of the project control numbering system is in the CARE Program Manual, v. 3, 1979, in Box 525.)

Most project files contain a project proposal, usually submitted by a mission chief, and related correspondence with CARE headquarters; supportive documents, such as blueprints or maps; and in the cases of projects co-sponsored by the host government or funded by outside agencies, copies of country agreements and grants. Post-1975 boxes also include separate folders for quarterly and trimester progress reports submitted by country directors, annual implementation plans (A.I.P.s) detailing projected and actual expenditures and activities for each fiscal year, and correspondence.

For some countries, the records of the regional program

officer (R.P.O.) are available, filed at the end of the sequence for those countries. These materials, ca. 1974-1985, consist chiefly of correspondence with mission chiefs and other CARE personnel, A.I.P.s, and project implementation evaluations (P.I.E.s), periodically submitted by missions to CARE headquarters. Duplicates of many of these items are in the regular country project files.

Files from the Chile, Jordan, Liberia, and Tunisia missions were returned to CARE upon termination of CARE's operations in those countries, and are also included in this subseries. Arranged according to CARE's Universal Filing System (see Box 525), these files contain many items duplicated in other parts of the collection, but also feature correspondence with the host government, minutes of mission staff meetings, and related materials.

Subseries 2.6. Book Program Files
1949-1962. 17 l.f. Boxes 474-490.

In the fall of 1948, UNESCO contacted CARE about the need for rebuilding European libraries that had been destroyed in the war, and providing scientific and technical books to developing countries. CARE agreed to join with UNESCO in its plans to send such materials overseas, and formed the CARE Book Advisory and Bibliography Committee, chaired by Luther Evans of the Library of Congress. Working with representatives from the American Library Association, the National Education Association, and other groups, the Committee compiled a bibliography of pertinent titles and began a fund-raising campaign for the project, directed mainly at professional associations and civic groups. The CARE-UNESCO Book Program sent its first shipment of books in July 1949, to the Louvain Library in Brussels, Belgium.

In October 1950, the Book Program expanded to include a Children's Book Fund, which provided books, mostly by American authors, to school and public libraries overseas. Under the slogan "Make Friends Through Books," many U. S. classrooms or children's service clubs "adopted" a school or library overseas, raising funds to send packages of books to them.

In 1955, the United States Information Service recruited CARE's assistance in distributing its American Bookshelf, a collection of ninety-nine paperback books, mostly literature, history, and biographies, selected for overseas audiences by the U.S. Information Agency as representative of what Americans were reading. CARE included the Bookshelf in its Book Program fund-raising until 1959, when it received objections from the National

Information Bureau, a private organization that monitored the activities of non-profit groups for prospective donors. The N.I.B. felt that it was inappropriate for CARE to act as a propagandist for the U.S.I.A., and at its recommendation, CARE ceased its support of the American Bookshelf.

While the CARE-UNESCO Book Program, Children's Book Fund, and the American Bookshelf enjoyed moderate support from donors, none of them ever had the mass appeal that food and self-help packages did. By the early 1960s, the Book Program had come to an end.

Boxes 474-485 contain the correspondence and subject files of CARE's Book Program personnel, in particular Flavel Barnes, chief of the Education Section of the Self-Help Program, and Patricia Freeman, Director of the Book Program. Boxes 475-479 contain donor and administrative files, roughly two-thirds of which consist of correspondence with donor organizations, especially the American Library Association and the National Congress of Parents and Teachers (P.T.A.). Box 480 contains the Children's Book Fund files, chiefly fact sheets, mailings, and other informational literature, and thank-you letters from children and teachers in a variety of countries. Correspondence with fund-raising groups at schools, colleges, and libraries is in Boxes 481-482, filed alphabetically by state. Boxes 483-485 hold correspondence with mission personnel, alphabetical by country. Most concern book shipments to those countries.

Boxes 486-487 contain the correspondence of Roy McCorkle, the director of CARE's Self-Help Program in the early 1950s, primarily documenting outreach and fund-raising efforts. American Bookshelf files are in Boxes 488-489; they consist mainly of progress reports and examples of publicity for the Bookshelf, correspondence with individual donors, and with fund-raising organizations such as the Fraternal Order of Eagles and regional Rotary Clubs.

The bibliographies of scientific and technical books produced by the Book Program's Advisory Committee are in Box 490. The earliest is dated 1950; there are updated versions through 1961-1962.

Subseries 2.7. Various Administrative Materials
1958-1986. 36 l.f. Boxes 491-526

Subseries 2.7 consists mostly of assorted forms, reports, and other items generated by the Program Department that did not come to the New York Public Library as part of the files of a specific person or country. A number of the reports were

apparently once part of CARE's in-house library. Copies of many items in this subseries, especially the agreements and forms, are also in the appropriate country project files.

Forms

Boxes 491-502 contain a variety of forms, most of them originating with the multi-year planning system in 1975. Exceptions are the action forms from 1958-1974, filed alphabetically by country in Boxes 491-496. The action forms, originally kept in looseleaf binders, are the program proposal approval forms for each project; taken together, they provide an overview of CARE's activities in each country up to 1974. Copies of these forms are also in the appropriate country project files.

Box 497 also includes pre-1975 materials: the Self-Help Agreements, or Partnership Development Projects (P.D.P.s) and Broadened Partnership Agreements (B.P.A.s) carried out in conjunction with host governments and local communities, ca. 1969-1973, filed by agreement number.

Box 498 contains copies of the agreements with host governments for each project, alphabetically by country, ca. 1974-1981. Project agreements, ca. 1976-1985, are in Box 499, filed by country and by PCN (Project Control Number) therein.

Box 500 mostly contains project approval forms, especially the post-1975 Annual Implementation Plan forms (A.I.P.s), by country. Boxes 500-502 also hold APDs, the forms issued at the beginning of each multi-year planning period (APD-1s); upon approval of the basic elements of each project (APD-2s); and upon authorization for full implementation of those projects (APD-3s), 1975-1984. Additionally, Box 502 includes a set of Multi-Year Plan fact sheets and country program profiles, by country, 1975-1979, and a set of planning, implementation, and evaluation memos (P.I.E.s), 1979-1980, periodically submitted by mission personnel to CARE program staff, chiefly for record-keeping purposes.

Reports

Boxes 503-514 contain an assortment of reports, largely produced by the Program Department in the 1950s through the 1980s.

Box 503 consists mostly of the Program Department's annual reports to CARE's Board of Directors, 1967-1982. Along with the project resumes and summaries, also in Box 503, they offer a useful synopsis of CARE's activities in all countries for each year.

The contents of Box 504 are reports and position papers, 1958-1984 and undated, mainly pertaining to Program Department administrative procedures or describing CARE's activities in certain areas, such as health care and refugee assistance. The contents of Box 505 are similar, but chiefly concern specific projects. About two-thirds are evaluations or "category reports" on agriculture, community development, nutrition, and education projects. Items date from 1958 to 1983, but are mostly pre-1975.

Roughly one-third of Box 506 consists of mission directors' discursive reports, interfiled with country fact sheets and press releases, 1954-1959, filed alphabetically by country. (A more comprehensive set of discursive reports is in Subseries 3.7.) The remaining two-thirds contain country program rationales, 1964-1973, alphabetical by country and chronological therein, which are useful summaries of CARE's varied activities in a country for each year.

Box 507 mostly holds country post reports, 1976-1978, prepared by country directors for new overseas staff members. The reports provide background information on the geography and climate of each country, available housing, schools, social and recreational facilities, and so forth. There are also files of general information on various countries, 1963-1984.

Boxes 508-513 contain a wide variety of country reports, some of which may also be among the project files in Boxes 200-473. These reports include studies by outside consultants and by CARE of specific CARE projects, such as its reforestation program in Chad in the 1970s. There are also comprehensive studies of all of CARE's activities in a certain country. The reports date from 1958 to 1984, and are arranged alphabetically by country.

The contents of Box 514 are the reports of CARE executives on their visits to various missions, describing the status of ongoing projects and making recommendations as needed. The trip reports date from 1958 to 1985; most are from the 1970s.

Miscellaneous Materials

The miscellaneous items in Subseries 2.7 are materials that the Program Department created and/or maintained, but which evidently were shared by several people or units.

Boxes 515-518 contain files on Contributions-in Kind (C.I.K.s), the donations of foodstuffs, clothing, cleaning products and other goods from their manufacturers, ca. 1965-1970. The files are arranged by the C.I.K. number assigned to each donation, more or less in chronological order. Box 519 contains Program Department files on donor organizations, chiefly such non-profit groups as the American Legion and the General

Federation of Women's Clubs. The files are alphabetical by name of organization. (The bulk of CARE's files on corporate donors is in Series 4, Subseries 4.4.)

Box 520, disaster files, consists mostly of reports, fact sheets, and position papers produced by the Program Department staff, mostly dealing with the problems of refugees from World War II and the East Asian conflicts of the 1950s and 1960s. Materials date from the 1950s to 1984.

For a more complete set of materials documenting CARE's response to natural and human-made disasters, see Subseries 3.8., Boxes 843-848.

Box 521 contains files from CARE's Agricultural/Natural Resources Unit, which the Program Department established in the early 1980s. Contents are mostly implementation plans (A.I.P.s and P.I.E.s) for agricultural and reforestation projects in Latin America, Africa, and Asia, ca. 1985.

Box 522 holds Program Department correspondence, 1967-1984: inter-office memos, letters to field staff, cables, etc., from various staff members, evidently kept together as central divisional files. Similarly, Box 523 contains an assortment of subject files, arranged alphabetically, ca. 1964-1984, mostly on public health, nutrition, and family planning issues. Box 524 contains files of correspondence, mostly from Program Department administrators, concerning meetings, administrative changes, Contributions-in-Kind, and other matters, ca. 1973-1981.

Boxes 525 and 526 contain employee manuals on Food for Peace guidelines, accounting and programming procedures, disaster policies, and so forth, 1965-1983, and undated.

SERIES DESCRIPTIONS**SERIES 3
OVERSEAS OPERATIONS**

1946-1984. 324 l.f. Boxes 527-851

Working in conjunction with the mission chiefs, the Overseas Operations Department staff is responsible for the administration of CARE's missions, including the acquisition and maintenance of supplies and equipment, the dissemination of information to and from each mission, and personnel and budgetary matters.

Over ninety percent of this series consists of intra-CARE correspondence, in particular the numbered letters and cables exchanged between each mission and CARE headquarters in New York, and the log books in which each item of correspondence was recorded. There are also relatively complete runs of CARE's numbered administrative memos, 1947-1983, and ALMISEs (letters from headquarters to all missions), 1957-1986.

The remainder of materials in Series 3 consists of administrators' files, chiefly those of Bertran Smucker, who in 1958 became the director of Overseas Operations (then a division of Operations), and was the assistant executive director of Overseas Operations from 1965 to 1979. The series also includes a fairly complete run of discursive reports by country directors, 1946-1984; disaster files documenting CARE's response to natural catastrophes such as floods and earthquakes; and reports and other items from CARE's world and regional conferences.

Series 3 is arranged in nine subseries:

- 3.1. Administrators' files
- 3.2. Numbered country correspondence
- 3.3. Log books
- 3.4. Unnumbered cables
- 3.5. ALMISEs
- 3.6. Numbered administrative memos
- 3.7. Discursive reports
- 3.8. Disasters
- 3.9. World and regional conferences

Subseries 3.1. Administrators' Files.

1946-1981. 11 l.f. Boxes 527-537

Country agreements and contracts, correspondence, reports, shipping information, and other items from CARE's Overseas Operations assistant executive directors and assistant directors.

This is a relatively small subseries; many other files were apparently discarded over the years.

Boxes 527-528, departmental files, and Box 529, country and regional files, are chiefly from the late 1940s through the mid-1950s, and are mostly those of the A.E.D., his administrative assistant, and the regional directors. Of note in Box 529 are the lengthy letters and reports from mission chiefs describing conditions overseas in such countries as Hungary, Laos, and Vietnam.

Boxes 530-531 are the subject files of A.E.D. Bertran Smucker, 1955-1979. Box 530 consists mostly of Smucker's files on CARE World Conferences, 1955-1961: country directors' reports, agendas, and other planning materials. There are also several folders on the selection and training of the first contingent of Peace Corps volunteers in 1961.

Boxes 532-537 are the files of Fred Davis, Director of Training for CARE's overseas personnel. Davis created his own numbering system for his files; a guide to it is in Box 532. Many of these materials, particularly those in Boxes 532 and 533, are useful in understanding CARE's structure and the functions of its various departments.

Subseries 3.2. Numbered Country Correspondence.

1947-1984. 280 l.f. Boxes 538-817

Arrangement: chronological, and alphabetical by country within each year.

In 1946, in order to keep track of the increasingly heavy correspondence between its New York office and the overseas missions, CARE began assigning numbers to all such intra-CARE letters and cables as they were written. Each country's correspondence has its own numbering sequence, and outgoing and incoming letters are numbered separately: for example, Poland-New York letter #2432 was a response to New York-Poland letter #1951.

A carbon copy of each numbered letter (or a mimeograph of each cable) routinely goes to the Overseas Operations Department for its numbered correspondence files. Thus, while copies of these items are found throughout CARE's papers, Subseries 3.2 is the all-inclusive collection of letters and cables between CARE headquarters and each mission in the order in which they were

written.

The correspondence is mostly of a routine nature, concerning such matters as the shipment of commodities, visits from representatives of fund-raising organizations to project sites, staff leave reports, and purchase of motor vehicles. The looseleaf books in which CARE's New York staff recorded the numbers, dates, and recipients of each letter and briefly described their contents provide an overview of the topics covered in the numbered correspondence. (See Subseries 3.3, Log Books, Boxes 818-828.)

Boxes 538-812 contain the numbered correspondence from 1947 through 1984, filed by year and alphabetical by country within each year. Box 813 holds numbered correspondence between CARE-MEDICO's Washington D.C. office and MEDICO countries, 1971-1978.

Other MEDICO-related files, by country, are scattered throughout Subseries 3.2.

Boxes 814-815, country files, 1980-1984, contain both numbered and unnumbered correspondence, alphabetical by country.

The contents of Boxes 816 and 817, new country files, pertain mostly to proposals to initiate or resume operations in non-CARE countries. Box 817 also holds files on the closing of missions in some CARE countries.

Readers should note that in Subseries 3.2, files for countries that have changed their names are under the name in use at or near the time the files were created. For example, correspondence to and from Ceylon, which became Sri Lanka in 1972, is under Ceylon through 1973 but under Sri Lanka thereafter. In using this subseries, researchers interested in CARE's activities in one country over a long period of time should look under all forms of that country's name.

Subseries 3.3. Log Books.

1947-1980 (bulk 1958-1980). 11 l.f. Boxes 818-828.

Arrangement: by volume number; roughly alphabetical by country.

The 110 looseleaf binders that comprise Subseries 3.3 serve as a rough index, by item number, to the correspondence in Subseries 3.2. As mentioned above, each entry includes the letter or cable number, date, topic, the name of the sender or recipient at CARE headquarters, and, where applicable, the item number of the letter or cable it answers.

In this subseries, there is no consistency for the location of materials for countries that have changed their names. For instance, entries for British Honduras, which became Belize in 1981, are in volumes 15 and 16 under Belize, but entries for Bangladesh (volumes 13 and 14) can also be found under its

previous name, East Pakistan, in volume 90.

Subseries 3.4. Unnumbered Cables.

1974-1984. 4 l.f. Boxes 829-832.

Arrangement: chronological.

The unnumbered cables in Subseries 3.4 are to and from United Nations personnel and foreign government officials as well as CARE personnel. They concern a wide range of topics, from disaster assistance to the confirmation of travel plans. There is also substantial correspondence between CARE U.S.A. and its international affiliates.

Subseries 3.5. ALMIS Master Files.

1957-1986. 5 l.f. Boxes 833-837.

Arrangement: by ALMIS number.

In 1957, CARE began issuing a separate numbered letter series of ALMISes, memos from CARE headquarters to all missions.

Like the numbered country correspondence, ALMISes generally pertain to such broad administrative matters as the preparation of annual budgets, updates on procedural matters, personnel changes, and information on publicity for CARE, often sent with copies of pertinent articles or clippings.

The run of ALMISes in Boxes 833-837 is mostly complete. A file in Box 833 includes an index of ALMISes from 1970 through 1988, similar in format to the log books; unfortunately, it is a photocopy and hard to read.

Subseries 3.6. Administrative Memos.

1947-1983. 1 l.f. Box 838.

The numbered administrative memos in Subseries 3.6 are issued by CARE's executive director, most often to CARE headquarters staff but occasionally to field office and overseas personnel also. Topics usually concern such routine matters as paid holidays, minor changes in procedures, and the appointment and transfer of staff members. This subseries also includes brief runs of other numbered administrative memos from the late 1940s, and ALMEDs (numbered memos from the assistant executive director for MEDICO to all MEDICO teams), 1968 and 1970.

Subseries 3.7. Discursive Reports

1946-1984. 4 l.f. Boxes 839-842

Arrangement: alphabetical by country.

Soon after establishing its overseas missions, CARE began requiring monthly reports (later quarterly) from its country directors for distribution throughout CARE, particularly for the

Public Relations Department to use in preparing brochures, press releases, and other information about CARE. These discursive reports, initially consisting of a statistical and a narrative section, summarized the mission's accomplishments in feeding programs, self-help projects (school construction, potable water systems, etc.), MEDICO and Peace Corps activities, and disaster relief efforts, and often contained observations on changing political and economic conditions. CARE discontinued the discursives in 1973 but resumed them in 1977 on a bi-annual basis. It discontinued them again in September 1984.

Subseries 3.8. Disaster Files.
1953-1984. 6 l.f. Boxes 843-848
Arrangement: chronological

Contents of files in this subseries are chiefly cables, letters, and reports issued by the Agency for International Development and the American Council of Voluntary Agencies for Foreign Service as well as CARE, documenting CARE's response to the devastation caused by earthquakes, floods, hurricanes, droughts, civil strife, and other such events. Researchers should note that the files are arranged by date, rather than by name of country.

Subseries 3.9. World and Regional Conferences.
1949-1980. 3 l.f. Boxes 849-851
Arrangement: chronological

Since 1949, CARE has held world and regional conferences for its staff members at regular intervals. The regional conferences are primarily for CARE headquarters staff to inform overseas personnel of any changes in programming policies and administrative procedures, and to allow mission chiefs to report on activities in their countries. The world conferences, held approximately every ten years, are devoted to long-range planning issues: improvements in certain types of programming, discontinuance of others, and so on. These files consist mostly of planning correspondence and information packets, and reports presented at the conferences. Documentation is especially strong for the CARE World Conference of May 1980, held at West Point, New York.

SERIES DESCRIPTIONS

SERIES 4 PUBLIC AND DONOR RELATIONS DEPARTMENT

1946-1989 (bulk 1962-1980). 158 l.f. Boxes 852-1010.

The Public and Donor Relations Department has grown faster and changed its structure more frequently than other CARE departments. From about 1962 to 1980, when the bulk of these papers were created, it consisted of two main units: the Publicity or Public Relations Division (later Public Information, and now called Communications), which handled routine external inquiries about CARE and prepared and disseminated press releases and radio and television spots about CARE; and the National Field Operations Division (also called Field Services, Resource Development, and currently Development), which oversaw CARE's fund-raising activities, especially through its regional offices.

Each division had its own director, who reported to the Assistant Executive Director of Public and Donor Relations.

The Donor Services Division, which maintains information on individual and institutional contributors, has at various times been a separate unit, a part of Public Relations, and a subdivision of Resource Development. It appears here as a separate subseries.

There are five subseries in Series 4:

- 4.1. Assistant Executive Directors' Files
- 4.2. Public Relations Division Files
- 4.3. Donor Services Files
- 4.4. National Field Offices/Resource Development Files
- 4.5. Miscellaneous Materials

Subseries 4.1. Assistant Executive Directors' Files.

1956-1984. 19 l.f. Boxes 852-870. Arrangement: chronological by A.E.D.

Files of John Habberton (1956-1958), Harry Cooper (1961-1966), Jack Thacher (1965-1980), and Ron Burkard (1979-1984). The Public and Donor Relations A.E.D. oversees the day-to-day operations of the Department and is primarily responsible for long-range planning and setting goals. Boxes 852-870 contain correspondence, chiefly with other CARE administrators, mission chiefs, and field staff; scattered press releases, reports, photographs, and other items. About one-fourth of these files

(Boxes 863-867) pertains to publicizing the work of MEDICO to donors and potential participants in its visiting volunteer specialist program.

Subseries 4.2. Public Relations Division Files.

1947-1985 12 l.f. Boxes 871-882

Arrangement: roughly chronological.

Correspondence and subject files of the Director and Assistant Directors, press releases, radio and television public service announcements, and production books comprise this subseries. The Public Relations Division deals with the print and broadcast media, through which it informs the public about CARE's goals, policies, and short and long-term programs, promotes various fund-raising campaigns and issues press releases about them.

Boxes 871-882 are the files of the Public Relations Directors, Sam Kaufman (ca. 1953-1970), Emma Dash Gregory (ca. 1973-1975) and Alex Klein (1975-1981). The Public Relations Directors work in conjunction with the Assistant Public Relations Directors in responding to questions from the public and providing the print and broadcast media with up-to-date information on CARE projects and activities. They also communicate frequently with CARE missions staff concerning the need for photographs and "human interest" stories to use in promotional literature.

The files of the division's two Assistant Directors are in Boxes 883-898. Boxes 883-890 are those of the Editorial Director (also called the Press Relations and Public Information Director), mostly from the mid-1970s to the early 1980s. Items in some cases duplicate those in the Public Relations Directors' files, but are in general more recent. Box 883 contains biographical sketches of many CARE staff and members of the Board of Directors, prepared by the Editorial Division, mostly in the 1970s, with a few files contributed more recently by other departments. Of note in Box 886 among the files on the International Year of the Child (1979) is a letter from the writer E. B. White, giving CARE permission to quote from a passage in Charlotte's Web.

Boxes 891-898 contain the Broadcast and Special Events Director's files, 1952-1984. Concerned mainly with television and radio, the Director sets up opportunities to air CARE material, and prepares and approves the copy to be used. Box 891 contains the subject files of Dorothea Beckman, 1952-1967, including several on the Hale and Baker Agency, which represented CARE in acquiring air space and studio time for CARE productions.

Box 892 contains more of Beckman's files and her successor's, Jules Evan Baker, formerly of the Hale and Baker Agency. Boxes 893-898 are solely Jules Baker's, 1957-1984, containing correspondence and special events information.

Roughly one-half of Subseries 4.2 (Boxes 899-931) consists of copies of press releases and television and radio public service announcements, mostly from the late 1940s and 1950s. Boxes 899-902 hold a nearly complete run of general press releases in numbered volumes, from 1946-1958. (The papers have been removed from binders and placed in folders.) Boxes 903-905 contain scattered press releases not found in the above volumes, 1949-1985. Box 906 contains foreign press releases, 1949-1960.

Boxes 907-916 hold special press releases. Whereas general releases are sent out to all forms of media and organizations, special releases go to specific groups; for example, to the labor press or to regional radio stations, such as those in the Ohio Valley area. These are in numbered books in chronological order. (Many of the later books are missing.) Boxes 917-918 contain press releases pertaining to MEDICO.

Boxes 919-924 contain radio and television scripts, from 1949-1979, in numbered volumes. Such public service announcements are 10-60 seconds in length, and are generally pleas for contributions for ongoing projects, though such emergencies as the Iranian earthquake of 1982 warrant special announcements. There are also holiday campaign ad spots. Box 925 contains various scripts not included in the volumes.

Boxes 926-931 contain production books, the rough drafts and early ideas that were the basis for articles as well as for the above radio and television scripts. The books run from 1956-1957, followed by a gap of twenty years. There is a second run from 1977 through 1979.

Subseries 4.3. Donor Services Files.

1946-1984 (bulk ca. 1965-1975). 14 l.f. Boxes 932-945.

Correspondence with donors and fund-raising organizations, memos, procedure manuals, and other materials. Most of these files are those of Franklin Irving, Director of Donor Services

(also called the Service Division) from ca. 1958 to 1975. Though not directly involved in fund-raising, this division handles contributions, answers inquiries from the public, maintains files on donors and coordinates Lions Clubs International's work for CARE.

Boxes 932-934 represent a 30% sampling of CARE's files on individual and institutional donors, mostly from ca. 1960-1972. Files include copies of thank-you letters from the Donor Services Director and mission chiefs, describing in detail the uses to which contributions would be put, as well as worksheets, receipts, and occasional incoming correspondence from donors.

Boxes 937-942 contain a 10% sampling of CARE's files on the fund-raising work of Lions Club chapters in the U.S. and Canada. (Because of the volume of Lions Club material, Donor Services oversaw these activities, rather than the National Organizations Department of Resource Development.) Files are in chronological order by year, 1966-1977, and alphabetical by state and district within each year. As with the donor files, each Lions Club file typically includes copies of outgoing letters to donors, worksheets, and receipts.

Boxes 943-944 are those of David Jack, Assistant Director of Donor Services and a graphic artist who designed many of CARE's early brochures and pamphlets, 1948-1953. His files include correspondence, occasional discursive reports, drafts of promotional literature, and press releases.

Subseries 4.4. National Field Operations/Resource Development Division Files.

1958-1984. 59 l.f. Boxes 946-1004.

Arrangement: roughly chronological according to section.

Correspondence to and from field staff, personnel data, field reports, donor files, correspondence with national organizations, and other materials make up this subseries. The Field Operations Division is primarily concerned with the fund-raising efforts of CARE's eighteen regional offices in the U.S. and Canada, and with the generation of income through foundations and corporate donors, bequests, and mass mailings, as well as through the work of other non-profit organizations in CARE's

behalf.

Boxes 946-957 contain the files of the National Field Operations Director, later the Resource Development Director. Boxes 946-951 contain John "Jack" Leonard's files (1958-1968), which pertain mostly to fund-raising campaigns. Boxes 946-948 feature various campaigns such as the Vicks-CARE Crusade. Boxes 949-951 contain the files of the Combined Federal Campaign and the Federal Services Joint Campaign. Both were efforts by the government to generate interest among federal employees in government-approved charities.

Box 952 contains the correspondence of Everett Thorner (1969-1971) with various field offices. Gordon Haskell succeeded Thorner and held the position until 1978. Boxes 953-956 are his files. Box 953 deals with various field personnel from 1960-1975. Box 954 contains field correspondence. Boxes 955-956 are further fund-raising files. Box 957 contains Susan Overman's files, including correspondence, field conference data, and computer system implementation information.

Boxes 958-965 contain the Field Staff Director's files from 1965-1983. These files primarily were maintained by Michael Kraeg, Field Operations Director, who coordinated the work of the various field offices and channeled communications between CARE headquarters and field office staff. He worked closely with the national Field Operations Director. The bulk of his files consists of correspondence to and from the field offices.

The Division's field offices files, 1956-1984, are stored in boxes 966-979. These contain correspondence between each office and the national headquarters in New York, press clippings about local events, information on fund-raising techniques, and personnel data. Boxes 966-972 contain monthly reports from the various offices, filed alphabetically by city, describing contact with donors as well as in-house matters. (Readers should note that the reports from the Ottawa and Toronto field offices are filed under "Canada.")

The contents of boxes 973-975, Washington, D.C. Field Office files, 1956-1983, were transferred from that office at the time

of its move to smaller quarters. Of note is its involvement in CARE's 25th anniversary celebration. Boxes 976-978 contain the Tri-State (New York, New Jersey, and Connecticut) Field Office files, 1967-1984. In addition to the usual promotions, Box 978 includes various Christmas, Mother's and Father's Day, and MEDICO campaigns. Box 979 is from the Philadelphia Field Office, 1977-1984, containing press clippings and files of the donating foundations in the Philadelphia area. (The Tri-State and Philadelphia offices closed in 1984, but have since re-opened.)

Boxes 980-989 hold the files of the National Organizations Division, which coordinates the fund-raising activities of other non-profit societies on CARE's behalf. These societies, many of which are CARE member agencies, include the American Legion Auxiliary, the 4-H Program, the General Federation of Women's Clubs, the National Council of Negro Women, the National Grange, and Rotary International. Usually, organizations raise monies for specified projects: for example, in 1959, American 4-H Club chapters provided farm tool kits and hand cultivators for sister clubs in Mexico.

The National Organizations files consist mostly of correspondence between the National Organizations directors and CARE missions and field offices concerning the work of the donor organizations, as well as brochures, reports, and other information about those organizations. Coverage is strongest for the General Federation of Women's Clubs (Boxes 983-986) a member of CARE since 1954 and one of its most active fund-raisers.

Boxes 990-995, the records of the Foundations Division (renamed Corporations/Foundations/Major Donors after 1980), are mainly files on individual foundations (Boxes 990-992) containing copies of letters of acknowledgment from CARE, occasional incoming correspondence from donors, and worksheets, copies of receipts, and action forms explaining how each contribution would be used. Files date from 1952 to 1980; coverage is strongest for 1960-1975. They represent a 20% sampling of CARE's inactive Foundations files. Box 993 contains files pertaining to two major gifts from the late 1970s-mid-1980s.

The remaining files, ca. 1980-1987, are those of the Foundations Division's Assistant Director (Box 994) and the Director of Corporate Affairs (Box 995). The contents of both include copies of outgoing memos, information sent to and from field offices, and related administrative matters.

Boxes 996-999 contain a 20% sample of the Planned Giving Division's files on deceased donors who left part or all of their estates to CARE, 1969-1982. They consist mostly of correspondence between CARE and estate attorneys, and copies of wills and other legal documents.

The Direct Mail Division (Boxes 1000-1001) designs and distributes CARE's mass mailings to past and potential donors, and monitors the income generated by those mailings. Box 1000 includes examples of brochures and other appeals to donors from 1946 to 1983.

The Special Events Division of CARE (Boxes 1002-1004) coordinates the activities of the Public Relations Department, which plans promotional and fund-raising events, and the work of Resource Development, which carries them out. Most of these files are those of the Special Events Coordinator, Linda Porto, from 1980-1981; they consist mainly of memos to and from field office staff and CARE administrators, and files on such fund-raisers as radiothons and telethons and on the design of posters and brochures.

Subseries 4.5. Miscellaneous Materials.
1946-1987. 4.8 l.f. Boxes 1005-1010.

Printed matter, including press clippings, articles, and CARE newsletters; union-related files, thank-you letters, and other items.

The files in Box 1005 are chiefly those of CARE's AFL-CIO representatives, who worked with the AFL-CIO and its member unions in fund drives to provide food and self-help kits to trade unionists in CARE countries. There are also two files pertaining to the activities of the Union of CARE Employees, 1947-1949 and 1963.

Box 1006 contains CARE fact sheets, brochures, and a variety of newsletters, including a nearly complete run of CARE World Report, Winter 1972-73 through Summer 1989, and various internal bulletins. Among other materials in Box 1006 are examples of press kits, and information on the contents and distribution of CARE packages, 1946-1970. Box 1007 holds an assortment of newspaper clippings and magazine articles concerning CARE from the 1940s through the mid-1980s.

About half the contents of Box 1008 pertains to preparations for CARE's 25th, 30th, 35th, and 40th anniversary celebrations. The remaining files contain information on various fund-raising projects, 1949-1983, CARE's nomination for the Nobel Peace Prize in 1951 and 1987, and such items as commemorative stamps and copies of letters to CARE from U.S. presidents and other political figures.

Box 1009 contains some of the few available examples of letters of gratitude from recipients of CARE's assistance. Most of these were forwarded to CARE by the Union of Orthodox Jewish

Congregations of America, which provided for the shipment of numerous kosher CARE packages between 1950 and 1952. The remainder, ranging from the 1940s to 1988, were written directly to CARE.

SERIES DESCRIPTIONS**SERIES 5
FINANCIAL CONTROL AND PROCUREMENT FILES**

1947-1984 (bulk ca. 1955-1970). 24.5 l.f. Boxes 1011-1037

Budget plans, statistical tables, grant applications, memos, and other items from CARE's Finance and Procurement departments.

The former, called Administrative Operations before 1964 and Financial Control from ca. 1964 to 1981 deals with the budget, payroll, and other monetary concerns of CARE, and includes its Accounting, Remittance, Treasury and Insurance, and Data Processing divisions. The Procurement Department is responsible for the acquisition of agricultural commodities, MEDICO supplies, general and special purchases, and the shipping of all such materials.

The items in this series represent only a small sample of those generated by either department. CARE has retained its recent Finance Department files and apparently routinely discarded most earlier ones. A January 1976 memo to Jack Thacher from Howard Powell, director of Procurement, mentions that the Procurement Department destroyed most of its inactive files in the early 1970s, owing to space limitations.

Subseries descriptions follow.

Subseries 5.1. Finance Department Files.

1947-1984. 22.5 l.f. Boxes 1011-1034

Arrangement: by division.

Files of Lou Samia, Assistant Executive Director for Administrative Operations and Deputy Executive Director, 1958-1977 (Boxes 1011-1013); files of the Accounting and Statistics Division, 1947-1980, especially those of the comptroller, Richard Vogler (Boxes 1014-1021); Treasury and Insurance Division directors' files, 1950-1981 (Boxes 1022-1028); Remittance Division files, 1947-1962 (Boxes 1029-1031); and files of Richard LaRoche, director of the Budget Office, 1981-1984 (Boxes 1032-1034). Materials are of a fairly routine nature, reflecting the day-to-day operations of each division. Of some note is a 1947 survey of German-American housewives in the Yorkville section of

Manhattan who sent CARE packages to Germany. (Box 1031)

Subseries 5.2. Procurement Department Files.

1965-1968. 2.5 l.f. Boxes 1035-1037

Arrangement: chronological, and alphabetical within each year.

The only Procurement Department files represented here are the overseas correspondence files of the department's director, Richard Vogler, 1965-1968. They mostly contain numbered letters between Vogler and the various mission chiefs (many of which are also in the Overseas Operations files), concerning the obtainment and shipment of materiel, interspersed with discursive reports, annual programming rationales, etc.

SERIES DESCRIPTIONS**SERIES 6
MEDICO**

1956-1986 (bulk 1962-1980) 89 l.f. Boxes 1038-1126

HISTORICAL NOTE

MEDICO (Medical International Cooperation Organization), the medical arm of CARE, began under the sponsorship of the International Rescue Committee in February 1958. Its co-founders were Peter D. Comanduras, a faculty member of George Washington University's School of Medicine, and Thomas A. Dooley, a former U.S. Navy physician who had assisted in the evacuation of refugees from North Vietnam in May 1954 and returned in 1956 to establish a hospital in a remote part of Laos. Comanduras's research in the mid-1950s on tropical medicine convinced him of the need for a non-governmental medical organization that would replicate on an international scale the work being done by Dooley and by Albert Schweitzer in Africa. After corresponding for several months about the possibility of starting such an organization, Comanduras and Dooley met in the fall of 1957, and from that and subsequent discussions, they created MEDICO, with Comanduras as its secretary-general and Albert Schweitzer as an honorary patron. A Medical Advisory Council (later Advisory Board), comprised of representatives of various medical professional organizations, helped to establish the criteria for MEDICO programming and offered specific recommendations based on their areas of expertise.

From March to June 1958, Comanduras met with government officials and health care workers in twenty-five nations to discuss MEDICO's potential role there, while Dooley embarked on a lecture tour to raise funds and attract volunteers. Response at home and overseas was positive, and that summer and fall, MEDICO sent teams of medical personnel to various sites in Laos, Cambodia, and Jordan. By September 1959, when it became independent from the International Rescue Committee, MEDICO also had short-term and long-range projects underway in Afghanistan, Kenya and South Vietnam, and had participated in emergency disaster relief efforts in Morocco, Peru, and Chile.

Dooley died in January 1961, and without its energetic publicist and fund-raiser, MEDICO soon fell into financial difficulties. That fall, Comanduras proposed a formal

affiliation between MEDICO and CARE. Since 1959, the two organizations had been cooperating closely in countries where both operated, with CARE supplying materiel and MEDICO the personnel. Each agency was amenable to the merger, and in March 1962, MEDICO became a service of CARE, and Comanduras its assistant executive director. Kester L. Hastings, MEDICO's executive director, became an assistant director, based in Washington, DC; his chief responsibility was the recruitment of visiting volunteer specialists (VVSes). Wells Klein of CARE oversaw the placement of long-term staff and related administrative matters. (Henry Selz replaced Klein in 1963, and was succeeded in 1964 by Leonard Coppold, who held that position until 1979. For more information, see the organizational charts at the end of this guide.) MEDICO's Advisory Board continued to provide overall medical programming guidance.

Freed from having to raise its own monies, MEDICO expanded its ongoing activities in the countries in which CARE was active, particularly Afghanistan, Jordan, and Algeria. In the 1960s, it started programs in Honduras, Tunisia, and the Dominican Republic, where CARE had been working for some time, and sent teaching teams to Indonesia in 1968, a year after CARE began operations there.

During the 1960s, MEDICO began moving away from what one CARE A.E.D. called "the 'jungle medicine' of Dooley"--the establishment of hospitals and clinics in remote areas where most people had never seen a doctor--toward the postgraduate training by MEDICO contract staff and volunteers of their counterparts at medical schools and hospitals in metropolitan areas. Contract personnel usually served overseas for two years, administering and overseeing teaching programs, while VVSes spent one or more months at those sites, offering their expertise in such needed specialties as anesthesiology and orthopedic surgery.

The international approach to Third World health care began to shift in the 1970s toward a focus on comprehensive public health education and on the provision of primary health care (PHC) in regions without ready access to sophisticated forms of medical treatment. Although it favored service to rural areas over urban centers, PHC differed from the earlier Dooley/Schweitzer philosophy in advocating the incorporation of preventive measures such as better sanitation and improved nutrition into a health care program, and in stressing community participation: rather than furnish doctors from outside, health care workers would teach basic medical skills to the traditional health care providers of a community, e.g., midwives.

In recognition of this shift, the MEDICO Advisory Board sponsored a workshop in April 1976, "Future Directions of CARE-MEDICO," which resulted in a set of recommendations that

included: a wider use of medical paraprofessionals as well as doctors; more attention to preventive (as opposed to curative) medicine; a focus on rural rather than urban health care; and increased community involvement. During the next few years, CARE and MEDICO staff members participated in various regional and international meetings on health care, in particular the World Federation of Public Health Associations conference in Halifax, Nova Scotia in May 1978 and the International Conference on Primary Health Care, sponsored by the World Health Organization and UNICEF, in Alma Ata, USSR, in September 1978. Attendees at the Alma Ata conference drafted a series of ten statements, known as the Declaration of Alma Ata, which set a goal of a worldwide acceptable level of health by the year 2000, through primary health care "in the spirit of self-reliance and self-determination," achieved with the help of local and national governments and private organizations.

The immediate result of the new concentration on primary health care was an effort on MEDICO's part to work more closely with CARE's Program Department, particularly on its health and nutrition projects. Most MEDICO Advisory Board members and staff, however, were medical specialists with little public health experience and no clear ideas on how to proceed in changing MEDICO's direction. Additionally, budgetary constraints prevented plans to hire a full-time PHC specialist to coordinate CARE and MEDICO programming and to add such specialists to CARE's mission staffs, while rising operating costs and a decreased demand overseas for highly trained medical experts gradually reduced MEDICO's use of visiting volunteer specialists. By early 1983, the VVS program had come to an end.

With financial curtailments and without a clearly-defined role to play in CARE programming, MEDICO gradually ceased to be an active division of CARE. Today, although three former MEDICO Advisory Board members sit on CARE's Board of Directors, MEDICO exists essentially in name only.

SCOPE AND CONTENT NOTE

There are 89 boxes of files in the MEDICO series, mainly containing administrators' correspondence, end-of-tour reports by contract personnel and volunteer specialists, VVS personnel files, and minutes of meetings and other materials of the MEDICO Advisory Board. Items date from MEDICO's earliest days to the mid-1980s.

Researchers should note that in 1981, at the request of the Western Historical Manuscript Collection of the University of Missouri in St. Louis, CARE donated several files of original correspondence from Tom Dooley to the W.H.M.C.'s Thomas A. Dooley

III Collection.

Materials are arranged in nine subseries:

- 6.1. General and Historical Files
- 6.2. MEDICO Advisory Board and Board of Directors Files
- 6.3. Pre-Merger Files
- 6.4. MEDICO Assistant Executive Directors' Files
- 6.5. Assistant Directors' Files: New York Office
- 6.6. Program Department MEDICO Files
- 6.7. VVS and Narrative and Clinical Reports
- 6.8. Assistant Directors' Files: Washington DC Office
- 6.9. Miscellaneous Materials

Related MEDICO materials can also be found in the files of Ralph Devone (Program Department Box 104) and in Boxes 863-870, the files of Jack Thacher and Ron Burkard, Assistant Executive Directors of the Public and Donor Relations Department.

Subseries descriptions follow.

Subseries 6.1. General and Historical Materials.

1958-1984, and undated. 3 l.f. Boxes 1038-1040
Arrangement: roughly chronological.

Articles of incorporation, by-laws, fact sheets, histories and chronologies, clippings, press releases, and other material documenting the founding and growth of MEDICO. Box 1038 includes brochures and other printed items from MEDICO's pre-CARE years, and a 62-page pamphlet, "The Story of MEDICO, a Service of CARE," by Terry Morris, issued in 1976. The contents of Box 1039 are mostly manuals and newsletters, including a complete run of MEDICO Records (1966-1983), a newsletter published by CARE for the Society of Alumni and Friends of MEDICO, a fund-raising organization of former MEDICO volunteers. (See Box 1125.)

Box 1040 contains documents and chapter outlines compiled for a proposed history of MEDICO (never published) and correspondence with the author, James Newton, 1966-1968. (Related materials are in the files of Jack Thacher, Box 863.) Of particular interest in Box 1040 is a transcript of the diary of a MEDICO doctor, John Amati, kept during his service in Cambodia from 1962 to 1964.

Subseries 6.2. MEDICO Advisory Board & Board of Directors Files.

1958-1986. 5 l.f. Boxes 1041-1045
Arrangement: Boxes 1041, 1042, and 1045: chronological. Boxes 1043 and 1044: alphabetical by Board member.

Minutes of meetings of the MEDICO Advisory Board (MAB) and its various committees, lists of committee members,

correspondence between MEDICO staff and Board members, annual reports from CARE's Program Department to the Board, and other materials.

After its separation from the International Rescue Committee, MEDICO was governed by a twenty-six-member Board of Directors that included business and civic leaders as well as Tom Dooley, and by its Medical Advisory Board, whose membership had grown to nearly forty by early 1962. The two combined at the time of the CARE/MEDICO merger to form the MEDICO Advisory Board.

Most of these files are those of Kester Hastings and his successors in Washington DC, and include agendas, announcements, and minutes of the meetings of the MAB and its numerous standing committees (Boxes 1041 and 1042) as well as correspondence with individual Board members (Boxes 1043 and 1044). The contents of Box 1045 are from the New York assistant directors' office, and consist mainly of correspondence concerning MAB activities.

Boxes 1042 and 1045 also contain material pertaining to Orthopedics Overseas and the MEDICO Advisory Committee of Canada. The former, a volunteer organization of orthopedic surgeons founded in 1959, was a member agency of MEDICO from 1961 to 1981. CARE of Canada instituted its own MEDICO program in 1963, owing largely to MEDICO's popularity among Canadian doctors and nurses, who comprised about one-fourth of MEDICO's volunteers.

Subseries 6.3. Pre-Merger Files.

1956-1963 (bulk 1958-1961). 6 l.f. Boxes 1046-1051
Arrangement: alphabetical.

Chiefly correspondence and reports documenting MEDICO's activities during the three years before it merged with CARE. The files are mostly those of Peter Comanduras and Kester Hastings. Boxes 1046-1048 concern operations and proposed projects in 40 countries; coverage is most extensive for Afghanistan, Haiti, Jordan, Laos, and Vietnam. Boxes 1049-1051, subject files, consist mainly of correspondence with other organizations and individual doctors.

Subseries 6.4. MEDICO Assistant Executive Directors' Files.

1962-1980. 9 l.f. Boxes 1052-1060
Arrangement: alphabetical.

Memos, correspondence, reports, speeches, surveys, and other items concerning ongoing projects and programming policies and objectives for CARE/MEDICO. Boxes 1052-1057 are country files; 1058-1060 are subject files, including AEDs' reports on overseas sites, correspondence with Advisory Board members, and files on

medical organizations and conferences, including the Halifax and Alma Ata conferences of 1978 (Box 1060). Box 1058 also contains Comanduras's files on the CARE/MEDICO merger.

Subseries 6.5. Assistant Directors' Files: New York Office
1961-1982. 26 l.f. Boxes 1061-1086
Arrangement: alphabetical.

Country files, subject files, and programming files, mostly containing correspondence and reports.

Contents of the pre-1970 country files (Boxes 1061-1070) closely resemble and in many instances duplicate those in the AEDs' country files, but in general pertain more to day-to-day operations abroad than to overall planning. Post-1970 country files (Boxes 1071-1075) show the assistant director's expanded role in overseeing MEDICO projects, as well as a closer connection between MEDICO and the CARE Program Department. The subject files (Boxes 1076-1079) mainly concern such administrative matters as budgets, publicity, recruitment, etc.

Boxes 1080-1086 are Leonard Coppold's files on MEDICO programming, particularly the Visiting Volunteer Specialists program. Boxes 1083 and 1084 contain the collection's most complete set of the reports that were required of returning specialists, describing their experiences and the working conditions they encountered overseas. These reports are arranged alphabetically by country; other copies can be found in Box 1096, filed by year; by name of specialist in Boxes 1098-1108, and scattered among administrators' country files.

Subseries 6.6: Program Department MEDICO Files.
1967-1984 (bulk 1970-1984). 10 l.f. Boxes 1087-1095
Arrangement: Boxes 1087-1092: alphabetical; Boxes 1093-1095: chronological.

In 1970, Frank Goffio, then CARE's executive director, announced the restructuring of MEDICO. In order to develop a closer relationship between MEDICO and other types of CARE programming, the assistant executive director (AED) for Overseas Operations assumed overall responsibility for MEDICO personnel, with Coppold and Hastings reporting to him. The programming aspects of MEDICO fell under the administration of the Program Department AED. Ethel Spore, a registered nurse who had worked for MEDICO since 1963, filled the newly-created position of medical program officer.

Pre-1970 items in Subseries 6 are mostly from CARE's former central research library; post-1970 files are those of Ethel

Spore and her successors, Mary Lewis and Roy Brown. Boxes 1087-1092, country files, mainly concern specific MEDICO projects and consist chiefly of correspondence between the missions and the New York office, progress reports, and nursing and other procedure manuals for each country. The contents of Boxes 1093-1095, subject files, are arranged in rough chronological order and include general information on MEDICO programming, files on conferences, including the Halifax and Alma Ata conferences of 1978, and correspondence, especially with overseas staff. Much of this correspondence is in the chronological, or "running" files of the medical program officers.

Subseries 6.7: Various Reports.

1962-1979. 2 l.f. Boxes 1096-1097

Arrangement: Box 1096: chronological. Box 1097: alphabetical by country.

Box 1096 contains a set of Visiting Volunteer Specialist reports, arranged by year, from 1967 to 1979, probably from CARE's onetime library. Box 1097 holds the Narrative and Clinical Reports (also sometimes called monthly or discursive reports, which became quarterly after mid-1971) submitted by the team captains of long-term MEDICO personnel, dating from 1962 until their discontinuance in 1973. The reports generally discuss the work of VVs and other staff members, noteworthy examples of patient care, and new and ongoing projects, and occasionally include statistics on the nature and number of medical procedures undertaken.

Subseries 6.8. Assistant Directors' Files: Washington, DC Office.

1959-1982. 27 l.f. Boxes 1098-1124

Arrangement: Boxes 1098-1108: alphabetical by specialist's name; Boxes 1109-1112: by numbered category (see below); Boxes 113-1124: alphabetical by country.

Correspondence, reports, personnel rosters, and other items from the Washington DC files of Kester Hastings, and, after 1973, his successors, Chris Schieffle and George Mathues. Materials fall into three categories: VVS personnel files (Boxes 1098-1108), correspondence and subject files (Boxes 1109-1112), and country and program files (Boxes 1113-1114).

The Washington office had its own numeric filing system, a copy of which is in Box 1109. It provides for extreme specificity: e.g., 340.5.1 is the sub-category for reports on the Indonesia plastic surgery program. The general categories are:

100: Communications, mostly between the DC office,

- CARE's New York office, and overseas missions
- 200: Medical specialists, particularly VVSes
 - 300: Country and Program files
 - 400: MEDICO Advisory Board
 - 500: Organizations and Embassies
 - 600: Accounting
 - 700: Personnel: job descriptions, travel expense reports, etc.
 - 800: Miscellany, including information on donations, publicity, etc.

With some exceptions, most notably the bulk of the MEDICO Advisory Board files, which are in Boxes 1041-1044, the original order has been maintained where possible.

Boxes 1098-1108 contain the files kept on each volunteer specialist. There is very little of a confidential nature; most folders include correspondence between the assistant director and the volunteer concerning recruitment, travel arrangements, etc., and copies of the specialists' end-of-tour reports. In some folders are resumes or MEDICO application forms.

Boxes 1109-1112 are subject files, mostly from the 1960s to mid-1970s. 1109 and 1110 contain the correspondence files (100s), to and from the New York office and each MEDICO country. Box 1110 also includes general information on the VVS program (200s), and several folders on MEDICO-affiliated organizations.

The contents of Box 1111 are files on other institutions (500s), financial records (600s), chiefly re petty cash and medical supplies; personnel information (700s), mostly pertaining to temporary help and the VVS program; and miscellany (800s), primarily publicity-related.

Box 1112 contains unnumbered subject files, C-P. About one-third pertain to the International Eye Bank (International Eye Foundation after 1964), an ophthalmologists' association sponsored by MEDICO from 1961 to 1968.

Boxes 1113-1124, country and program files (300s), consist almost entirely of correspondence and reports concerning specific overseas projects and general programming information. Many items are copies of materials in New York offices files.

Subseries 6.9. Miscellaneous Materials.
1963-1986. 2 l.f. Boxes 1125-1126.
Arrangement: roughly chronological.

The contents of Box 1125 pertain to the Society of Alumni and Friends of MEDICO: correspondence, membership lists, and

materials from its meetings, annual luncheons, and anniversary celebrations. The Society was founded in 1965 by MEDICO supporters and personnel who had served with MEDICO, to assist in recruitment, publicity, and fund-raising.

For other information on the Society of Alumni and Friends of MEDICO, see Box 863, the files of Jack Thacher, Assistant Executive Director of the Public and Donor Relations Department from 1966 to 1975.

Box 1126 mostly contains correspondence, invitations, guest lists, and other items concerning MEDICO's Humanitarian Awards Luncheons, and the presentation of Certificates of Appreciation from CARE/MEDICO to donors, staff, and volunteers. The remaining few files do not fit neatly into other MEDICO subseries; they include literature on immunology and communications technology, and a folder on Tom Dooley Heritage, Inc., a fund-raising organization for the Tom Dooley Memorial Hospital in Thailand.

SERIES DESCRIPTIONS**SERIES 7
CARE INTERNATIONAL**

1967-1986. 19 linear feet. Boxes 1127-1145

CARE International, a network of CARE organizations in eleven countries, had its origins in two of CARE's affiliates, CARE Canada and CARE Europe. The former came into existence as directors of CARE's field offices in Toronto and Ottawa perceived the need for more autonomy. Already known as CARE of Canada since 1947, the Canadian field offices incorporated officially under that name in 1967. The following year, CARE's New York headquarters authorized the creation of a separate CARE Advisory Board for Canada, which gave more decision-making power to CARE officers there. In 1973, CARE of Canada, by then called CARE Canada, became an independent agency.

CARE Europe grew out of the work of the International Lions Club in West Germany, which created and ran the fund-raising campaign "Dank An CARE" (Thanks to CARE) in 1972. The campaign was highly successful, and led to the establishment of a CARE agency in Europe, headquartered in Bonn, in 1976. When Germany instituted its own CARE affiliate in 1981, CARE Europe moved its headquarters to Paris. By then, CARE Norway had been created and plans for CAREs in Italy and Britain were underway, their popularity, as in Norway, France, and Germany, attributable largely to the fact that many Europeans remembered CARE's assistance to them after World War II and were eager to have the chance to aid others in need through CARE organizations.

In 1979, planning had begun for the creation of a formal operating body called CARE International, based at the New York offices of CARE (which had become CARE U.S.A.), to assist with fund-raising and to coordinate and prevent duplication of efforts among the various CAREs. CARE International held its first organizational meetings on January 29, 1982, with representatives from CAREs Canada, Germany, Norway, and the U.S.A. participating.

Membership in CARE International has continued to grow steadily. By the end of the 1980s, there were CARE International affiliates in eleven countries.

Series 7 is arranged in four subseries:

- 7.1. Internationalization
- 7.2. CARE Canada
- 7.3. European Members
- 7.4. Various Materials

Subseries descriptions follow.

Subseries 7.1. Internationalization

1978-1982. 1 l.f. Box 1127

Subseries 7.1 consists of the files of various CARE administrative personnel, apparently compiled by CARE archives staff, containing memos, planning papers, minutes of meetings, and other items that document the move toward internationalization and the formal creation of CARE International on January 29, 1982. There are also three cassette tapes of the proceedings of a CARE International meeting in 1982.

(The information on the tapes gives the date of the meeting as June 29, but it is more likely January 29.)

Subseries 7.2. CARE Canada

1967-1986. 12 l.f. Boxes 1128-1139

Boxes 1128-1129 of Subseries 7.2 mostly contain numbered letters and cables, similar to the numbered correspondence of CARE's Overseas Operations Department, documenting CARE Canada's move toward autonomy; there are also annual reports, newsletters, and other items in Box 1129. Boxes 1130-1139 hold project files, kept by CARE U.S.A.'s Donor Services Division, on overseas activities sponsored by the Canadian International Development Agency (C.I.D.A.) through CARE Canada, 1976-1986.

Subseries 7.3. European Members

1976-1985. 5 l.f. Boxes 1140-1144

As with Subseries 7.2, the first two boxes in this subseries contain numbered correspondence between CARE U.S.A. and its European affiliates, 1976-1984, mostly concerning administrative matters. In the remaining boxes are the Donor Services Division's project files on the work of CARE Europe, CARE Norway, and other overseas affiliates, 1977-1985.

Subseries 7.4. Various Materials

1977-1986. .3 l.f. Box 1145

Subseries 7.4 consists of scattered folders from the late 1970s and early 1980s, mostly concerning CARE Europe. There is also one folder of promotional brochures about the various CAREs, in their native languages, ca. 1981-1986.

SERIES DESCRIPTIONS**SERIES 8
PEACE CORPS**

1960-1967. 20 l.f. Boxes 1146-1165

HISTORICAL NOTE

First proposed by President John F. Kennedy during a campaign speech in November 1960, the Peace Corps was established by his executive order on March 1, 1961. As originally envisioned by its creators, the Peace Corps would send volunteers to developing countries for two years to work with local community leaders in improving conditions in such areas as education, food production, and sanitation.

In its formative period, the Peace Corps carried out its activities in partnership with non-governmental organizations. Because of CARE's ongoing work in Colombia, a country that had requested Peace Corps volunteers, Peace Corps staff sought CARE's participation in implementing its pilot project, a community development program that was initiated in a number of localities in rural Colombia. In May 1961, CARE and the Peace Corps formalized an agreement for joint operations in Colombia. CARE staff members assisted in the screening of applicants and designed the initial training program for Peace Corps Volunteers (PCVs), held at Rutgers University in New Jersey from June through August of that year. The first contingent of CARE-trained PCVs left for Colombia that September; others followed over the next five years. There were also CARE/Peace Corps co-sponsored projects in Sierra Leone, Pakistan, Guatemala, and Turkey.

CARE's involvement in later projects was less extensive than in the original Colombia venture, as the Peace Corps gradually assumed responsibility for the selection and training of its volunteers. For several years, CARE continued to provide country project directors (called CORs, or contractors overseas representatives, by the Peace Corps, who approved each appointment); their tasks were to guide the work of PCVs in projects proposed by CARE's Program Department and to coordinate activities with CARE, the Peace Corps, and the officials in each country. James Lambie, CARE's A.E.D. in Washington, D.C., served as the liaison between the Peace Corps and CARE headquarters.

As its own staff expanded and acquired more experience in

international development work, the Peace Corps' need for the assistance of private organizations decreased. CARE's formal involvement in Peace Corps activities ended in 1967.

SCOPE AND CONTENT NOTE

The bulk of Series 8 consists of contracts, budget proposals, administrative correspondence, and progress reports, as well as items pertaining to the selection and training of each contingent of volunteers. Most of the files are those of CARE's Program Department staff members: Gordon Alderfer, the Program Department A.E.D. in 1961; Ralph Greenlaw, Program Department Director; and Merton Cregger, director of the Colombia Peace Corps Project. There are also Peace Corps files of Lou Samia, then the A.E.D. for Administrative Operations, and those of James Lambie, A.E.D. for special assignments.

The Peace Corps files are arranged in four subseries:

- 8.1. Countries
- 8.2. General Files
- 8.3. Washington, D.C. Files of James Lambie
- 8.4. Printed Materials

PEACE CORPS SUBSERIES DESCRIPTIONS

Subseries 8.1: Countries.

1960-1967. 15 l.f. Boxes 1146-1160.

Correspondence, contracts, budgets, reports, training course materials, and other items concerning the creation and implementation of CARE/Peace Corps projects in Colombia (Boxes 1146-1154), Sierra Leone (Boxes 1155-1157), Guatemala (Box 1158), Pakistan (Box 1158), and Turkey (Boxes 1159-1160). Box 1146 also contains files documenting the beginnings of the CARE/Peace Corps partnership and the establishment of the first training program for volunteers at Rutgers University in 1961.

Files for each country include copies of the contracts between CARE and the Peace Corps, proposals for projects (rural community development, public health, and so forth), project budgets, materials from the training programs for PCVs, such as course syllabi and biographical sketches of the participants; progress reports, and correspondence, including ALVOLs, the administrative memos sent to all PCVs in a country.

Coverage is most extensive for activities in Colombia, where twelve contingents of PCVs served between 1961 and 1966.

Box 1151 contains an in-depth study of the first contingent of Colombia PCVs by Morris Stein, a professor of psychology at New York University.

Subseries 8.2: General Files.

1961-1966. 2 l.f. Boxes 1161-1162.

This subseries consists of the combined files of AEDs James Lambie and Lou Samia, concerning the overall operation of the CARE/Peace Corps program. About one-fourth are proposals for new PC projects, apparently never carried out; one half are subject files, A through F and M through T. (The whereabouts of subject files G through L are unknown.) Included here are the Peace Corps' first five annual reports, 1962-1966 (Box 1161), and recruitment literature, promotional brochures, clippings, and a capsule history of CARE-Peace Corps relations, written by Lambie in 1967 (Box 1162). The remaining one-fourth of Subseries 8.2 are mostly administrative items: blank insurance forms and volunteer questionnaires, medical manuals, and so forth.

Subseries 8.3: Washington, DC Files of James Lambie.

1961-1964. 2 l.f. Boxes 1163-1164.

Chronological correspondence files of James Lambie, CARE's A.E.D. for Special Assignments, who was based in Washington from 1961 to 1964, where he served as the liaison between CARE and various government branches and agencies, including the Peace Corps. Most of the letters in this subseries are second copies of correspondence between other CARE staff members, concerning routine Peace Corps-related matters.

Subseries 8.4: Printed Materials.

1961-1966, and undated. .5 l.f. Box 1165.

Chiefly scholarly studies of Peace Corps training programs or assessments of a project's impact, conducted by such institutions as the National Education Association and the Cornell University Department of Anthropology. There is also a copy of the May 1966 Annals of the American Academy of Political and Social Science, which is devoted entirely to the Peace Corps, and includes an essay on Peace Corps-private sector joint operations.

SERIES DESCRIPTION

**SERIES 9
AUDIO-VISUAL MATERIALS**

1947-1985 (bulk 1968-1979). 4.5 l.f. (ca. 230 items.)
Boxes 1166-1169

Subseries 9 consists of posters, charts, films, slides, and sound recordings, chiefly reel-to-reel tapes. Most of these items were produced by the Public Relations Department for promotional purposes, or by the Program Department for use overseas in health education projects.

As mentioned in the Scope and Content Note, CARE has retained most of its audio-visual materials, chiefly photographs, slides, motion pictures, and videotapes. Items in Series 9 were separated during processing from the Public Relations and Program Departments files in which they had been stored.

Subseries descriptions follow.

Subseries 9.1. Posters

1947-1985. 2.5 l.f. (ca. 100 items) Boxes 1166-1167

Box 1166 contains two oversize pictorial volumes: The Sierra Leone Nutrition Storyboard, and a scrapbook of nutrition education materials in the two national languages of Sri Lanka. Both items are undated, but are probably from the late 1970s.

Box 1167 contains three main types of posters: ca. twenty-five CARE organizational charts and related items, 1947-1985, designed for in-house use; about fifty Public Relations Department posters from the 1950s to the early 1980s, aimed at North American audiences, promoting CARE's various fund-raising campaigns; and roughly fifteen health and nutrition education posters from the Program Department, in a variety of languages, for use overseas, ca. 1960-1979.

There are also approximately ten nutritional education posters stored separately in the charter case.

Subseries 9.2. Slides, Tapes, and Sound Recordings

ca. 1968-1984. 2 l.f. (ca. 130 items) Boxes 1168-1169

Materials in Box 1168 are almost all from the files of Jules

Baker, the Public Relations Division's Director of Broadcast and Special Events. Items include three 45-RPM records and ca. twenty-five cassette and reel-to-reel tape recordings of public service spots for CARE, ca. 1981-1984; and thirty-four slides and two films from CARE's Combined Federal Campaign drive, 1975-1976.

Other items in Box 1168 include scattered slides used in various fund-raising campaigns, mostly from the early 1980s, and several tapes of CARE executives' overseas visitation reports, primarily from the mid-to-late 1970s.

Box 1169 consists entirely of forty-nine reel-to-reel tapes from the proceedings of CARE's September-October 1968 regional conference. Transcripts are in Box 850 of the World and Regional Conference Files, Subseries 3.9.

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Series 1: MANAGEMENT FILES

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2	C. Bloomstein's research files from his <u>History</u> : Country and regional files Departmental files: Accounting Dept.
3	Bloomstein's research files (cont'd): Departmental files: Insurance-Treasury Subject files, A-M
4	Bloomstein's research files (cont'd): Subject files, M-S Other histories of CARE, 1964-1983? Biographical sketches of CARE personnel, 1946-1985
Subseries 1.2: Board of Directors	
5	Correspondence with member organizations, 1946-1984 (bulk 1946-1954)
6	Various subject files, 1946-1960: Special committees on reorg. & future of CARE Market research studies Net margin files Meetings: agendas, minutes, financial statements, and various materials from regular meetings and those of the Executive, Finance, Policy and Planning, Public and Donor Relations, and other Committees, all interfiled chronologically.
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14	Country files, Japan-Yugoslavia; U.S. government agencies, A-D
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919 Vol. 1-5: 1/4/49-8/14/52

920 Vol. 6-9: 8/15/52-9/30/55

921 Vol. 10-15: 10/55-2/59

922 Vol. 16-20: 3/59-4/61

923 Vol. 21-24: 3/1/62-8/31/66

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925 Various radio/TV scripts, 1964-68, 1970,
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937	Alabama-Puerto Rico, 1966-1968
938	Alabama-Wyoming, 1969, 1971-1972
939	Canada-Iowa, 1973-1974
940	Iowa-Wyoming, 1973-1974
941	Oklahoma-Wyoming, 1975-1977
942	Lions Club and various donor services files, ca. 1977-1984

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943	Subject files, A-H
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945	Form letter books: 1953-1966, 1966-1974

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- 946 A-L
- 947 M-Y
- 948 Memos to field, conference information, special
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- 949 Combined Federal Campaign (CFC), 1964-1967
- 950 CFC-1966-1968;
 Federal Services Joint Campaign (FSJC)-1964-1968
- 951 FSJC-1968-1969

Files of Everett Thorner, 1969-1971

- 952 Correspondence with field offices, Atlanta-
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- 953 Personnel data concerning field operators, 1960-
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- 954 Field office correspondence, Atlanta-Washington,
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- 955 Resource development files, Kiwanis International,
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- 956 Resource development files, donor reports, CARE's
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- 957 Various correspondence, reports on field
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- 959 General Correspondence; memos to field staff;
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- 963 Field office memos, L.A.-Washington D.C., ca.
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- 964 Resource development files: Donor studies,
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- 965 Memos to field offices, 1981-1983
- Field office files, 1967-1984:
- Field reports, 1957-1963:
- 966 Alaska-Denver
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- 972 Philadelphia-Washington D.C.
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977	Correspondence: with field offices, Atlanta-Washington D.C.; with charitable organizations: Kiwanis and Rotary clubs, ca. 1967-1983
978	Promotional releases: Christmas, Mother's & Father's Day, MEDICO, 1970-1984
979	Philadelphia field office: Files on foundations A-W, 1977-1984; Press clippings, 1982 <u>National Organizations Directors' Files, 1958-1987:</u>
980	Correspondence with CARE missions, Austria-Vietnam, 1958-1960; Correspondence with field offices, Atlanta-Washington, DC, 1958-1959
981	Correspondence with field offices, 1959-1960
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- Correspondence, alpha. by organization:
- 987 A-N, 1959-1963
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- 989 Correspondence and other items from and
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Brochures, reports, etc. re CARE member
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- Foundations, 1952-1980 (mostly 1960-1975):
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- 992 Foundations, 1960-1979: G-Z
- 993 Major gifts:
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- 994 Files of Bill Davis, Assistant Director, Major
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- 995 Files of Nathaniel Queen, Director of Corporate
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1000	Sample brochures and other mailings, 1946-1985; Files of Direct Mail Division Director: legislation governing direct mail, 1978
1001	Files of Direct Mail Division Assistant Director: Subject files, C-W, 1973-1983; Memos from CARE personnel, B-W, 1967-1983
	<u>Special Events, 1964-1981:</u>
1002	Press releases, 1964-1965; Other files, 1969-1975
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1003	Correspondence with field offices; Subject files, A-Ma
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1006	CARE newsletters, 1957-1989; Promotional brochures, ca. 1951-1989; CARE package information, 1946-1970
1007	Clippings and reprints of articles about CARE, 1947-1987
1008	CARE anniversary celebrations, 1971-1986; Fund-raising organizations and events, 1949-1983; Other files, 1947-1987
1009	Thank-you letters: to Union of Orthodox Jewish Congregations of America, for kosher CARE packages, 1950-1952; to CARE, 1947-1987

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1011 Field Office & CARE-NY departmental budgets, ca.
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1012 Regional CARE Committees, 1958-1963
Departmental budgets, 1962-1963
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1013 Budgets, audits, etc., 1973-1976

Accounting and Statistics Division Files:

1014 Internal Auditing Unit: Director's chron. files,
1947-1951

Files of Richard Vogler, Comptroller:

1015 Field office correspondence, ca. 1960-1984

1016 Miscellaneous files, ca. 1966-1982
AID grants, ca. 1970-1980

1017 AID grants:
Correspondence files, ca. 1970-1980
104 and 204 projects
Country grant files, ca. 1969-1978:
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1018 Haiti-Vietnam
Miscellaneous AID files, 1969-1979

1019 R. Vogler's overseas trips, 1959-1964
CARE-NY self-audits, 1952-1967
Overseas self-audits, 1972-1974:
Chile-India (Gujarat)

1020 India (Karnataka)-Turkey

1021 Country agreements:
Afghanistan-Yugoslavia, ca. 1947-1961
Personnel & administrative files;
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1023 Subject files, F-U;
Certificates, 1956

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1024 Various claims, donations, contracts, MEDICO
agreements, etc.

AID & host government grants, ca. 1970-1981:

1025 Bangladesh-Guatemala

1026 Haiti-Liberia

1027 Nicaragua-Tunisia

1028 Tunisia (cont'd)-Vietnam;
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Remittance Division Files:

1029 Allocation reports, 1955-1957
CARE package sales statistics, 1954-1957

1030 Allocation reports, 1958-1959
Self-help program statistics, 1957-1959
Commodities statistics, 1955-1962

1031 Allocation reports, 1960
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Various sales reports, ca. 1947-1956

Budget Office Files:

Directors' files, 1981-1984:

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Board of Directors Finance Committee
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Various files, 1982-1984

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1036 Liberia-Yugoslavia, 1965
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Series 6: MEDICO

Subseries 6.1: General and Historical Materials

1038 Articles of incorporation, by-laws, historical sketches, etc., 1958-1984

1039 Manuals, volunteer information, newsletters, press releases, 1960-1984

1040 Materials assembled for proposed history of MEDICO, "Touch Him, Please," 1961-1967; Correspondence w/the author, 1966-1968

Subseries 6.2: MEDICO Advisory Board and Board of Directors Files

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1045	M.A.B. meetings, Committees files CARE Canada Orthopedics Overseas Reports to M.A.B. on CARE/MEDICO programs, 1965- 1981
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1047	Honduras-Nigeria
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- 1052 Afghanistan-Algeria
- 1053 Biafra-Honduras
- 1054 Honduras (cont'd)-Israel
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- 1058 Files re CARE/MEDICO merger

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New York Office**Country Files, 1961-1970:

- 1061 Afghanistan-Hong Kong, 1961-1962
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- 1065 1964
1066 1965, 1966
1067 1967
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- 1069 1969
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Country Files, 1964-1979 (mostly 1971-1979):

- 1071 Afghanistan-Comores Islands
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1073 Indonesia
1074 Israel-Nicaragua
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Subject Files, 1960-1979:

- 1076 A-W, 1960-1963;
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- Contract personnel files:
- 1081 End-of-tour reports, 1972-1981
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- History, statistics, biog. data, 1958-1980
- 1082 Mission correspondence files, 1973-1980
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- 1083 Afghanistan-Honduras
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- 1086 Terminated MEDICO projects, Afghanistan-Tunisia,
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- 1087 Afghanistan-Belize
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- 1109 Corresp. w/CARE-NY and CARE/MEDICO Canada;
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- 1110 Mission correspondence, Indonesia-Vietnam;
VVS program info., ca. 1967-1978 (200 series);
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files, ca. 1962-1980 (400 series)
- 1111 Organizations and embassies, ca. 1971-1975 (500
series);
Accounting files, ca. 1962-1977 (600 series);
Personnel-related files--forms, statistics, etc.,
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- 1112 Unnumbered subject files, C-P, ca. 1961-1973
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- 1113 General programming information;
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- 1115 Algeria: quarterly & team reports, personnel
rosters, etc.
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1126	Humanitarian Award Certificates, 1963-1970; Various, files, ca. 1960-1985
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1127	Formative years, 1967-1982 (Includes cassette tapes)
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Subseries 7.2: CARE Canada

1128	Identification and recognition, 1967-1979; Autonomy, 1973-1977; Correspondence, minutes, reports, etc.: 1967-1980
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1129	Correspondence, minutes, reports, etc.: 1981-1984 Project Files, 1976-1979:
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1132	Project Files, 1979: Bangladesh-Tunisia Project Files, 1979-1986:
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- Files of Lou Samia, Administrative Operations
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- 1148 Subjects, C-Po
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- 1150 Contingents II-XV, 1962-1964
- 1151 Administrative correspondence, 1961-1965
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Morris Stein's study of PC volunteers, 1962-
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- 1152 Reports, 1962-1965:
Quarterly and six-month progress reports of
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Field visitation reports, 1963-1964
PC volunteers' site reports, 1963
Training documents & misc. subjects, 1962-1967
- 1153 Files of Jack Lambie, Program Dept. A.E.D.:
Administrative materials, ca. 1964-1966:
Training documents and syllabi
Manuals, reports, etc.
- 1154 Address lists, reports, etc., mostly
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- Sierra Leone, 1962-1967:
- 1155 Files of Lou Samia, 1962-1964:
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budgets, etc.
- 1156 Files of James Lambie:
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Nutrition Materials scrapbook

1167 Organizational charts
CARE promotional posters
Nutrition education posters

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1168 Jules Baker's promotional slides, films, records, and
taped public service announcements, ca. 1975-
1984;
Reel-to-reel and cassette country reports and
conferences, ca. 1970s

1169 Reel-to-reel Regional Conference reports, Sept.- Oct. 1968

STATUS OF CARE MISSIONS FROM INCEPTION TO 1988

<u>COUNTRY</u>	<u>OPENED</u>	<u>SUSPENDED</u>	<u>CLOSED</u>	<u>REACTIVATED</u>	<u>CLOSED</u>	<u>STATUS</u>
AFGHANISTAN	July 1960	Feb 1980				xxxx
ALGERIA	July 1963	June 1970				xxxx
AUSTRIA	June 1946		Aug 1955	Nov 1956	1957	xxxx
BANGLADESH	Dec 1971					Active
BELGIUM	July 1946		Aug 1955			xxxx
BELIZE	Apr 1962					Active
BERLIN	1955		Apr 1963			xxxx
BOLIVIA	1953		Apr 1960	Feb 1976		Active
BRAZIL	1953		Sept 1955			xxxx
BULGARIA	July 1947		Sept 1948			xxxx
CAMBODIA	Mar 1973		Apr 1975	Dec. 1980	1983?	xxxx
CAMEROON	May 1978					Active
CHAD	Mar 1974	Mar 1980		Aug 1981		Active
CHILE	Mar 1953		1955	Sept 1960	1984	xxxx
COLOMBIA	Jan 1954		1984			xxxx
COLOMBIA P.C.	Sept 1961		May 1966			xxxx
COMOROS	1984					Active
CONGO	Oct 1979	1988				xxxx
COSTA RICA	June 1957					Active
CYPRUS	Nov 1947		Sept 1948	Mar 1962	Nov 1966	xxxx
CZECHOSLOVAKIA	Aug 1946		July 1950			xxxx
DOM. REPUBLIC	May 1962					Active
ECUADOR	1951	1955		1959		Active

<u>COUNTRY</u>	<u>OPENED</u>	<u>SUSPENDED</u>	<u>CLOSED</u>	<u>REACTIVATED</u>	<u>CLOSED</u>	<u>STATUS</u>
EGYPT	Nov 1954		Dec 1968	June 1964		Active
EIRE	July 1947		Aug 1948			xxxx
EL SALVADOR	June 1956		Feb 1958	Dec 1978	1980	xxxx
ENGLAND	Aug 1947		1955			xxxx
ETHIOPIA	1959	1961		1973		Active
FINLAND	1946			June 1957		xxxx
FRANCE	Apr 1946		1955			xxxx
GERMANY	1946		1958			xxxx
GREECE	June 1946		Sept 1973			xxxx
GUATEMALA	Dec 1958					Active
GUATEMALA PC	Aug 1963		Oct 1964			xxxx
HAITI	Feb 1953		1956	Feb 1959		Active
HONDURAS	July 1954					Active
HONG KONG	1954		July 1979			xxxx
HUNGARY	Sept 1947		Jan 1949			xxxx
INDIA	Mar 1950					Active
INDONESIA	June 1967					Active
IRAN	May 1958		Jan 1970			xxxx
IRAQ	Oct 1963		May 1968			xxxx
IRELAND, NORTH	Aug 1947		1955			xxxx
ISRAEL	Apr 1949		1984			xxxx
ITALY	Apr 1946		Feb 1965			xxxx
JAMAICA	1987					Active
JAPAN	July 1948		1955			xxxx

<u>COUNTRY</u>	<u>OPENED</u>	<u>SUSPENDED</u>	<u>CLOSED</u>	<u>REACTIVATED</u>	<u>CLOSED</u>	<u>STATUS</u>
JORDAN	Sept 1959		1984			xxxx
KENYA	Oct 1968					Active
KOREA	1949		???	1954	July 1979	xxxx
LAOS	Dec 1954		Apr 1957			xxxx
LESOTHO	Oct 1968					Active
LIBERIA	Aug 1961	1983				xxxx
LIBYA	Apr 1956		Dec 1965			xxxx
LUXEMBOURG	July 1946		1955			xxxx
MACAU	1955		Oct 1959	(Serviced thru Hong Kong)		xxxx
MALAYSIA	July 1963		Dec 1970			xxxx
MALI	Jan 1975					Active
MALTA	1950		Oct 1959	(Serviced thru Italy)		xxxx
MAURITANIA	1984	1987				xxxx
MEXICO	Feb 1952		Dec 1965	Oct 1985		Active
MOZAMBIQUE	1984					Active
NEPAL	June 1978					Active
NETHERLANDS	May 1946		1955			xxxx
NICARAGUA	1954		Feb 1955	Sept 1966		Active
NIGER	June 1973					Active
NIGERIA	Aug 1968		June 1976			xxxx
NORWAY	Apr 1946		Sept 1947	Jan 1949	1955	xxxx
OKINAWA	1948		1955	(Serviced thru Japan)		xxxx
PAKISTAN	Oct 1949		June 1981			xxxx
PANAMA	July 1953					Active

<u>COUNTRY</u>	<u>OPENED</u>	<u>SUSPENDED</u>	<u>CLOSED</u>	<u>REACTIVATED</u>	<u>CLOSED</u>	<u>STATUS</u>
PARAGUAY	1954		Sept 1955			xxxx
PEOPLE'S REPUBLIC OF CHINA -	OPENED		1988			Active
PERU	1952		1955	July 1957	Feb 1958	
	reopened		June 1970			Active
PHILIPPINES	July 1949					Active
POLAND	May 1946		Dec 1949	1957	Sept 1970	
	reopened		1981		1984	xxxx
RUMANIA	Feb 1947		Dec 1947			xxxx
RWANDA	1984					Active
SCOTLAND	Aug 1947		1955			xxxx
SIERRA LEONE	Oct 1961					Active
SOMALIA	Jan 1981					Active
SRI LANKA	July 1956					Active
SUDAN	Oct 1979					Active
SWAZILAND	1987					Active
THAILAND	Oct 1979					Active
TOGO	1987					Active
TUNISIA	Nov 1962	Apr 1983				xxxx
TURKEY	Mar 1959		Aug 1979			xxxx
TURKEY P.C.	Oct 1964		Feb 1967			xxxx
UGANDA	Dec 1969		Sept 1973	Apr 1979		Active
VIETNAM	Apr 1954		Apr 1975			xxxx
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13.2.7 Nathaniel Adams, Jr. Director of Special Events and National Organizations, 1980-1991	49

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Summary

Main entry: CARE (firm)

Title: CARE Records. Additions, 1945-1997 (bulk 1970-1989)

Size: 325 linear feet (325 boxes)

Source: Donated by CARE, 1994, 1998

Access: Apply in the Special Collections Office for admission to the Manuscripts and Archives Division.

Preferred citation: CARE Records, Manuscripts and Archives Division, The New York Public Library.

Scope and content note

Arrangement note: The records are arranged in four series with many subseries; the numbering sequence is a continuation of the earlier records as follows: Series 10, Management Files, 1945-1997 is a continuation of Series 1; Series 11, Program Department Files, 1961-1997; continues Series 2; Series 12, Overseas Operations Files 1961-1990; continues Series 3; and Series 13, Donor and Public Relations Files, 1979-1990 continues Series 4.

The CARE additions span the dates 1945-1997, with the bulk of the records documenting the 1970s and 1980s. These additions contain the original minutes of the Board of Directors of CARE, 1945-1991, from the organization's inception as a relief organization assisting war-torn Europe after World War II, to a modern 21st century organization that has expanded relief and extended self-reliance to developing countries.

Notable among these additions are the records of the Presidents of CARE. Series 10, Management 1945-1994, hold the files of President Edwin J. Wesley and Philip Johnston, President and Chief Executive Officer. The files of both of these presidents span over thirty years, Wesley from 196's through the 1980s, and Johnston's files from the 1970s to the mid 1990s. Johnston's records offer the most complete and detailed record for a former President and CEO. Other important administrator files include those of George H. Radcliffe, the Executive Vice-President. Radcliffe held a variety of positions with CARE and his records span the 1960s through the early 1990s. Overall, the files of CARE's top executives provide additional insight into policy-making decisions during the late 20th century. Series 10 also holds the records of CARESBAC, a CARE agency concerned with small business development. Founded in 1989, CARESBAC eventually became an independent non-profit agency known as SEAF (Small Enterprise Assistance Funds) in 1995.

The Program Department records, 1961-1993, form the largest series in the Additions. CARE developed projects in Africa, Asia, the Caribbean, and Central and South America, tackling issues such as agro-forestry, education, nutrition for mother and child, farming, and small business development. Most of the CARE records were generated by the former New York Headquarters before CARE moved to Atlanta in 1993.

Arrangement note

The CARE Records. Additions are organized in the following series:

- Series 10. Management files, 1945-1997
- Series 11. Program Department, 1961-1997
- Series 12. Overseas Operations, 1961-1990
- Series 13. Donor and Public Relations Department, 1979-1990

Series descriptions and container list

Series 10. Management Files, 1945-1997

Continues Series 1. This series is arranged in four subseries:

- 10.1 Board of Directors, 1945-1994
- 10.2 President (s)and CEO, 1964-1997
- 10.3 CARE International, 1978-1993
- 10.4 George H. Radcliffe, Vice President of CARE International and Human Resources, 1953; 1978-1991

10.1 Board of Directors, 1945-1994

This subseries is arranged in six subseries:

- 10.1.1. Minutes, 1945-1994.
- 10.1.2 Committee files, 1978-1991.
- 10.1.3 Reports to the Board, 1987-1991.
- 10.1.4 Domestic Operations, 1980-1987.
- 10.1.5 Overseas Visits of the Board, 1980-1990
- 10.1.6 Chairman: Edward Adams Robie, 1947-1990.

10.1.1 Minutes, 1945-1994

A complete file of the original minutes from the first meeting of November 28, 1945 through 1994.

Indexes to the minutes of some of the early years are included. The minutes also contain copies of correspondence, notices of meetings, financial reports, committee reports, certificates, and resolutions.

<u>Box</u>	<u>Fol</u>	
1170	1-15	1945-1955
1171	1-15	1956-1965
1172	1-16	1966-1972
1173	1-17	1973-1980
1174	1-16	1981-1990
1175	1-4	1991-1994

10.1.2 Committee files, 1978-1991

<u>Box</u>	<u>Fol</u>	
1175	5	Audit Committee, 1983-1990
	6	Board Committees (general), 1991
	7	Board of Directors Committee Organization, 1989-1991
	8	Budget Committee, 1986-1987
	9	Committee to Consider Domestic Operations, 1986-1987
	10	Compensation Study Committee - Executive Committee Finance Committee
	11-16	Minutes, 1978-1987
	17	Audit - Bank Resolutions, 1987
		Discussions

<u>Box</u>	<u>Folder</u>	
1175	18-25	Budget, c1981-1989
1176	1-2	Cash Report, 1978-1989
	3	Cash Reserve - Contingent Liabilities
	4	Defalcations, 1982
	5	Donor's Income Report, 1980s
	6	EDP, c1980
	7	Endowment Fund, c1980
	8	Ernst & Whitney, 1980-1990
	9	ERISA/Liabilities, 1980
	10-12	Financial Statements, c1980
	13	Fiscal Year-Fundraising
	14	Functions, 1980-1991
	15	Gifts-Indirect Cost Recovery
	16	Inflation-InfoCash
	17	Insurance Coverage, 1981-1990
	18	Internal Audit Program, 1981-1982
	19	Interfund loans; Investment Policy
	20	CARE International, 1981-1990
	21	Manufacturers; Money Management Systems
	22	Name Change-Operational Reports
	23	Pensions, c1980
	24	Policy-Programming
	25	Property; Public Education
	26	Reorganization of accounts; Salary charts
1177	1-2	South Africa Divestments, c1980s
	3-11	Certificates and authorization to accounts; related material, c1985
	12-13	Food Advisory Committee, 1982-1983
	14	Government Advisory Committee, 1986
	15	Human Resources Committee, 1984-1991
	16-21	Nomination and Membership Committee, 1980-1990
1178	1	Program Advisory Committee, 1987-1990
	2-4	Program Committee, 1984-1988
	5	Public and Donor Relations Committee, 1983
	6-8	Public Policy Committee, 1985-1990
	9-11	Retirement Plan Committee, 1981
	12	Role and Function Task Force, 1985
	13	Senior Planning Committee, 1986-1989
	14-15	Strategic Objective Committee, 1987-1988
	16	Task Force on Organization Priorities, 1980s
	17	Task Force for Refugees, 1985
	18-19	Various Committees

10.1.3 Reports to the Board, 1987-1991

Reports issued during the tenure of President and CEO Philip Johnston.

<u>Box</u>	<u>Fol</u>	
1179	1-8	Reports, 1987-1991
	9-10	Executive Director--Highlights Reports, 1988-1990
	11	McKinsey Report, 1987

Box Folder

10.1.4 Domestic Operations, 1980-1987

The files contain correspondence, memoranda, minutes, printed matter, reports, quarterly reports from the President, and staff surveys.

1179	12-15	Board Committee, 1985-1987
	16	Board Report, 1986-1987
	17	Devine, Fred, ca. 1986
	18	General Correspondence, 1986-1987
	19	House Select Committee on Hunger, 1986
1180	1	Lombardo, Gloria, 1986-1987
	2	Sykes, Charles, 1986-1987
	3	Wesley, Ed. Notes, ca. 1980
	4	Weston, M. Moran, 1987
	5-17	Appalachia survey

10.1.5 Overseas Visits of the Board, 1980-1990

This subseries, arranged by country, documents the Board 's overseas visits to host countries for conferences and site visits. The files contain correspondence, profiles of countries, reports, notes, maps, photographs, and printed matter.

In addition, this series contains information on Global Exchange "Ohio Kids CARE," a program which began in Xenia, Ohio in 1984 to help raise money for African famine victims. The citizens of Xenia, victims of a tornado disaster in 1974, received national and international assistance to rebuild. Xenia, in return for the support, sought to help others in need.

1180	18-21	Africa Conferences
	22-23	Bangladesh, 1990
1181	1-3	Central America, c1980s
	4-8	Guatemala (includes Haiti), 1985-1986
	9-12	Haiti, 1983
	13	South America, 1983
	14-15	Ohio Educators. Sudan, 1985
	16-17	Ohio Educators. Global Exchange, 1985

10.1.6 Chairman: Edward Adams Robie, 1947-1990

Edward Adams Robie (1919-2005), held the position of Chairman of the Board, 1986-1989. Robie joined CARE's Board of Directors in 1979. He traveled extensively with his wife Jackie, visiting countries in which CARE had programs. Robie was credited with expanding CARE's role as an international organization.

This subseries, 1947-1990, contains information regarding CARE policies, meeting notices, correspondence to board members, interoffice memoranda between Robie and others including Philip Johnston and Ed Wesley, copies of interoffice memoranda, agendas, notes, Robie's speaking engagements, attendance at events, and domestic and foreign travel.

Additional files concern the founding organizations of CARE and CARE partnerships: MEDICO, National Grange (1952-1988), Washington, DC, Save the Children, and United Lithuanian Relief of America (1947-1988).

<u>Box</u>	<u>Fol</u>	
1182	1	Biographical sketch
	2-16	General correspondence, 1986-1990
		Miscellaneous files, 1947-1990
	17	MEDICO, 1985
	18-19	National Grange, 1952-1988
	20	Novell, William D., 1986-1990
	21	Save the Children, 1987
	22-23	United Lithuanian Relief Fund of America, 1947-1988
	24	Miscellaneous

10.2 President(s) and CEO, 1964-1997

This subseries is divided into two sections:

- 10.2.1 Edwin J. Wesley, President, 1964-1988
- 10.2.2 Philip Johnston, President and CEO, 1973-1997

During the late 1990s CARE changed the job title Executive Director to President.

10.2.1 Edwin J. Wesely, 1964-1988

Edwin J. Wesely (1929--) held several positions in CARE: President, 1986-1989; Chairman of the Board, 1978-1986; and Chairman of the International Rescue Committee, Inc. Wesely received the Foreign Press Association World Humanitarian Award in 1988 for his work in international relief.

The correspondence, 1964-1988, is arranged chronologically. The early years are consist chiefly of correspondence between Wesely and Frank Goffio, CARE's Executive Director, regarding CARE programs. There is a ten-year gap from 1970 to 1980. Beginning in 1980, Wesely's correspondence is directed to the Board of Directors, the Executive Committee, Philip Johnston, and others. The files contain letters, memoranda, Wesely's speech as recipient of the Foreign Press Award, and related documentation.

<u>Box</u>	<u>Fol</u>
1183	1-11
	12

General Correspondence, 1964-1988
Foreign Press Association award, 1988

10.2.2 Philip Johnston, 1964; 1973-1997

Dr. Philip Johnston, Executive Director of Care, 1980-1994, and currently President Emeritus, joined CARE in 1963. Prior to assuming the position of Executive Director and CEO, Johnston served as the Director of CARE's resource development activities in Europe and the first Director of CARE International, a position that he held from 1982-1985. Johnston continues to serve on CARE's Board of Directors.

Johnston's files, 1964-1993, are arranged in five subseries:

- 10.2.2.1 Policies, 1977-1997
- 10.2.2.2 Subject and General Correspondence, c1976-1992
- 10.2.2.3 United States Cities, 1964-1992
- 10.2.2.4 CARESBAC, 1988-1993
- 10.2.2.5 Sandra Sennett-Tully, 1981-1992

Johnston's files offer the most detailed information on the responsibilities of a CARE President and CEO. The bulk of the files span his tenure as President.

10.2.2.1 Policies, 1977-1997

This subseries, 1977-1997, is arranged alphabetically. Policy changes and organizational structure would be one of Johnston's prime responsibilities. Policies covered include CARE's Atlanta relocation, corporate support, food relief, human resources, pesticides policy, policy on population, and resource development.

<u>Box</u>	<u>Folder</u>		
1184	1	ALMIS, 1984-1991	
	2	Angstreich, Michael, 1983-1984	
	3	Archives Access Policy, 1985-1992	
	4	CARE Anniversary Pins, 1991	
	5	Assessment and Strategic Marketing Plan, n.d.	
	6	Atlanta Relocation, 1992-1993	
	7	Audits, 1982; 1991	
	8	CARE Board of Directors - Consultants	
	9	CARE Computers - Consultants	
	10	CARE for CARE, 1991	
	11	CARE Charcoal, 1992-1993	
	12	CARE Corporate Council, 1990	
	13	CARE. Corporate Support, 1985	
	14	CARE. Plus, 1992-1993	
	15	CARE. Debt Conversion, 1989	
	16-19	Domestic Program, 1986-1992	
	20-23	Donors, 1977-1990	
	24	Doug Atwood Project - Emergency Situation Updates	
	25	Endowment Fund Campaign, c1980-1990	
	26	External Communications, 1984-1985	
	1185		Financial
		1	Auditors - Invoices
		2-5	Overall Budget, 1979-1980
		6	Charitable Deductions, 1983-1986
		7	McKinsey & Co. Analysis of CARE's Income, 1987
		8	Fiscal Data, 1980s
9		VISA Affinity Card Program, 1980	
		Foundation	
10		1990-1991	
11		Endowment, 1991	
12		Insiders' Report, 1991-1992	
13		Regional Managers, 1990	
14		Originals, c1991	
15		Prospects Declined, 1990-1991	
16		Prospects, 1990-1991	
17		Reports, 1991	
18		Ralph Montee, 1981-1986	
19		Recruiting, 1990	
20		Trustees List, 1990s	
21		General Information, 1989	
22		Mid Atlantic; Midwest	
23		North East, 1990-1992	
24		South East, 1991-1992	
25		South West, 1991-1992	
26		West, 1991	
1186		1	Food Relief - Foster Parent Plan
	2-3	CARE. General Information, 1980s	

<u>Box</u>	<u>Folder</u>	
1186	4	Goals' Grievance Policy
	5	Human Resources Hires; Job Descriptions
	6-7	Human Resources, 1973-1991
	8	Independent Consultants, c1985
	9	Letters of congratulations, 1986
	10	Licensing Agreement, 1990
	11	Major Resources areas, 1997
	12	New initiatives (general), c1980
	13	New initiatives: Housing; Jute, c1980
	14	Novell, William, 1990-1991
	15	CARE. Efficiency, c1985
	17	Organizational chart of CARE, c1980-1990
	18	Overseas Association; Overseas Contacts
	19	Pesticides Policy, 1990s
	20	Policy on Population, 1987-1991
	21	Products for Productivity, 1986-1987
	22-23	Program Dept., 1981-1988
	24	Resource Development, 1984
	25	Reverse CARE packages - S.O.C.
	26	Strategic Review, 1990
	27	Subscriptions – Tarrytown Conference

10.2.2.2 Subject and General Correspondence, ca. 1976-1992

The subseries, c1976-1992, is arranged in two sections. The Subject Correspondence is arranged alphabetically. The files document CARE outside contacts particularly for the decade of the 1980s. Several of the contacts outside of CARE maintained a professional relationship with CARE on projects and issues. Johnston as President and CEO of CARE had many contacts and received a multitude of solicitations. The correspondents include financial institutions, foundations, charitable organizations, manufacturers, and prominent individuals. The files contain correspondence, memos, papers, reports, and published materials.

		Subject Correspondence
1187	1	Advertising Council Inc., 1990-1992
	2	Africa Sub-Committee Foreign Relations, 1980s
	3-6	Africa Development Foundation, 1985-1992
	7	Aga Kahn Foundation, 1980s
	8-16	Agency for International Development, 1979
	17	Alden - Allen
	18	American Council of Volunteer Agencies for Foreign Services, 1980s
	19	American Management Association, 1988
	20	Andreas - Applied Science
	21	Arab Gulf, 1980s
	22	ARMCO European Division, 1980s
	23	Arthur Ringland Award, 1985
	24	Aspen Institute for Humanistic Studies, 1980s
1188	1	BBDO (advertising agency), 1983
	2	Better World Society, Washington, DC, 1990
	3-4	Blocked Currency, 1980'
	5	Bretton Woods Committee - C.I.K.
	6	Capital Campaign, 1980s
	7	Cargill Protein Products, 1987

<u>Box</u>	<u>Folder</u>		
1188	8	Caribbean Central America Action, 1988-1989	
	9	Carter Presidential Campaign, 1990-1991	
	10	Cato Inc., 1985	
	11	Center for Famine Study. Tufts University, 1985	
	12	Center for Strategic Study and International Studies, Georgetown Univ., 1980-1981	
	13	Chew, David. Aetna. - Dewey, Wm.	
	14-15	End Hunger Network , 1984-1990	
	16-17	Environmental Energy Institute, 1985	
	18	Ernst & Whinney - Ford Foundation	
	19	Ford, Gerald, 1983	
	20	Foundation for the People of the South Pacific, 1984-1987	
	21	Frisbee - Haymarket	
	22-23	Hunger Project, 1985-1991	
	24	InterAction, 1986-1991	
	25	International Foundation for Education & Self Help, 1990-1991	
	1189	1	International (various committees, conferences, organizations)
		2-10	International Management and Development Group Ltd., 1980-1990
		11	International Service Association, 1983-1987
		12	International Women's Health Coalition, 1989
		13	Jaycees International, 1980s
		14-16	Joint PVO, 1981-1988
		17	Kennedy, Edward, 1985
		18-19	Lena, Hawes (law firm), 1980-1983
		20	McKown Group, 1986
		21	Martin Luther King Center, 1984-1985
22		Mori - Neshor	
23		Northeastern University, 1985-1991	
24		Osborn, Phil, 1990-1991	
1190		1-3	Overseas Development Council, 1982-1991
	4	OPEC, 1984-1988	
	5	Oxfam America, 1984;1990	
	6	P.A.L. - Poats	
	7	Presidential Award, 1985	
	8	Rau, John, 1991	
	9	Reilly .Heinz Co., 1992	
	10	Rockefeller Fund, 1982-1985	
	11	Rotary International 1980s	
	12-13	Russell Reynolds Association, 1990-1992	
	14	Save the Children 1987-1991	
	15	Scripts, 1985-1990	
	16	Scowcroft - Sharing International	
	17	Sport Aid, 1988	
	18	Strong. Pres. of Baca Corp., 1987	
	19	Swanson, R., 1991	
	20	TV Special, 1987	
	21	UN NGOS Unit, 1991	
	22	US Agency for International Development, 1992-1993	
	23-24	USA for Africa, 1985-1986	
	25	Wallin, Winston	
	26	Water Hyacinth Project, 1990	
	27	Wax, Ed. A., 1990-1992	
	28	Women's World Banking, 1983-1990	

<u>Box</u>	<u>Folder</u>	
1190	29	Wood, Struthers & Winthrop, 1989
	30	World Conference, 1980
	31	World Report, 1989
		General Correspondence
1191	1	Barry, Robert H., 1981-1983
	2	Bell, Peter D. Chairman of CARE, 991
	3	Brooks, Noreen, 1979-1983
	4-5	Campbell, Wallace, 1982-1990
	6	Collins - Drucker
	7-8	Gross, Vicki, 1986-1988
	9	LaRoche, Rick, 1990-1991
	10-11	Levinger, Beryl, 1986-1989
	12	Lindenberg, Marc, 1992
	13	Lloyd, Tom, 1990
	14-16	McBride, Jack, 1987-1990
	17	Parker, Alston, 1988-1989
	18	Powell, Howard, 1980-1982
	19	Radcliffe, George, 1986-1988
	20	Reitz, Peter, 1991
	21	Seltz, Corinne; Seroussi, M.
	22	Syke, Charles, 1980-1989
23	Taylor, George, 1988-1989	
24	Tully, Sandra Sennett, 1986-1989	
25	Von Benuty, Rudy, 1987-1991	
26	Winnick, Pamela. General Counsel, 1986-1990	

10.2.2.3 United States Cities, 1964-1992

Correspondence, memoranda, papers, reports and printed material concerning the work of CARE's anchor offices.

1192	1-3	Atlanta, 1976-1991
	4	Baltimore, 1992
	5-8	Boston, 1976-1991
	9-14	Chicago, 1975-1991
	15	Columbus, OH, 1975-1989
	16-17	Dallas, 1979-1991
	18	Denver, 1987-1991
	19	Detroit, 1975-1988
	20	Florida, 1981-1990
	21	Kansas City, MO, 1976-1990
	22-26	Los Angeles, 1964-1991
	1193	1
2-3		Minneapolis, 1988-1991
4-5		New York City, 1987-1989
6		Philadelphia, 1975-1991
7		Pittsburgh, 1979-1988
8		St. Louis, 1990
9-12		San Francisco, 1973-1991
13-15	Seattle, Washington, 1970-1991	
16-23	Washington Liaison Office, 1975-1991	

10.2.2.4 CARESBAC, 1988-1993

CARESBAC is the acronym for CARE Small Business Assistance Corp. Established in 1989 as a subsidiary of CARE, CARESBAC provided technical assistance and equity capital to small businesses in order to help offset host countries declining expenditures on social programs and avenues for economic opportunity. CARESBAC was "spun-off" from CARE and was integrated into Small Enterprise Assistance Funds (SEAF).

This subseries, 1988-1993, is arranged by subject, and documents the CARESBAC program chiefly during the tenure of President Donald R. Nicholson II.

<u>Box</u>	<u>Folder</u>	
1194	1	Background information on CARESBAC, 1989
	2-3	Board meetings, 1989-1991
	4-5	Conferences, 1990
	6	Contacts, 1989-1990
	7	Director Specific, 1988
	8-9	Proposals and documents, 1988-1990
	10	Resumes
	11-21	Correspondence and reports, 1988-1993

10.2.2.5 Sandra Sennett Tully, 1980-1992

Sandra Sennett Tully was the Special Assistant to President and CEO Philip Johnston and Assistant Secretary to the Board. The files span approximately twenty years; some files predate or succeed her tenure at CARE. The files are arranged in three subseries.

- 10.2.2.5.1 Board of Directors Meetings and Executive Staff Meetings 1984-1992
- 10.2.3.5.2 Chronological Files 1981-1992
- 10.2.2.5.3 Johnston's Speeches and Related Materials, 1980-1992

10.2.2.5.1 Board of Directors Meetings and Executive Staff Meetings, 1984-1992

1195	1-3	Board of Directors, 1986-1991
	4-23	Executive Staff Meetings and Memos 1984-1992

10.2.2.5.2 Chronological Files, 1981-1993

Copies of Johnston's outgoing letters (many with attachments of incoming letters), memoranda, correspondence between Johnston and the Board, and printed matter.

1196	1-23	1981-1987 Oct
1197	1-17	1987 Nov - 1989
1198	1-20	1990-1993

10.2.2.5.3 Johnston's Speeches and Related Material, 1980-1992

This subseries documents Johnston's public appearances throughout the United States, and his trips abroad to host countries. There is a biographical sketch of Johnston along with photographs, speeches, papers and reports, travel itineraries, and trip reports.

<u>Box</u>	<u>Folder</u>	
1199	1	Biography and photographs, 1980s
	2-9	Speeches, 1982-1992
	10	Johnston's work objectives, 1990-1992
	11	Papers; reports CARE generated, 1990s
	12-13	Papers by others, 1980-1990s
	14-17	Travel itineraries, 1990-1992
	18-21	Trip reports, 1982-1988
	22	Trustees, 1987
	23	CARE Ideas; Concepts, 1980s
1200	1-15	Miscellaneous Files, 1980-1991; Correspondence, etc., 1980-1991

10.3 CARE INTERNATIONAL, 1978-1993

Continues Series 7. Arranged in three subseries:

- 10.3.1 Member Organizations, 1978-1993
- 10.3.2 Country Files, 1981-1993
- 10.3.3 Subject Files, 1988-1992

10.3.1 Member Organizations, 1978-1993

This subseries, 1978-1993, arranged by country, represents the member organizations that form CARE International. The member organizations are those countries that support CARE operations throughout the world. This support takes the form of supplying funding for projects, expertise in the field, personnel, and other forms of assistance. Italy was a member organization, but withdrew due to a dispute that is partially documented in the records. CARE Brasil is not represented as CARE International's work in Brazil only began in 1999.

The records document CARE's efforts to establish offices in member organizations' countries. The records also document CARE USA's intervention in cases of disputes between member organizations and a host country, projects funded by CARE's partners, and interoffice correspondence between CARE's Presidents and National Directors of the member organizations.

<u>Box</u>	<u>Fol</u>	
1201	1-5	Australia, 1978-1991
	6-8	Canada, 1985-1993
	9	Denmark, 1987-1991
	10-11	Deutschland, 1986-1992
	12-14	France, 1987-1992
	15-16	Italia (Italy), 1988-1990
	17-18	Japan, 1986-1993
	19-20	Norge (Norway), 1980-1989
	21	Osterreich (Austria), 1986-1993
	1202	1-6

10.3.2 Country Files, 1960; 1981-1993

Files on countries that were targeted by CARE to receive humanitarian aid are arranged alphabetically.

<u>Box</u>	<u>Fol</u>	
1202	7-8	Afghanistan, 1988-1991
	9	Angola, 1992
	10	Armenia, 1988-1990
	11-12	Bangladesh, 1989-1991
	13	Belize - Chad
	14-15	Chile, 1984-1985
	16	China, 1985-1986
	17	Comoros - Denmark
	18	Dominican Republic - El Salvador
	19	Ethiopia, 1984-1991
	20	Guatemala, 1986-1990
	21	Haiti ; Honduras
	22	India, 1960; 1986-1991
	23	Indonesia, 1980-1990s

<u>Box</u>	<u>Folder</u>	
1202	24	Iraq-Turkey Border Dispute, c1985
	25	Iran - Jordan
1203	1	Kenya, 1986-1992
	2	Kuwait, 1982-1985
	3	Lesotho - Mali
	4	Mexico, 1984-1991
	5	Mozambique, 1985-1990
	6	Nepal, 1988-1990
	7	Nicaragua, 1988-1991
	8-9	Niger, 1986-1988
	10	Panama - Peru
	11-12	Philippines, 1986-1993
	13-14	Poland, 1981-1990
	15	Romania, 1990
	16	Russia, 1990-1991
	17	Rwanda, 1984-1990
	18	Saudi Arabia, 1980s
	19	Sierra Leone - Somalia
	20	South Africa, 1991-1992
	21-22	South Korea, 1979-1984
23	Sri Lanka, 1989	
24	Sudan, 1984-1992	
25	Thailand, 1986-1992	
26	Zimbabwe, 1986	

10.3.3 Subject Files, 1988-1992

<u>Box</u>	<u>Fol</u>	
1204	1-4	Board Meetings, 1990-1992
	5-6	Committee Relations with CARE International, 1986
	7	Conference in Copenhagen, 1990
	8	Country Director's Role, 1988
	9-10	Dateline Program on CARE in Ethiopia, 1991-1992
	11	International Task Force, 1988
	12-14	Lead Member Task Force, 1988; 1992
	15	Mission Statement, 1989-1992
	16	Overseas Association, 1992
	17	Role & Function Task Force, 1984
	18	Staff Commission, 1989-1992
	19	Status of Missions, 1988
	20	Task Force, 1988
21	World Bank, 1992	
22	Miscellaneous File	

10.3.4 Chronological Files, 1980-1992

<u>Box</u>	<u>Fol</u>	
1205	1-12	Outgoing letters, 1980-1992. The files include memoranda, fiscal year information, reports, telexes, trip reports, and printed matter.

10.4 George H. Radcliffe, Executive Vice President, 1953, 1967-1991

George H. Radcliffe held several different managerial positions during his tenure at CARE. As reported in Series 1, Subseries 1.6, Radcliffe's administrative responsibilities were for the Program Department and Overseas Operations, circa 1980, and by 1985 he held the position of Assistant Executive Director for Care International Service. Radcliffe's files span the period of his tenure as AED to his position as Executive Vice President.

The files are arranged in three subseries. 10.4.1 Subject Files, 1978-1991; 10.4.2 Care Member Organizations, 1953-1990; 10.4.3 Care Country and Potential Countries, 1980-1991

see also: Series 1, Subseries 1.6 1946-1985. boxes 83-84.

10.4.1 Subject Files, 1967-1991

This subseries, 1967-1991, is arranged topically; and focuses mainly on the administrative work of CARE. The bulk of the files are memos concerning internal decisions made by the Board of Directors, the President of CARE, and other mid to upper level administrators of CARE USA and CARE International. Radcliffe regularly corresponded with Philip Johnston concerning issues under discussion in CARE. Memos between Radcliffe and Johnston span the years 1981 through 1990. Topics would include information regarding meetings with management, CARE International issues, executive staff meetings, budgets, and concerns regarding CARE member countries following established policies of CARE. The files indicate that Radcliffe focused a considerable amount of time identifying and dealing with issues of concern to CARE International, e.g., compensation for overseas employees, international meetings, operating budget, recruitment for member countries, and security for CARE personnel. There are some early files that predate Radcliffe's tenure, regarding talks of "internationalization" of CARE dating from 1967.

The files contain background documents, by-laws, correspondence, drafts, memoranda, notes, project reviews, and printed matter.

<u>Box</u>	<u>Fol</u>	
1206	1	ACD Conference, 1981-1982
	2	Compensation Package ALMIS, #2760.
	3	AID PVO Relationship, 1982-1983
	4	ALMIS, 1981-1985
	5	Africa Exploratory, 1983
	6	C.I. Annual Meeting, 1982
	7-10	CARE Members Annual Reports, 1985-1989
	11	General Annual Reports, 1986-1987
	12	CARE Foreign & Domestic Corp., 1989
	13	CARE Articles of Incorporation., 1984-1987
	14	CARE Bylaws/Amendment, 1982-1985
	15-20	CARE Background Documents, 1970-1980s
	21	C.I. Basic Principles, 1982-1985
	22-24	C.I. Board Meetings, 1980s
	25	CARE Minutes, 1982-1988
	26	CARE Annual Report, 1986
	27	Appointment of Secretary General Peter Reitz, 1985-1986
1207	1	Budget Agreements, 1983-1987

<u>Box</u>	<u>Folder</u>		
1207	2-12	Budget, 1985-1991	
	13	Budget Committee FY, 1992	
	14	Budget Matters, 1983-1986	
	15	Budget A.E.D, FY, 1988	
	16	Bunker, Sam, 1988-1991	
	17	Cable Registration, 1981-1982	
	18	Campbell, Wallace J., 1983-1990	
	19	Capital Campaign - Country Directors	
	20-23	Committee on Relations with CARE International, 1986	
	24	Compensation, 1986	
	25	Council Notes, 1983-1984	
	26-27	Country Presence Committee, 1980-1990	
	1208	1	Denmark Preparatory, 1990
		2	Devine, Fred, 1981-1986
3		Devone, Ralph, 1981-1991	
4-6		Directors, 1984	
7		Donor and Public Relations, 1984-1986	
8		Draft Job Descriptions, 1991	
9-11		Peter Drucker Seminar, 1980-1989	
12-13		CARE Europe, 1978-1984	
14		Executive Staff Committee, 1981; 1986	
15		Financial Committee Meetings, 1983-1986	
16		Financial Matters, 1989-1990	
17		Financial Plan, 1985-1989	
18		Financial Statement, 1983-1988	
19		Food Distribution; CARE, 40	
20		Fraser Committee, 1988-1991	
21		General Foods; Grants	
22-24		Human Resources, 1980s	
25		Implementation Schedule - IRS	
26		International Committee - International Fund	
27	International Liaison Budget, 1990		
1209	1	International Meetings, 1985-1986	
	2	International Service Unit, 1967-1969	
	3-6	Internationalization, 1967-1969	
	7	Johnston, Carey, 1981-1983	
	8	Johnston; Radcliffe. Memos, 1981-1990	
	9-10	Johnston, Phillip. Memos, 1980-1984	
	11	Kavan/Godfrey Correspondence, 1989	
	12	LaRoache, Rick, 1986-1991	
	13	Lead Member Concept, 1985-1989	
	14-16	Lead Member Implementation, 1985-1987	
	17	Lead Member Issues, 1988-1989	
	18	Legal Expenses, 1980s	
	19-20	Legal Issues, 1980-1986	
	21	McBride, Jack. Senior VP Finance, 1981-1991	
22	Management Philosophy, 1981-1991		
23	Medical Air Evacuations, 1984-1985		
1210	1	MEDICO, 1985-1990	
	2	Meeting Attendees with NY CARE Personnel, 1987	
	3	Meeting. Toronto, 1985	
	4-5	Meeting. Washington, DC, 1986	
	6	Meetings. General, 1985	

<u>Box</u>	<u>Folder</u>	
1210	7	Membership Criteria, 1981-1984
	8	Membership Development. Europe, 1984
	9	Methodist Church - Mormons
	10	CARE International Officers, Board, Committees, 1981-1987
	11	CARE International Operating Budget, 1982-1987
	12-14	CARE International Operations Manual, 1981-1982
	15	Compensation Issues Overseas, 1980-1988
	16	Early Retirement, 1983-1986
	17	Paper: National Organizations Country Selection, 1985
	18-19	Northrup, Buck. Overseas Operations, 1981-1989
	20	Draft. CARE International Plan, 1986
	21	Overseas Remunerations Review, 1980s
	22-23	Planning and Structure Committee, 1985-1989
	24	Potential CARE International members, 1985-1990
	25	Preparatory material for CARE International Meeting. Washington DC, 1986
		26-27
	28	Project Funding - Project Proposal
1211	1	Radcliffe. General Correspondence, 1980-1983
	2	Trip with Kurt Vonnegut, 1989
	3-4	Trip Reports, 1981-1987
	5	Umbrella Model Questionnaire, 1986
	6	Recruitment for Member Countries, 1980-1985
	7-8	Robie, Ed., 1982-1987
	9	Secretariat Responsibilities, 1986; 1990
	10-22	Security, 1981-1991
	23	Service Contract - Sykes, Charles
	24-26	Task Force, 1984-1987
1212	1	Tax Exemptions, 1982-1983
	2	Trademark, 1985-1988
	3	Von Bernuth, Rudy. Program Dept., 1985-1988
	4-5	Warner, Al. Human Resources, 1986-1990
	6-9	Wesley, Edwin J., 1981-1990
	10	Winnick, Pamela. Legal Counsel, 1985-1988
	11	World Council, 1988-1989
	12-19	General Correspondence re basic agreements, etc., 1980-1989

10.4.2 CARE Member Organizations, 1953-1990

1213	1-6	Australia, 1953; 1986-1989
	7-19	Canada, 1981-1988
	20-27	Deutschland (Germany), 1978-1986
1214	1	Deutschland, 1987-1988
	2	Deutschland. Legal Status, 1980-1982
	3-7	France, 1981-1989
	8-15	Italy: Agreement, financial; correspondence, 1884-1990
	16-20	Japan, 1982-1987
1215		Norge (Norway)
	1-2	Board. Minutes, 1980-1990
	3	Bruusgaard, Ellen., 1982-1983
	4	Financial, 1987-1989
	5-6	Founding Protocol, 1980-1990
	7	International Agreement, 1988-1990

<u>Box</u>	<u>Folder</u>	
1215	8	Response to Bylaws, 1981
	9-16	General Correspondence, 1980-1988
	17-19	Oesterreich. Austria, 1986-1987
	20-22	UK, 1984-1988

10.4.3 CARE Country and Potential Countries, 1980-1991

<u>Box</u>	<u>Folder</u>	
		CARE Country
1216	1-3	Afghanistan, 1983-1989
	4-5	Armenia, 1988-1989
	6	Belize, 1985-1990
	7	Bolivia, 1985-1990
	8-9	Chad, 1982-1990
	10-15	Chili, 1981-1990
	16	China, 1980-1988
	17	Comoros, 1983-1989
	18	Congo, 1981-1988
	19	Costa Rica, 1985-1988
	20-21	Dominican Republic, 1984-1989
	22-23	Ecuador, 1981-1985
	24	Egypt, 1981-1989
1217	1-5	Ethiopia, 1981-1988
	6-7	Guatemala, 1985-1990
	8-10	Haiti, 1982-1991
	11	Honduras, 1984-1989
	12	India, 1984-1989
	13-16	Indonesia, 1982-1988
	17	Jamaica, 1981-1990
	18-19	Kenya, 1984-1988
	20	Lesotho, 1981-1985
	21-22	Mali, 1981-1988
	23	Mauritania, 1984-1989
1218	1-3	Mexico, 1983-1990
	4-8	Mozambique, 1983-1990
	9-10	Nepal, 1981-1990
	11-13	Nicaragua, 1983-1990
	14	Niger, 1981-1988
	15	Panama, 1984-1989
	16-17	Peru, 1985-1990
	18-19	Philippines, 1981-1990
	20-22	Rwanda, 1983-1990
	23	Sierra Leone, 1980-1989
	24-27	Somalia, 1983-1990
	28	Sri Lanka, 1983-1990
1219	1-5	Sudan, 1985-1990
	6-7	Thailand, 1981-1990
	8	Uganda, 1984-1990
		Potential Countries
	9	Burkina Faso, c1986
	10	Cape Verde Islands, 1984-1989
	11	Central African Republic, 1983-1984
	12	Ghana, 1982-1984
	13	Guinea, 1983-1984
	14	Hungary, 1989

CARE Records. Additions
Series descriptions and container list
Series I. Management Files

<u>Box</u>	<u>Folder</u>	
1219	15	Israel, 1984-1987
	16	Nigeria, 1985
	17-18	Poland, 1984-1989
	19	Romania, 1989-1990
	20-22	Saudi Arabia, 1982-1990
	23	Senegal - Zaire
	24	Zambia, 1983; 1989
	25	Zimbabwe, 1981-1989

Series 11. Program Department Files, 1961-1997

167 boxes. Continues Series 2.

The Department is arranged in three subseries.

- 11.1 Assistant Executive Directors, 1962-1993
- 11.2 Regional Management Group, 1975-1997
- 11.3 Technical Assistance Group (TAG), 1979-1991

11.1 Assistant Executive Director records, 1962-1993

This subseries contains the files of two Assistant Executive Directors, Ralph Devone and Beryl Levinger.

11.1.1 Ralph Devone, Assistant Executive Director, 1979-1987

Devone's files consist entirely of Country files including correspondence with CARE Country Directors; position papers on the socioeconomic status of the host country; daily reports from countries receiving aid, carbon copies of reports from the field on issues of concern. There are reports on such crises as the Nicaraguan floods of 1982, and emergency feeding in southern Sudan in 1980.

<u>Box</u>	<u>Fol</u>	
1220	1	Africa, 1980s
	2	Bangladesh, 1985
	3	Belize, 1981-1987
	4	Bolivia, 1983-1985
	5	Burma, 1985-1986
	6	Cameroon, 1981-1988
	7	Central Africa Republic; Chad
	8	China, 1986-1987
	9	Columbia, 1979-1986
	10-12	Comoros Islands, 1984
	13	Congo, 1981-1983
	14	Costa Rica, 1982-1986
	15	Ecuador; Egypt
	16-17	Ethiopia, 1980s
	18	Ghana, 1980s
	19	Guatemala; Guinea
	20	Haiti, 1980-1986
	21	Honduras, 1982-1985
	22	India, 1981-1986
	23	Indonesia; Jamaica
	24	Kenya, 1982-1985
	25	Lesotho, 1980-1985
	26	Liberia, 1980s
1221	1	Madagascar; Mali
	2-3	Mauritania, 1983-1987
	4	Mexico, 1987
	5	Mozambique, 1983-1985
	6	Nepal, 1980-1985
	7	Nicaragua, 1980-1985
	8	Niger, 1980-1982
	9	Pakistan, 1980-1981
	10-11	Panama, 1982-1984

<u>Box</u>	<u>Folder</u>	
1221	12	Peru, 1982-1985
	13	Philippines, 1981-1985
	14	Poland, 1983-1985
	15-17	Rwanda, 1982-1985
	18	Seychelles, 1982-1983
	19	Sierra Leone, 1981-1984
	20-21	Somalia, 1982-1986
	22-23	Sri Lanka, 1981-1985
	24	Sudan, 1980-1986
	25	Tanzania, 1985-1986
	26	Thailand, 1980-1985
	27	Zaire, 1982-1984
	28	Zimbabwe, 1980-1984

11.1.2 Beryl Levinger, Senior Vice President and Assistant Executive Director, 1980-1992

11.1.2.1 Subject Files, 1980-1992

1222	1	Child Survival - Family Planning
	2-3	Food Aid Policy, 1984
	4	Human Resources, 1987
	5	Pest Management, c1980
	6	PHC: Primary Health Care 1984-1989
	7-12	Program Committee, 1985-1990
	13	RAG: Regional Ad Group, 1987
	14-15	Secretariat, 1990-1992
	16	Staff Position News, 1986-1987
	17-19	Reports re status of women, 1984-1988
	20-21	General Correspondence, 1988-1992
	21	Miscellaneous

11.1.2.2 Country Files, 1980-1989.

1223	1	Establish office in Peshawar Pakistan, 1988
	2	Armenia Trip Report, 1988
	3	Asia Missions, 1987
	4	Bangladesh, 1985-1988
	5	Belize, 1986-1989
	6	Bolivia, 1987
	7	Cameroon, 1981-1989
	8	Chad, 1987
	9	Chili, 1981-1986
	10	Congo, 1980-1989
	11	Costa Rica - Guatemala
	12	Haiti; Honduras
	13-14	India, 1986-1988
	15-16	Indonesia, 1987-1988
	17	Mali - Mexico
	18	Mozambique, 1984-1989
	19	Nepal - Nigeria
	20-21	Panama, 1984-1987
	22	Philippines; Rwanda
	23-24	Somalia, 1984-1987
	25	Sudan, 1985-1989
	26	Thailand, 1987-1988
	27	Uganda, 1984-1989

11.1.3 Program Manual, Reports and Proposals, 1962; 1974-1993

<u>Box</u>	<u>Fol</u>	
1223	28-30	CARE Program Manual, 1990 Reports and Proposals
	31	Commodity Mgt. Systems Review, c1990
	32	Feasibility Study re American Teachers, 1962
1224	1	CARE Food Policy Strategy Review, 1992
	2	Human Resources FY 1993
	3-4	CARE Organizational Plan, 1986-1995
	5	Primary Health Care Sector, 1985; 1989
	6	CARE Publicity Report, 1993
	7	A Six Year Formative Evaluation of REAP, 1982
	8-10	Africa, 1982-1989
	11	Agroforestry. Bibliography, 1986
	12	Armenia, 1992
	13	Australia, 1989
	14	Bangladesh, c1974
	15-17	Bolivia , 1978; 1985-1989
	18	Borneo, c1980-1990
	19	CARE Canada. Coastal Area Development, 1988
	20	CARE Canada in Indonesia, 1988
	21-22	Chili, 1985
	23	Dominican Republic, 1980
	24	Ecuador, 1990
	25-27	Ethiopia, 1980-1992
	28	Guatemala, 1980-1990
	29	Haiti, 1980-1990
	30-32	Honduras, 1984-1993
1225	1	Indonesia, 1979
	2	Kenya, 1980-1990
	3	Mali-Nicaragua
	4-7	Peru
	8	Philippines, c1990
	9-10	Rwanda, 1986
	11	Sierra Leone, 1989
	12	Sudan, c1989
	13-15	Thailand
	16	West Africa, 1980
	17-20	Trip Reports abroad, c 1980
	21	General Reports, 1985-1988
1226	1-8	General Reports, 1989-1992; n.d.

11.1.4 Evaluations, 1970-1990

Reviews of CARE projects, 1970-1990, especially with regard to agriculture, childcare, and education.

<u>Box</u>	<u>Fol</u>	
1226	9-19	Bangladesh, 1970-1980s
	20-25	Belize, 1970s
	26	Bolivia, c1980
	27-28	Cameroon, 1982
1227	1-5	Chad, 1977-1978
	5-10	Columbia, 1975-1980
	11	Congo, 1981
	12-16	Costa Rica, 1972-1981

<u>Box</u>	<u>Folder</u>	
1227	17-19	Dominican Republic, 1977-1982
1228	1-3	Ecuador, 1974-1975
	4-6	Egypt, 1980-1987
	7-10	Haiti , 1978-1983
	11-22	India, 1960-1982
1229	1-19	India : Kasa MCHN project; midday meal program, and Punjab projects, 1975-1984
1230	1-2	Indonesia, 1981-1982
	3	Kenya, 1978-1980
	4	Korea, 1972; 1979
	5	Lesotho, 1980-1981
	6	Mali; Niger, 1990
	7	Niger, 1980
	8	Pakistan, 1977
	9	Panama, 1981
	10	Peru, 1980-1982
	11-12	Philippines, 1974-1981
	13	Sierra Leone, 1980
	14-17	Sri Lanka, 1976-1981
	18	Thailand, 1979;1983
	19-23	Tunisia, 1977-1980
1231	1-5	Tunisia; Turkey, 1978-1982
	6	Vietnam, 1975
	7	General Evaluation: Water systems, 1982

11.1.5 Grants and Applications, 1980-1987

1231	8-9	Cameroon, c1980
	10-13	Congo, c1980
	14	Israel, 1983
	15-17	Kenya, c1980
	18-19	Niger, 1984
	20	Rwanda, c1980
1232	1-3	Somalia, 1984-1987
	4	Sudan, c1980
	5	Thailand, 1984
	6	Uganda, 1984

11.1.6 Training Unit, ca. 1970-1991

The Training Unit's objective was to plan workshops and retreats for CARE personnel in order to improve their skills. Helen Seidler held the position Training Unit Director and Ellen Lieber was Manager of Development Information.

11.1.6.1 Helen Seidler, Training Director, 1982-1988

1232	7-9	East Africa, 1985-1986
	10-11	West Africa, 1985-1986
	12	Asia, 1985-1986
	13	Haiti, 1985-1986
	14-16	Latin America, 1984-1987
	17	General, 1982-1988
1233	1-5	General, 1986-1988
	6-9	Retreat, 1985-1987

11.1.6.2 General: Management and Staff, 1985-1990

This subseries, 1985-1990, is a combination of material created by the Regional Technical Advisors (RTAs) and CARE staff. The RTA's primary responsibility was to assist missions in developing sector strategies, to plan and implement project evaluations, to train CARE staff in program and technical matters, and to provide support for Country Offices in the implementation of projects.

The files contain cables, correspondence, memoranda, notes, printed matter, and workshop evaluations.

<u>Box</u>	<u>Folder</u>	
		Regional Technical Advisors, 1985-1987
1233	10	All regions, 1986-1987
	11	East Africa, 1986-1987
	12	West Africa, 1986-1986
	13	Latin America, 1985-1986
	14-15	Asia, 1986-1987
		Lieber, Ellen
	16-19	Chronological Files, 1987
1234	1-21	Work Week, 1987-1990
1235	1	Aguilar, Marlene., 1990-1991
	2-6	Consultants, c1989
	7	Donahue, Christie, 1989
	8	Hertz. , 1989-1990
	9	Powell, Sandy, 1989-1990
	10	Waldstein, Elizabeth, 1985
	11-13	Zopf, Tom, 1987

11.1.6.3 Country Files, ca. 1980-1988

Information on projects/proposals for Africa, Asia and Latin America.

1235	14	Bangladesh. Proposal rejected, 1987
	15	Chad. Irrigated Agricultural Development, 1985
	16	Chad. Wadi Project, 1985
	17	Congo. Pisciculture in Congo, 1985
	18	Costa Rica. Programming prospects in Agroforestry, 1985
	19	Egypt. Project proposal, c1984
	20	Eastern Ethiopia. Harar Forestry Project, 1985
	21	Guatemala. Proposal for evaluating brick stores, 1985
	22	Haiti. Program proposal, 1985
	23	India. Report, 1986
	24	Indonesia. Agricultural-based income generated proposal, 1986-1988
	25	Kenya. Agroforestry extension, 1984-1986
	26	Lesotho. Proposal for ICFARM Project, 1984
	27	Mali, 1985
	28	Nicaragua. Proposal, 1985
	29	Niger. Proposal, 1984
	30	Sudan. Proposal, 1985
	31	Uganda. Draft agreement, 1986
	32	Country Briefs, c1985
	33-34	Country Briefs. Telegrams, c1980

11.1.6.4 Subject Correspondence, ca. 1970-1991

<u>Box</u>	<u>Folder</u>	
1236	1	Agency for International Development. Energy for Agriculture Project, 1985
	2-6	ALMIS
	7-10	Africa Partnership Project, 1989-1990
	11	Asia training follow up, 1989-1990
	12-16	Biden-Pell Proposals, 1984
	17-25	CARE. Briefs. Various subjects
1237	1	CARE Briefs. Population, 1986-1987
	2-4	CARE. Program Profile, 1970s
	5	CARE. Briefs. Women, 1980s
	6-8	Resume of CARE Projects FY, 1978-1984
	9	CARE. Primary Health CARE Unit Review, 1990
	10	Community Management Enhancement Workshop. Budget, 1990
	11-15	Community Management Support Program, 1980s
	16	Consultants in Peru, 1986
	17	Development Education. Proposal, 1987
	18	Emergency Management Committee, 1987-1988
	19	Follow Up - Food Aid
	20-21	Human Resources. Mgt Development Program, 1987-1988
1238	1	India Workshop, 1986
	2	Integrating Community...Feedback sheets, 1990
	3-5	Joint PVO Center. Water Harvesting Information, 1985-1987
	6	PVO Effectiveness, 1987-1988
	7	MEDICO-NGO
	8	PACT Publications, 1990
	9-11	Participation Committee, 1985-1986
	12	Program Proposal: Drought Prone Areas, 1985
	13-14	1989
	15	Publication proposals FY 1990
	16	RTAT. Asia, 1985
	17-18	RTAT. Correspondence, 1985-1987
	19	Sharing Global Harvest, 1985
	20	Site & Travel, 1985
	21	Speeches. Global Education and Development, c1970-1980
22	Third World Development, c1980	
23-24	Workshop. Administrative Matters-Africa. Water workshop, 1985	
1239	1	Workshop Briefing, 1988
	2-3	Workshop. Peru Design, 1986
		Training Unit. Workshop
	4	Correspondence, 1981-1985
	5-7	Miscellaneous Info, 1987-1988
	8-15	Budget FY, 1989-1990
	16	Training Manual, c1985
	17-18	Translation Modules, c1990
	19	UN - World Travels

11.2 Regional Management Group, 1975-1994

The files offer extensive documentation of CARE projects in East Africa, West Africa, Southern Africa, Asia, and Latin America. This series is arranged in six subseries:

- 11.2.1 East Africa Unit, 1975-1990
- 11.2.2 West Africa Unit, 1980-1993
- 11.2.3 Southern African Unit, c1980-1992
- 11.2.4 Asia Unit, 1980-1991
- 11.2.5 Latin America Unit, 1979-1993
- 11.2.6 Emergency Assistance Unit (EAU), 1982-1993

11.2.1 East Africa Unit, 1975-1994

The files are arranged in three subseries: 11.2.1.1 CI Missions Files and Subject Correspondence 1977-1994; 11.2.1.2 Country Files; 11.2.1.3 AIPs, PIEs, and Correspondence 1984-1990

11.2.1.1 CARE International Missions Files and Subject Correspondence, 1977-1994

The correspondence consists mainly of interoffice memoranda regarding CARE members' support of East Africa. Other issues of concern include the rapid spread of AIDS throughout Africa and the need to educate CARE staff about the problem, CARE Canada's support for famine and drought relief, and CARE Deutschland projects in East Africa.

The Subject Correspondence, 1980-1994, represents other projects undertaken in East Africa, c1985-1990, especially those to combat drought and famine brought on by environmental conditions and war.

<u>Box</u>	<u>Folder</u>	
		CI Missions, 1984-1990
1240	1	Austria, 1989-1990
	2	Australia, 1989
	3	Britain, 1988-1989
	4	Canada, 1984-1989
	5-6	Deutschland. Project Descriptions, 1983-1985
	7	France; Italy; Japan
	8	Norge, 1985-1989
	9	Related correspondence, 1985-1990
		Subject Correspondence, 1977-1994
	10-16	Africa, c1985
	17	Aga Khan Foundation; AIR Service Int.
	18-20	Agency for International Development (AID), 1984-1987
	21-23	Agroforestry, 1980-1987
	24	ALMIS. Africa, 1983-1986
	25	American Lawyers, 1985-1989
	26	Americares Foundation, 1987-1988
1241	1-4	BAND AID, 1985-1988
	5	Beekeeping, c1980
	6	CARE. RAG Meetings, 1986-1987

<u>Box</u>	<u>Folder</u>		
1241	7	CARE. Washington Liaison Office, 1985	
	8	CIK (Cash in Kind?), 1985	
	9	Centro Internacional de Agricultura Tropical, 1982	
	10	Child Survival Information, c1980	
	11	CLUSA International Program Trip, 1983	
	12	Columbia University Volunteers, c1980	
	13	Committee on African Development Strategies. Draft report, 1985	
	14-15	Country Entry, 1982-1986	
	16	Dept. of Transportation-Djibouti	
	17-21	Drought: Care Statements-Misc. Reports	
	22-24	East Africa: Mission Communications-Project Briefs	
	25	East Africa. RTA, 1987	
	26-27	Ethiopia. Donors Meeting in Rome, 1985	
	1242	1	Experiment in International Living, 1986-1987
		2-3	Food and Agriculture Org. of the UN, 1984-1986
4-5		Food and Food Aid. General information, c1985	
6		Food for Peace-Ford Foundation	
7-10		Harvard International Relief. Development Study, 1983-1989	
11		ICARA II. Second International Conference, 1984-1985	
12		Improved Rural Technology; India Wheat	
13		International Staff. CD Conference, 1984;1986	
14		Industry Council for Development, 1985-1986	
15		InterAction, 1985-1986	
16-19		Management Science Associates, 1984	
20		Medecins sans frontieres, 1985-1987	
21		Mission Communiques-OFDA	
22		OPEC Funding, 1984	
23		PACT (Private Agencies Collaborating Together), 1986-1987	
24		Partnership for Productivity, Inc/CARE, 1986	
25	Peace Corps. Africa Initiative, 1984-1985		
26	Poland. Tools for use in Africa, 1985		
1243	1	Primary Health Care, 1986	
	2	Refugee Energy-Refugee Committee	
	3-4	Somalia, 1977-1984	
	5-7	Sudan including North Kodafan, 1982	
	8-9	Tanzania. ODA Agroforestry Project, 1989-1990	
	10	Technoserve. Norwalk, Ct., 1982	
	11-13	Uganda. Agricultural agreement-proposals, 1985-1988	
	14	United Nations Development Program, 1986-1988	
	15	United Nations High Commission for Refugees, 1985-1989	
	16	UNICEF, 1984-1986	
	17-22	USA for Africa, 1985-1988	
	23	Water Projects, 1982-1986	
	24	World Bank, 1989	
	25	World Food Program, 1984-1989	
26-27	Zimbabwe, 1987; 1989		

11.2.1.2 Country Files, 1975-1991

The files are not in strict alphabetical order, but are filed according to the internal numbering system used by CARE. The files generally contain a basic agreement with the host country, reports on trips made by CARE to assess the development of projects; land and soil conservation multiyear plans; contracts, correspondence, interagency memoranda, proposals, trip reports, AIPs (Annual Implementation Plan) and PIEs (Planning, Implement and Evaluation).

<u>Box</u>	<u>Folder</u>	
		Comoros
1244	1	Agricultural Sector Overview, 1988
	2	CDHEP Project Brief, 1986
	3	CEFADER Garage, 1989
	4	Consultants, 1984
	5	Contracts, 1989
	6	Country Turnover, 1989
	7	Entry Files, 1983-1984
	8	Evaluations, c1980
	9-12	Land and Soil Conservation, 1984-1989
	13-14	Multi-Year Plan, 1984-1988
	15-25	Primary Health Care, 1985-1989
	26-29	Related information on Comoros, 1985-1990
1245	1-5	Related information on Comoros (includes trip reports, c1980-1990).
		Egypt
	6-8	High Dam Lake Project, 1984; 1989
	9	North Sinai Agricultural Development Project, 1988
	10-14	South Sinai Fisheries Development Project, 1985-1990
	15-23	Village Self Reliance Programs, 1988-1989
1246	1-14	Related information on Egypt. Reports, 1985-1990
		Ethiopia
	15-21	Hararghe, 1985-1989
1247	1	Hararghe, 1985-1989
	2	Project. Computer; Logistics, c1985-1986
	3-12	Sidamo Rangelands, 1985-1989
	13-18	Gursum Land Use Project, 1985-1988
	19	Seed Project, 1986
	20	SHOA Emergency Fund, 1989
	21-23	Ogaden Water Transport Project, 1988-1990
	24	Restricted Balances, 1986-1988
	25-27	Trip Reports, ca.1985-1989
1248	1	Community Extension Approaches. Workshop, 1987-1990
	2	MBO Information, 1985-1989
	3	Anecdotal; Evaluation, 1990
	4	Miscellaneous, 1988-1990
	5-7	Emergency Relief, 1984-1990
	8	InterAction, 1984-1985
	9	UNDRO, c1985
	10	Relief and Rehabilitation Commission, 1985
	11	Food Shipments, 1987-1988
	12	Country Entry Information, 1987
	13	Locust Infestation, 1986-1987
	14-16	Controversy over Development, 1986-1988

<u>Box</u>	<u>Folder</u>	
		Kenya
1248	17-19 20-21	Rural; Water Evaluations, 1983-1987 WIG: Women Income Generation, c1980
1249	1-3 4-5 6 7 8-18 19-23	William Penn Foundation Projects, 1980s Agroforestry, 1980s ATARP Proposals, 1987-1989 Village Polytech, 1988-1989 Education; Primary Education, c1980-1991 RTAT, 1987-1990
1250	1 2 3 4 5 6-7 8 9-12 13-14 15 16-17 18 19 20 21 22-23 24	John Batten, 1989 Food Security, 1986-1989 Jiko Manufacturing, 1987 Reports, c1980s Financial Corres, c1980s Trip Reports, 1981-1989 PIE Reviews, 1986-1987 Anecdotal Evaluations, 1980-1987 Bellerive Foundation, 1984-1985 Rainbow Magazine, 1985 CIDA Evaluations, 1985-1987 Mission Reorganization, 1986 ETAT Office Building, 1987 Lead Member Issue, 1985-1987 Country Entry, 1010 Old Proposals, 1980s Final Report, 1979
1251	1-3 4-7 8-16 17-21	Water Projects, 1975-1977 Mozambique Country Profile, 1983-1985 Contracts, 1980s LSU: Logistical Support Unit, 1984-1989
1252	1-14 15-16 17 18 19-20	LSU: Logistical Support Unit, 1984-1989 Public Relation Materials, 1986-1990 CARE Canada; Reports, 1987-1989 Rehabilitation, 1987-1988 Inhambane Feasibility Study, 1984-1990
1253	1 2-4 5-6 7-8 9-15 16 17-18 19 20	AIPs, 1988 Trip Reports, 1983-1989 Briefing. Food Feasibility Study, 1984-1989 Reports; Cables, 1980s Miscellaneous, 1980s Security, 1984-1986 Health Assessment, c1985; 1988 CIK, 1980s Country Entry, 1984;1990
		Rwanda
1254	1-24 25	Gituza Project, c1986-1989 Muhura-Ngarma Forest Project, 1990
1255	1-7 8-21	Muhura-Ngarma Forest Project, 1987-1990 Related country information, 1980s
		Somalia

<u>Box</u>	<u>Folder</u>	
1256	1	Country Profile, 1986
	2	Projects Not Yet Approved, 1985-1988
	3-4	Northwest Watershed Development Project, 1986-1987
	5	Mahaday Community Forestry Project, 1989
	6-8	UNCDF Rice Mills, 1988-1990
	9-20	ELU: Budgets-Miscellaneous, 1982-1990
1257	1-25	ELU: Hiram Reforestation-Phase Down; Over, 1983-1991
1258	1-8	ELU: Phase Down; Over, 1983-1991
	9-20	ELU. Annual Reports; Other reports, 1981-1989
Sudan		
1259	1-2	Country Profile, 1980s
	3-14	Contracts: Evaluations; Reports, 1980-1989
	15-23	Corres-Monitoring Reports, 1980-1989
1260	1-26	Contracts--Reports, 1980-1988
1261	1-25	Monitoring Reports, Kodafan Watering Project, CARE Norge, etc., 1980s
1262	1-21	North Kordafan Women's Development Project, 1986-1990
	2-25	En Nahud. contracts, 1980s
	26	Miscellaneous, 1980
	27	South Kassala Land Management Projects, 1980s
1263	1-23	Relief Support and other CARE activities in Sudan, 1980s
	24-27	Trip Reports, 1985-1989
1264	1-28	Relief Support and Evaluations (Including Kordafan),
1265	1-25	Evaluations, Reports and related material, 1980s
1266	1-11	Agreements, Emergency Situations, 1980s
Uganda		
	12	Country Profile, 1982-1983
	13-17	Agricultural Rehabilitation, c1982-1989
	18-20	Farm Forestry, c1985-1990
	21-24	Village Forestry Project, 1986-1990
1267	1-8	Village Forestry Project, 1984-1989
	9-14	Community Health Services, 1985-1989
	15-22	Beird Project, 1985-1989
	23-25	VVHS Project, 1985-1989
1268	1-20	West Nile Agricultural, 1985-1991
1269	1-6	Development through Conservation,
	7-10	Trip Reports, 1987-1989
	11-19	Anecdotal-Security, 1984-1989
11.2.1.3 AIPs, PIEs; Correspondence, 1984-1990		
The files, 1984-1990, are arranged into two groups, the AIPs/PIEs and Correspondence		
AIPs, PIE's		
1270	20-24	Comoros, 1984-1989
	1-4	Ethiopia, 1987-1988
	5-7	Egypt, 1987-1988
	8-13	Kenya, c1989
	14-18	Rwanda, 1984-1989

<u>Box</u>	<u>Folder</u>	
1270	19-22	Somalia. Budget, 1984-1985
1271	1-15	Somalia. Budget-Contracts, 1985-1989
		Correspondence
	16	Comoros, 1989
	17	Egypt, 1989
	18-20	Ethiopia, 1989
1272	1-2	Kenya., 1988-1990
	3-4	Mozambique, 1989
	5-6	Rwanda, 1989
	7-10	Somalia, 1989
	11-22	Sudan, 1986-1988
	23-25	Uganda, 1986-1989
1273	1-4	Uganda, 1985-1989
		Multi-Year Plans
	5-19	Ethiopia-Uganda, c1984-1989

11.2.2 West Africa Unit, 1980-1992

The West Africa Unit documents CARE humanitarian projects in several West African countries: Angola, Cameroon, Chad, the Congo, Mali, Niger, Sierra Leone and Togo. The series is arranged in two subseries. 11.2.2.1 Country Files, 1980-1992; 11.2.2.2 Correspondence; AIPs, PIEs, 1980-1992

11.2.2.1 Country Files, 1980-1992

This subseries, 1980-1992, is arranged alphabetically by country. The files are not in strict alphabetical order but reflect the internal numbering system used by CARE.

Information is present on several CARE projects and proposals in West African countries. The bulk of the activity for these projects occurred during the 1980s. Individual project files include an evaluation of Cameroon's "Eastern Potable Water Project," a five-year project, by independent evaluator Andre Baillot. Baillot spent a month traveling throughout the Eastern Province examining all the project sites completed by CARE. Baillot's report published, in 1982, provides detailed information on the project. How conditions such as drought and civil war affect a country can be read in the project narrative report for Chad sent to CARE Headquarters from Tuskegee University.

1274	1-14	Cameroon, 1980-1989
	15-26	Chad. Community Development; Drought victims, 1985-1988
1275	1-23	Chad. Proposals and Development Projects, 1980s
1276	1-12	Chad. Proposals and Development Projects, 1980s
	13-22	Congo. Country Profile; proposals and Development Projects, 1980s
1277	1-24	Congo. Small holder Agricultural Development Project (SMAG); Nutrition Education Development & Training (NUTED)
1278	1-7	Congo. AIPs; travel reports; contracts, 1980s
	8-27	Mali. Sahel Wells Project; Village Agro Forestry Project; OFDA: Macina Gardens, 1980s
1279	1-15	Mali. Timbuktu Region. Contracts; evaluations; proposals, 1980s
	16	Niger. Includes Majjia Valley; Maradi; Agro Forestry, 1980s

<u>Box</u>	<u>Folder</u>	
1280	1-30	Niger. Tanout Emergency Project; Maternal Health Care Programs; Zinder Child Health, 1980s
1281	1-29	Sierra Leone. Project Learn; Agro Forestry; Village Marketing proposal; Moyamba Water, 1980s
1282	1-7	Togo. Zio River Economic Development Project, 1985-1988

11.2.2.2 Correspondence, AIPs, PIEs, 1980-1992

This subseries, 1980-1992, is arranged alphabetically by country. Information on a country's AIPs and PIEs (if available) are filed with the host country.

CARE-Angola was established in 1989 in the middle of a civil war that resulted in the loss and displacement of thousands of Angolans. The files contain documentation on Cameroon's Potable Water Projects, Chad's rural reconstruction, multiyear project proposal for establishing improved nutritional practices for mothers and children in the Congo, and the Dioila-Kangaba Wells project in Mali. The latter project was established in 1981 in cooperation with the Organization of Netherlands Volunteers (ONV). Mali was facing a drought when the combined efforts of CARE and ONV built seventy village wells to supply clean drinking water.

1282	8-15	Angola, 1987-1992
	16-29	Cameroon, 1985-1991
1283	1-15	Chad, 1984-1989
	16-28	Congo, 1982-1985
	29-34	Mali, 1980s
1284	1-6	Mali, 1980s
	7-24	Niger, 1980-1993
	25-31	Sierra Leone, 1985-1988
	32-35	Togo, 1980s
1285	1-14	Other countries, 1986-1990

11.2.3 Southern African Unit, c1980-1992

This subseries, c1980-1992, offers partial documentation of CARE's work in Southern Africa. Lesotho and Mozambique are the only countries represented from the southern part of the continent. Arranged under the heading "Lesotho Project," the files document project supervised by CARE and other humanitarian organizations such as Catholic Relief Services (CRS). While there is no record for CARE's work in Lesotho during the late 1960s, the period of CARE's initial foray into Lesotho, there is some documentation for the early 1970s. The bulk of the files document the 1980s.

The correspondence, reports focuses on the economic viability of Lesotho's national economy and the projects under operation during the 1980s. The subjects include country profiles, development of native industry such as the Lesotho hand-spun mohair project (samples with correspondence); the phase-out of the Catholic Relief Services Maternal Child Health program, ca. 1988; food projects; and the work of ICFARM (Improved Community Forestry and Agriculture Management) from 1984-1991.

The files on Mozambique are mostly proposals for projects that included CARE Italy's proposal for four-wheel drive vehicles to meet the need of

transporting good from various locations, the integrated rural development program for the Cabora Bassa District, and a report on Mozambique's multiyear planning. The files contain correspondence, country profile, evaluations, memoranda, multiyear plans, project reports, trip reports, and PIEs.

<u>Box</u>	<u>Folder</u>	
		Lesotho
1285	15-16 17-19 20-22	Country Profile, c1970-1990 Correspondence; Reports, 1978-1985 Catholic Relief Services, 1988-1989
1286	1-4 5 6 7 8-24	Commercialization of Various Technologies, 1988-1991 Co-Operative Society Ltd. Statement, 1991 Cyclone Relief, 1985 Management by Objectives, 1985-1990 Rural Enterprise Promotion. LHM, c1982-1989
1287	1-4 5-22	Rural Enterprise Promotion. LHM, c1982-1989 ICFARM. Improved Community Forestry and Agriculture Management, 1984-1991
1288	1-5 6-12 13-20	ICFARM. Improved Community Forestry and Agriculture Management, 1984-1991 Other projects and related information re Lesotho Mozambique, 1985-1992

11.2.4 Asia Unit, 1980-1991

The Asia Unit, 1980-1991, documents CARE humanitarian projects in Asia from the Pacific to the Indian Ocean. Countries include Afghanistan, Bangladesh, India, Indonesia, Nepal, Philippines, Sri Lanka, and Thailand. There is very little information on CARE's efforts in Afghanistan, China and Vietnam. The information available on China pertains to CARE's negotiations with China to establish a working relationship. This information is located in 11.2.4.4 Grants and Agreements, 1980s

The arrangement is five subseries: 11.2.4.1 Country Files, 1980-1991; 11.2.4.2 Project Files, FYs 1985-1987; 11.2.4.3 Correspondence, c1980-1988; 11.2.4.4 Grants and Agreements 1980s; 11.2.4.5 Tom Drahrman's Files, Deputy Regional Manager Files, 1978-1990

11.2.4.1 Country Files, 1980-1991

The files contain cables, contracts, correspondence, illustrations, projects, reports and printed matter.

1289	1-8 9-22	Afghanistan. Agricultural Surveys-Trip Reports, 1988-1989 Bangladesh All Bangla Conference-Integrated Food for Work Project (Earth Work), 1984-1989
1290	1-26	LIFT. Local Initiatives for Farmers Training-Women's Development Project; AIPs, 1984-1990
1291	1-10 11-12 13-15	India. Geographic Specific Andhra Pradesh. Grants; Oral Rehydration Therapy, 1980s Bihar. Promotion of Oral Rehydration Therapy, 1989-1992 Gujaret. Improved Breast Feeding Project; Special Nutrition Upgrade Project, c1985-1990

<u>Box</u>	<u>Folder</u>	
1291	16	Kerala Composite Program, 1985-1986
	17-19	Maharashtra Oral Rehydration Therapy, 1980s
	20-24	Orissa. Contracts-Seed Proposals, 1986-1989
	25-26	Rajasthan. Proposals , 1986
	27-28	West Bengal. Ante – post-natal care, 1990s
	29-30	India. General Child Survival, 1986-1987
1292	1-14	Child Survival -Vitamin A, 1986-1989
	15-23	Indonesia CSF Program-Modernization, 1983-1989
1293	1-7	Multi-Year Plan - Water and Sanitation, 1984-1990
	8-24	Nepal ACP Support-Small Farmers, 1980s
1294	1-6	Trail Suspension Bridges, c1987
	7-9	General Information, 1988-1989
	10-26	Philippines. Geographic Specific Bicol Disaster-CARE Negros, {1985-1989
1295	1-5	Mindoro Upland Farmers, 1985-1989
	6-15	Philippines. General AIPs-Partners, 1985-1990
	16-22	Sri Lanka AIPs-C.A.T.E.R., 1985-1990
1296	1-9	Correspondence-Thriposha, 1985-1989
	10-20	Thailand Children's Health Management Project, 1985-1990
1297	1-5	Revised Concept-Ubon Micro, 1986-1989
	6-21	Multi-Year Projects. Afghanistan-Philippines
1298	1-8	Sri Lanka-Thailand
11.2.4.2 Project Files, FYs 1985-1987		
1298	9-18	CARE Members. CARE Canada-CARE Norge
	19-23	CARE Reports
1299	1-15	Country Directors' Assessments, 1986-1987
	16-21	Files on Countries Bangladesh, 1985-1993
1300	1-13	Bangladesh-Thailand, 1985-1988
11.2.4.3 Correspondence, ca. 1980-1988		
This subseries is arranged alphabetically by country. The correspondence gives an administrative overview of CARE's operations in the host country during the 1980s. The information concerns funding of projects, reports with attached information on AIPs, PIEs, cables on administrative matters and general office work, memoranda exchanged with the Country Directors, and related material.		
	14-22	Bangladesh Correspondence, 1984-1985
1301	1-17	Correspondence, 1986-1987
1302	1-9	Correspondence, 1987-1988

<u>Box</u>	<u>Folder</u>	
1302	10-19	Reports, 1982-1988
1303	1-9	AIPs; PIEs, 1986-1988
	10-16	India Correspondence, 1984-1986
1304	1-17	Correspondence, 1986-1987
1305	1-3	Correspondence, 1987-1988
	4-15	Reports, 1980s
	16-19	AIPs; PIEs, 1986-1987
1306	1-4	AIPs; PIEs, 1987-1988
	5-16	Indonesia Correspondence, 1982-1986
1307	1-9	Correspondence, 1986-1987
	10-16	CARE Canada, 1986-1988
	17-18	ABIG, 1985
1308	1-10	Child Survival-Water Projects, 1980s
	11-17	AIPs, PIEs, 1985-1987
1309	1-3	AIPs, 1985-1987
	4-20	Nepal Correspondence, 1984-1987
1310	1-7	Correspondence, 1987-1988
	8-17	AIPs; PIEs, 1985-1987
1311	1-4	PIEs, 1988
	5-18	Philippines Correspondence, 1985-1987
1312	1-4	Correspondence, 1987-1989
	5-15	Reports, 1980s
	16-20	AIPs; PIEs, 1985-1988
		Sri Lanka
1313	1-18	Correspondence, 1984-1987
1314	1-12	Correspondence, 1987-1988
	13-18	AIPs, PIEs, 1985
1315	1-5	AIPs; PIEs, 1987-1988
		Thailand
	6-18	Correspondence, 1984-1988
	19-21	Reports, 1983-1987
1316	1-14	AIPs; PIEs, 1985-1988
		CARE Members; RTATs
1317	1-5	CARE Britain-CARE Paris, 1986-1988
	6-19	RTATs: Asia-Indonesia, 1986-1988
1318	1-15	RTATs: Nepal-Thailand, 1985-1987

<u>Box</u> 1319	<u>Folder</u> 1-14
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11.2.4.4 Grants and Agreements, 1980s

This subseries, 1980s, contains information about CARE's agreements with host countries. There is also detailed information about the projects sponsored by CARE, such as location, funding, etc. Of particular interest are the files relating to the People's Republic of China. There is a copy of CARE's agreement with China (English and Chinese) to allow CARE to set up operations. One of the sites selected was Luquan County, Yunnan Province for a Poultry Development Project. The files contain agreements, correspondence, grants and project profile.

11.2.4.5 Tom Drahman, Deputy Regional Manager Files, 1978-1990

Drahman's files, 1978-1990, are basically his working files as Deputy Regional Manager of Asia. The files contain memos from CARE member countries, cables, correspondence, evaluations, memoranda, notes, and reports.

1320	1-21	Afghanistan- Canada, 1978-1989
1321	1-20	Canada-Nepal, 1980-1989
1322	1-21	Notes-Vietnam, 1984-1990
1323	1-23	Assorted Files. 1980-1990s

11.2.5 Latin America Unit, 1979-1997

The Latin America Unit, 1979-1997, documents CARE projects in the Central America, South America and the Caribbean. The following countries are represented: Belize, Bolivia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras, Jamaica, Mexico Nicaragua and Panama.

The Unit is arranged in four sub series: 11.2.5.1 Country Files 1982-1992; 11.2.5.2 PACA-Peru FY 1987-1993; 11.2.5.3 Child Support Assistance Project FY 1988-1990; 11.2.5.4 CARE International in Panama, Suspension of Operations 1979-1989

11.2.5.1 Country Files, 1982-1997

This subseries, 1982-1992, is arranged alphabetically by country. The files document CARE projects in Central America, South America, and the Caribbean. There is additional information about similar projects independent from, or in co-operation with, CARE.

The files contain agreements, contracts, correspondence, country reports (e.g., post-harvest loss report on Belize 1989 and final evaluation of Bolivia Child Survival and Rural Sanitation 1990); reports on country visits, notes, on-going projects, plans, progress reports, proposals, and AIPS/PIEs.

<u>Box</u>	<u>Folder</u>
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1324	1-3 4-6 7-10	Belize Correspondence, 1982-1991 Plans; Reports, 1990-1997 AIPs; PIEs, 1990-1991
	11-12 13-20	Bolivia Correspondence, 1987-1991 Contracts, Plans, and Reports, 1997-1991
1325	1-2	Costa Rica Correspondence, 1984-1991

<u>Box</u>	<u>Folder</u>	
1325	3-7	Dominican Republic. Correspondence, 1987-1991
		Ecuador
	8-11	Correspondence, 1985-1992
	12-16	Farmers-Reports, 1986-1992
	17-20	AIPs; PIEs, 1985-1991
1326	1-11	AIPs; PIEs, 1989-1991
		Guatemala
	12-19	Correspondence, 1985-1989
1327	1-3	Correspondence, 1990-1991
	4-6	Agreements, Proposals and Reports, 1988-1990
	7-8	AIPs; PIAs, 1991
		Haiti
	9-12	Correspondence, 1986-1992
	13-20	Agreements, Proposals, Reports, 1986-1990
1328	1-5	PIEs, 1989-1991
		Honduras
	6-9	Correspondence, 1986-1992
	10-12	Reports, 1985-1991
	13-17	AIPs; PIEs, 1985-1991
	18	Jamaica. Corres, 1987-1988
		Mexico
1329	1-9	Correspondence, 1986-1991
	10-18	Agreements, Contracts, Reports, 1980s-1990s
	19	AIPs; PIEs, 1990-1991
1330	1	Miscellaneous Correspondence, 1987-1989
		Nicaragua
	2	Correspondence, 1988-1991
	3-5	AIPs; PIEs, 1988-1991
	6	Panama. Correspondence, 1987-1989

11.2.5.2 PACA-Peru FY 1985-1993

Proyecto Ambiental Para Centro America (PACA or Central America Environmental Project) operated in Belize, Costa Rica, Honduras, and Nicaragua. PACA's purpose was to promote wildlife management, environmental education, conservation information and strategic planning and policy. Costa Rica was PACA's home base. David Kauck was the Regional Coordinator for PACA. A National Project Coordinator was assigned to each country. This person worked with the CARE country mission and regional office of PACA to provide overall management and coordination for planning, implementation, monitoring, and evaluation of the PACA project.

The subseries holds correspondence, agreements, and AIPs/ PIEs.

1330	7-13	Correspondence, 1985-1989
	14-21	Agreements; Planning; Reports, 1989-1991
1331	1-6	Agreements; Planning; Reports, 1989-1991
	7-15	AIPs; PIEs, 1990-1991
	16-19	Assorted Matter, 1987-1991

11.2.5.3 Child Survival Assistance Program FY 1988-1990

The United States Congress passed legislation, P.L. 100-276, to provide humanitarian aid to the Nicaraguan Resistance. President Ronald Reagan signed this act into legislation in 1988. Part of the legislation included 17.7 million for the Children's Survival Program (CSAP) to help Nicaraguan children with medical relief. This also included Nicaraguan children and their families who fled to Costa Rica and Honduras. Nine private voluntary organizations (PVOs) including CARE, the American Red Cross, Catholic Relief Services, and the World Rehabilitation Fund received grants. In 1988, the Agency for International Development sent a letter to Rudolph von Bernuth, Director of Program Operations, that gave CARE \$1,000,000 in funding.

This subseries contains correspondence and reports that document issues relating to CSAP, including CARE reports on the program, assessment reports from Costa Rica, budgets, requests for reports from CARE on their humanitarian work, and requests from CARE officers to modify the program to take into account the health/food needs of Costa Ricans not directly affected by the war in Nicaragua.

The files contain correspondence, financial data, memorandum, press releases, proposals, and reports spanning a three-year period.

<u>Box</u>	<u>Folder</u>	
1332	1-7	Correspondence, 1988-1989
	8-24	Assessments-Reports, 1985-1990

11.2.5.4 CARE International in Panama. Suspension of Operations 1979-1989

Although the bulk of the files reflect the period of suspension of operations in Panama, there are copies of correspondence and agreements dated to the 1960s.

1333	1-6	Correspondence, 1980-1988
	7-8	Peter Heffron. Contract, 1980s
	9	Nicaragua. Correspondence Received, 1985-1988
	10-12	Ticaland. Legal Action, 1979-1985
	13	Mission Suspension. Correspondence, 1989
	14	InRenare CARE Contract, 1986-1987
	15	Basic Country Agreement, 1960-1989
	16-22	Panama, c1980-1988

11.2.6 Emergency Assistance Unit (EAU), 1982-1993

The function of the Emergency Assistance Unit (EAU) was to provide immediate assistance in crisis situations. The EAU began shortly after setting up relief operations in Somalia circa 1980. In 1981, CARE signed a tripartite agreement with UNHRC and the Somali National Refugee Commission. Following this agreement, CARE Somalia signed the Basic Country Agreement with the Somalia government. This agreement allowed CARE to develop projects in reforestation, agriculture, and refugee self-reliance.

CARE operations were put on hold briefly from December 1990 to March 1991 after Somalia erupted into civil war. Despite problems in food distribution, safety and other hazards, CARE continued to operate in Somalia. The EAU material is arranged in two subseries. 11.2.6.1 Somalia, 1982-1993 and 11.2.6.2 Conference Files; Program Files

Additional material relating to Somalia/EAU is located in 1.2.1.2. Country Files Somalia/ EAU, 1975-1991, boxes 1256, 1257, and 1258.

11.2.6.1 Somalia and Ethiopia, 1982-1993

The subseries, 1982-1993, is arranged alphabetically. The files focus on the dangerous and volatile situation in Somalia. There are reports of hijackings, attempted hijackings and armed attacks against the ELU/CARE vehicles.

The files contain basic country agreements, cables, correspondence, faxes, memoranda, programs, and bimonthly reports, and situational reports.

<u>Box</u>	<u>Folder</u>	
1334	1-2	Ethiopia, 1982-1993 Somalia/EAU
	3-7	Correspondence, 1988-1993
	8-9	Market Sales Program, 1992-1993
	10-22	Papers-Reports

11.2.7 Conference Files and Program Manuals, 1988-1991

This subseries contains information mainly on a conference held in Tarrytown, New York between July 10-20, 1990. The Program Manual files are drafts of publications planned by CARE.

The files contain conference agenda, correspondence, drafts, memorandum, notes, preparation and remarks by Edwin J. Wesely, Chairman of CARE, and printed matter.

		Conference Files
1335	1-22	Conference Action Plan-Overlap Task Force, 1988-1991
1336	1-7	Planning Volunteers-Writer's Recommendations, 1989-1990
	8-19	Program Manuals, 1988-1991

11.3 Technical Assistance Group, 1976-1992

The Technical Assistance Group (TAG) should not be confused with the Program Department's original name "Technical Assistance and Self-Help Programs." TAG specifically documents CARE's overseas programs in agriculture, health care, and economic development for small businesses.

The subseries is arranged in four subsubseries. 11.3.1 Agriculture and Natural Resources (ANR) 1979-1991; 11.3.2 Primary Health Care (PHC) 1976-1992; 11.3.3 Small Economic Activity Department (SEAD) 1976-1990; 11.3.4 Food Programming Unit (FPU) c1980-1991

11.3.1 Agricultural and Natural Resources, 1979-1991

CARE defines ANR as a program to increase the agricultural productivity of farming communities while preserving the surrounding ecosystems. Currently, CARE operates agricultural and natural resource projects in forty-two countries. Only a portion of these countries is reflected in the files. The objective of these projects is to work with farmers to increase their crop and livestock yields through animal husbandry, home gardening, planting new seed varieties, and irrigation.

The files are arranged in two subseries. 11.3.1.1 Country Files, 1981-1991; 11.3.1.2 General Files, 1979-1991.

11.3.1.1 Country Files, 1981-1991

This subseries consists mainly of the files of John Michael Kramer, Program Coordinator of the Renewable Natural Resources Department. The Renewable Natural Resources Department was the former name of the ANR. There is a three-year gap in the files. When the files resume in 1988 Kramer has been promoted to the Director of the ANR. Remko Vonk succeeded Kramer as the Director.

This subseries is arranged alphabetically by country for each year. The bulk of the files document the work of the ANR under Kramer's administration. Subjects include technical assistance, sharing information about specific projects, e.g., information sent to Ecuador about training of soil conservators in Guatemala (box 1338, f. 5), and requests for CARE-generated materials supporting renewable natural resources. Other topics mentioned include Cameroon Community Forestation Project, vehicles for Haiti, work with other groups such as the Peace Corps, and various topics relating to the budget. The countries include Bolivia, Cameroon, Chad, Haiti, Guatemala, Kenya, Niger, Nepal and Peru.

<u>Box</u>	<u>Folder</u>	
1337	1-19	Bolivia-Uganda, 1981-1983
1338	1-23	Bangladesh-Uganda, 1984
1339	1-18 19-20	Bangladesh-Uganda, 1985 Matching Grant, 1984-1985
1340	1-18	Belize-Nicaragua, 1988-1989
1341	1-5 6-17	Niger-Uganda; Care International, 1989 Bangladesh-Kenya, 1990
1342	1-14	Lesotho-Uganda; CARE International, 1990

<u>Box</u>	<u>Folder</u>	
1342	15-18	Afghanistan-Comoros, 1991
1343	1-17	Costa Rica-Thailand, 1991
1344	1-4	Sudan-Uganda; CARE International, 1991

11.3.1.2 Subject Files, 1979-1991

The subject files are alphabetically arranged. The files include an outline for an agroforestry source book, a questionnaire sent to country directors regarding agroforestry projects in the host country, and such topics as the U.S. Congress, conservation, energy, the Environmental and Energy Study Institute in Washington, DC, forestry research and workshops, renewable resources grants, and the Seaway Port Authority of Duluth. The files contain correspondence, drafts, memoranda, printed matter, questionnaires, and reports.

1344	5-21	ANR-EESI, 1979-1991
1345	1-22	Ethiopia-Universities, 1980-1987

11.3.2 Primary Health Care, 1976-1992

Primary Health Care (PHC) is the second department represented in the Technical Assistance Group. The main objective of the PHC is to develop projects that would improve primary health care in the host country. This service would include prenatal care, basic health and nutrition services for mothers and children, and basic health care training. Mary Ruth Horner was the Director of PHC during this time.

11.3.2.1 Country Files, 1982-1991

This subseries is arranged by country. PHC programs include activities in the following countries: Bangladesh, Belize, Bolivia, Cameroon, India, Peru, Philippines, Somalia, Sudan Thailand and Uganda. The files contain budget, cables, correspondence faxes, notes, projects, proposals, reports, trip reports of Horner & other CARE staff, printed matter, reports, and AIPs/PIEs.

1346	1-23	Africa (General)-Bolivia, 1986-1991
1347	1-20	Bolivia-Ethiopia, 1984-1992
1348	1-23	Guatemala-India, 1984-1990
1349	1-24	Indonesia-Panama, 1984-1991
1350	1-24	Peru-Sri Lanka, 1985-1991
1351	1-26	Sudan-Uganda

11.3.2.2 Subject Files, 1976-1992

The files contain correspondence, emails, notes, questionnaires, reports, statistics, slides, printed matter, and a few AIPs and PIEs.

1352	1-22	Agency-General, 1983-1992
1353	1-21	General Correspondence-Pre School Nutrition Project, 1976-1990
1354	1-23	Pre-School Nutrition Project -O'Brien. Trip Reports, 1982-1990
1355	1-20	O'Brien-Tilford. Trip Reports, c1985-1987
1356	1-25	Tilford. Trip Reports -Workshops, c1985

11.3.3 Small Economic Activity Development (SEAD), 1975-1993

SEAD is the final program represented in the Technical Assistance Group records. SEAD conducted programs to improve the economic security and income opportunities for impoverished people by promoting sound moneymaking activities and building strong financial institutions. In 2006, CARE had 131 SEAD projects in 39 countries, 90 percent for women.

Only a fraction of the countries CARE presently assists are represented in this series. The programs documented cover mainly the 1980s. Two organizations that worked on similar projects were PACT (active) and Partnership for Productivity (PfP). PACT is a private voluntary organization founded in 1971. The organization's objective is to empower people to earn a dignified living through grass roots organizations and related projects.

Partnership for Productivity (PfP) was a private voluntary organization that also worked for economic development in the Third World. Founded by an American Quaker in 1969, PfP developed into an international organization that performed consultancies around the world. These PfP files indicate that CARE assumed responsibility for PfP projects after PfP dissolved. The files were transferred to CARE. These files provided the necessary information for CARE to continue projects already underway and start other programs. The U.S. Agency for International Development provided the funding for PfP programs.

The files are arranged in three subseries. 11.3.3.1 Country Files, c1979-1987; 11.3.3.2 PISCES; SBCD; SEFO/BAS (Liberia) 1976-1986; 11.3.3.3 CARE/PfP, 1975-1993.

11.3.3.1 Country Files, ca. 1979-1987

The files, 1979-1986, document SEAD/PfP initiatives in Asia, Caribbean, Latin America, and Africa. The objective of the programs was to provide an incentive for the local economy to be self-sufficient. Agro-economy proved to be a major focus of these initiatives.

Jamaica is an example of a country that received SEAD assistance. The objective of the program was to develop the agribusiness sector of the island's economy. During the early 1980s studies determined that there was a need to reduce reliance on imported food and reduce idle land. SEAD aimed to improve the living standards of farmers, consumers and market intermediaries; reduce post harvest losses; and increase producers' share of the final price.

Lesotho was another SEAD beneficiary. During the 1980s, migrant labor was expected to return as jobs abroad declined. In order to meet this demand PfP proposed to increase agriculture programs, have small manufacturers become more efficient, and create new businesses that would generate jobs.

The files contain activity reports, cables, correspondence, country profiles, data, financial information, memoranda, notes, printed matter, project proposals, reports, and trip reports.

<u>Box</u>	<u>Folder</u>	
1357	1-22	Bolivia-Haiti, 1982-1987
1358	1-22	Haiti, 1979-1986

<u>Box</u>	<u>Folder</u>	
1359	1-20	Honduras-Jamaica, 1981-1986
1360	1-24	Jamaica-Kenya, c1982-1986
1361	1-20	Lesotho-Liberia, 1979-1987
1362	1-22	Malawi-Mauritania, 1981-1986
1363	1-22	Mauritania-Somalia, 1983-1986
1364	1-22	Swaziland-Togo, 1981-1986
1365	1-3	Zaire, 1983
	3-6	PfP Energy. Initiative for Africa, 1982

11.3.3.2 PISCES; SBCD; SEFO/BAS (Liberia) 1976-1986

In 1978, the US Agency for International Development sought proposals from organizations to review and develop the Small Scale Enterprise. The Peace Corps developed PISCES. With the success of PISCES, the Peace Corps wanted the Small Development Office to develop an in-service training program that would integrate small enterprises development concepts into all the Peace Corps programs. Partnership for Productivity (PfP) submitted the successful bid to develop this program.

Small Business Capacity Development (SBCD) files, 1984-1986, contain an assessment/evaluation of the work conducted by PISCES. The countries include Bolivia, Djibouti, Dominican Republic, Ecuador, Egypt, Haiti, Malawi, Philippines, Somalia, Sri Lanka, and many islands in the Caribbean.

The Small Enterprises Financing Organization (SEFO) and the Business Advisory Service (BAS), ca. 1982-1986, were two separate organizations working together to advance small businesses in Liberia. The records indicate that SEFO and BAS had a difficult relationship. A draft report by USAID/Liberia noted that SEFO mismanaged their loan portfolio, and BAS did not expend the time necessary to generate creditworthy clients for SEFO. This resulted in a "Memorandum of Understanding", 1986 to better coordinate the work between these two entities.

The files contain activity reports, cables, correspondence, country profiles, data, financial information, memorandum, notes, printed matter, projects, proposals, reports, and trip reports.

1365	7-21	Peace Corps Training (PISCES), 1978-1984
1366	1-10	PISCES, 1982-1985
	11-20	SBCD, 1984-1985
1367	1-19	SBCD, 1984-1985
1368	1-17	SEFO/BAS, c1982-1986

11.3.3.3 SEAD CARE/PfP, 1975-1993

SEAD: CARE/PfP is arranged in three subseries. 11.3.3.3.1 SEAD: PfP, 1979-1987 ; 11.3.3.3.2 SEAD: CARE/PfP, 1985-1992. There is some overlap exists between the two organizations, during the transition period, circa 1987. , CARE assumed PfP's operations with stipulations. Subseries 11.2.2.2.2 contains more information about PfP's demise and CARE' taking over PfP's small business operations.

11.3.3.3.1 SEAD: PfP, 1979-1987

The PfP files, 1979-1987, are arranged alphabetically.

Subjects and Countries files include the following: Bangladesh, Barbados, Bolivia, Burkina Faso, Cameroon (very little material), CARE agreement with Agency for International Development (AID)/, Partnership for Productivity (PfP), closing report prepared for CARE, Caribbean, Dominican Republic, Egypt, entrepreneur attributes, project proposal to provide seeds to drought stricken farmers in Ethiopia, relations with indigenous institutions, farm management, Haiti, PfP technical proposal to USAID for the Business Advisory System to Honduras, human development, Kenya's rural marketing loan scheme, Liberia, proposal for Malawi Commercial transport project, Micronesia, monitoring methodologies, PfP Board report on the demise of PfP, Senegal, Somalia and Sudan. The last batch of files are training manual materials for use in countries that PfP projects.

The files include correspondence, descriptions of the projects, memorandum, notes, reports, trip reports, proposals, and printed matter.

<u>Box</u>	<u>Folder</u>	
1368	18-23	Archivos-Bolivia, 1979-1986
1369	1-27	Burkina Faso-Entrepreneurship Conditions, c1982-1987
1370	1-22	Entrepreneurship (general)-Micronesia, 1975-1986
1371	1-26	Monitoring Forms-Women in Development, 1981-1986
1372	1-20	Training Materials, c1972-1982

11.3.3.3.2 SEAD: CARE/PfP Transition, 1985-1992

This subseries is arranged alphabetically. These files, 1985-1992, document CARE's small business projects in developing countries. Some of the material concerns transitional matters as CARE assumed PfP operations. Also of interest are the files documenting the emergence of new projects and additional countries as CARE took over SEAD operations. CARE's small business operations is known as CARESBAC (Small Business Assistance Corp see also Sub series 10.2.2.4 CARESBAC, 1988-1993).

Subject correspondence includes the following: Belize, proposal for pisciculture rehabilitation in the Congo, credit saving policies, marketing report project report for Costa Rica, Dominican Republic, Ecuador's micro credit component proposal, Egypt, Guatemala "Women's Voices, Women's Vision" project, Haiti's Craft Export Resources Center (CERC), Honduras, India, evaluation report of CARE-USAID small farmer production marketing project in Jamaica,

Kenya, Lesotho's hand spun mohair project, Philippines' micro-enterprise project, PFP programmatic and financial audits requested by CARE, SEAD needs assessment, Sri Lanka, stove projects, Sudan, Swaziland Training for Entrepreneurs Project (S.T.E.P), and Togo.

Training materials contain a combination of correspondence, handouts, manuals, needs assessments and workshop reports. The workshops served as an opportunity for staff to learn from each other, and to take the experience of mission staff, Regional Technical Advisors and the New York support unit to forge a regional SEAD. There are handouts for the workshops, notes on training in different regional areas, needs assessment, nominations of staff to attend the workshops, pre-workshop preparation, and training indicators. At the end of this subseries is the CARE Marketing game that was designed circa 1991 by Nick Ritchie and Robin Poppe for CARE SEAD workers in Niger. This game comes complete with cards, pegs and the board.

The files contain artifacts, cables, correspondence, country profiles, data, financial, memorandum, notes, PIE's, printed matter, projects, proposals, reports, training manuals and reports, trip reports, AIPs/PIEs

<u>Box</u>	<u>Folder</u>	
1373	1-23	Africa-Ecuador, 1986-1992
1374	1-21	Ecuador-India, 1985-1991
1375	1-22	Indonesia-Niger, 1982-1991
1376	1-20	Panama-RTAT, 1985-1991
1377	1-23	Rwanda-Sudan, 1986-1991
1378	1-23	Swaziland-Togo, 1986-1991
1379	1-20	Training Materials, 1986-1991
1380	1-17	Training Materials, 1988-1991
	18-19	Uganda, 1985-1988
	20-21	Marketing Game, 1991

11.3.3.3.3 Staff, 1985-1993

This subseries is arranged alphabetically. These files, 1985-1993, offer additional documentation on CARE staff in the Technical Assistance Group (TAG). Many of the files belonged to Regional Technical Advisors (RTA) located in CARE sites worldwide. The files document extensively trips taken by the RTAs. There are also memoranda to CARE headquarters from the RTAs.

The files include correspondence, memoranda, notes, reports, trip reports, proposals, and printed matter.

1381	1-22	Allen-Chege, 1986-1990
1382	1-22	Hertz-Rosser,
1383	1-8	SEAD Correspondence-Trip Reports, 1985-1993
	9-21	Annual Report-Tuskegee

11.3.4 Food Programming Unit (FPU), ca. 1980-1991

The purpose of the Food Programming Unit (FPU) was to ensure appropriate and improved use of food aid in conformity with CARE's food use policy and guidelines. The FPU is most closely related to the Primary Health Care Unit (PHC).

The subseries is arranged in two subseries: 11.3.4.1 Food Assistance to Iraqi Kurds 1991; 11.3.4.2 Emily Morre, Director of Food Programming c1984-1990

11.3.4.1 Food Assistance to Iraqi Kurds, 1991

This subseries documents food distribution to Iraqi Kurds after the Gulf War. CARE reported that in March 1991, over one million Kurds left their home in northern Iraq fleeing to Turkey and Iran, to escape bombardment from the Iraqi army. Turkey requested help for international assistance, and CARE immediately made an assessment of the conditions under which thousands of refugees were living. By June 1991, CARE assumed responsibility for food distribution in all of northern Iraq. CARE was also instrumental in establishing stability in the refugee camps.

The files include some correspondence, lists of families that detail information on who is the head of the household, number of persons in household, identity card number and other information; and additional detailed information about the distribution process.

<u>Box</u>	<u>Folder</u>	
1384	1	Correspondence
	2-9	Lists of families
	10-13	Market Survey-Villages
		Distribution Centers, 4
1385		List of beneficiaries and other data collection material

11.3.4.2 Emily Moore, Director of Food Programming, 1985-1990

Dr. Emily Moore held the position of Director of Food Programming circa 1985-1990. Moore may have held this position longer, however, the records end in 1990. The Food Programming Unit was under the jurisdiction of the Technical Assistance Group (TAG). Many of Moore's files contain information about CARE administrative activities that concerned the FPU. There is a small amount of documentation generated by Moore. The files concern agroforestry and food aid in Africa, computerization, consultants, internships, CARE Italia, Japan's food aid program, and workshops on the proper handling of food.

1386	1-25	Action-Workshop, 1985-1990
	26	William Langdon. Information on India's CARE Programs, c1984
	27	Food Security Study, 1989

Series 12. Overseas Operations Files, 1961-1990

17 boxes

This series continues Series 3, Overseas Operations. The Country Files document only the year 1988, and most closely relate to Series 3.2 Numbered Country Correspondence, 1947-1984.

The remaining files include materials on CARE's world conferences, 1961-1982, and ALMISs Files, 1986-1990.

12.1 Countries, 1988

<u>Box</u>	<u>Fol</u>	
1387	1-19	Bangladesh-Cameroon
1388	1-21	Cameroon-Costa Rica
1389	1-19	Costa Rica-Egypt
1390	1-15	Egypt-Guatemala
1391	1-17	Guatemala-Haiti
1392	1-20	Honduras-India
1393	1-19	Indonesia-Lesotho
1394	1-19	Lesotho-Mozambique
1395	1-18	Mozambique-Niger
1396	1-20	Niger-Philippines
1397	1-18	Philippines-Somalia
1398	1-16	Somalia-Sudan
1399	1-18	Sudan-Uganda
1400	1-9	Uganda

10-17 12.2 World Conferences, 1961-1982

12.3 ALMIS Files, 1986-1990

ALMIS is a series of numbered memoranda from CARE headquarters to all missions. This batch of ALMISes continues the numbering sequence from Subseries 3.5.

<u>Box</u>	<u>Fol</u>	
1479	15	ALMIS List
	16-17	#3160-3192, 1986-1987
1480	1-21	#3193-3465, 1987-1989
1481	1-16	#3463-3721, 1989-1990

Series 13. Donor and Public Relations Department, 1979-1990

79 boxes

The Donor and Public Relations Department (formerly the Public Relations and Donor Department) is described in Series 4

The series is arranged into four subseries. 13.1 Thomas Lloyd, Vice President, Donor and Public Relations, 1984-1990; 13.2 Communications Group, 1969-1993; 13.3 Development Education, 1981-1991; 13.4 Foundation Unit, 1950-1991

13.1 Thomas Lloyd. Director of Development, 1984-1990

Focused on the critical importance of fundraising, the files document CARE's strategy for fundraising and marketing, including the 1989 Partners in Child Survival Campaign! (targeting teachers and students) and the television show "Thank You For Caring." This show, hosted by several celebrities, aired on ABC April 4/5, 1987. Beryl Levinger's memoranda are also included in the files.

<u>Box</u>	<u>Fol</u>	
1401	1-23	Assessment-Developing Ideas, 1986-1990
1402	1-23	Direct-Oram Group, 1984-1990
1403	1-25	Overseas-Wesely, 1984-1990

13.2 Communications Group, 1969-1993

The Communications Group was responsible for getting CARE's message out to the public. This included film production, media releases, and promotion of photo features, publications, and public relations and publicity. For example, during the year 1986, the Communications Group engaged in several activities. Three films were produced: "Crisis in Africa: A Call for Brotherhood"; "Famine in Africa", and "Forty Years of Caring". During that same year, the Associated Press and three hundred newspapers accepted eight photo features. Publications also play an important part in the Communications Department. 75,000 copies of the 1985 Annual report were printed and distributed. The quarterly CARE World Report with a circulation of 580,000 in 1985 generated \$500,000 per issue. One special focus of public relations and publicity was on CARE's 40th anniversary events.

13.2.1 Don Poh. Director of Communications, 1983-1987

Media played a major part in raising public awareness about CARE particularly through print and broadcast media. CARE advertised in newspapers nationwide including The Boston Globe, The New York Times, and The Los Angeles Times to solicit donations. Similar advertisements were taken out in subscription publications. CARE usually called for immediate financial support from the public for current disasters such as the 1985 earthquake in Mexico.

A hallmark of CARE efforts to raise funding were theme campaigns such as Campaign for Africa, and Child Survival Campaign. These campaigns were packaged so that the potential donor would be educated about the crisis and persuaded to donate money. CARE also hired outside consultants to guide them in running a more effective operation for fundraising. During the mid 1980s, 61% of CARE fundraising efforts were targeted at Africa.

The files contain advertisements, audio, chron files, correspondence, memorandum, notes, photographs, printed matter, and reports.

<u>Box</u>	<u>Fol</u>	
1404	1-27	Abominables-CARE. Thanks for Caring, 1983-1986
1405	1-29	CARE USA-Douglas M. Lawson, 1984-1986
1406	1-25	Doug Wyles Production-Matching Grant II, 1983-1986
1407	1-30	Memos-Print Ads, 1983-1987
1408	1-25	Public Service-Wyles

13.2.2 Edith Wilson. Director of Communications, 1972-1985

Edith Wilson (known as Edie) was appointed to the position of Director of Communications (formerly Public Information) in March 1982. Wilson came to CARE ca. 1981 as a consultant who designed an education program, evaluated the National Organizations programs, and helped with fundraising strategies for the Natural Resources Matching Grant. The files contain chron files, correspondence, memorandum, notes, printed matter, and reports.

<u>Box</u>	<u>Fol</u>	
1409	1-28	Advertising Council-CARE Internal, 1978-1985
1410	1-26	CARE Project-Mother's Day, 1975-1983
1411	1-25	National Audubon-Youth, 1972-1983

13.2.3 Banna Rubinow. Director of Publicity, 1947-1949; 1976-1987

13.2.3.1 Subject Correspondence, 1947-1987

Banna Rubinow held the position of Director of Publicity. Prior to her appointment as Director, Rubinow held the position of Acting Director of Publications, c 1985.

This subseries, 1947-1987, is arranged alphabetically. The files contain background information on the preparation of CARE World Report. The CWR was a quarterly newsletter issued by CARE Headquarters on CARE's work overseas. Other subjects include examples of CARE's solicitation for funds from the public, and thematic campaigns for money, such as CARE's Food Crusade.

The files contain clippings, contact sheets, correspondence, drafts, memorandum, photographs, printed matter, and reports.

1412	1-25	American Legion Auxiliary-Drop In, 1978-1985
1413	1-26	Evansville Press-Photo Captions, 1977-1983
1414	1-13	Pilot Convention-Woman to Woman, 1947-1987

13.2.3.2 Press Releases, 1971-1986

The files are a combination of press releases and correspondence with the media.

1414	14-30	ABC-CARE Briefs, 1971-1984
1415	1-29	CARE Briefs-News Briefs, 1976-1986
1416	1-11	NY Times-Wall Street, 1981-1984

13.2.4 Lori Stepat. Public Relations Management Assistant, 1981-1987

The bulk of the files consist of press clippings about CARE.

There is also correspondence, memoranda, reports and printed matter.

<u>Box</u>	<u>Fol</u>	
1416	12-29	Activity-Planning, 1981-1985
1417	1-22	Boston-Tri State, 1984-1985
1418	1-21	Tri State, 1984-1987
	22-25	Press Clippings Reports, 1983-1985

13.2.5 William Dugan. Press Officer, 1983-1987

The files contain budgets, correspondence, memoranda, photographs, reports, printed matter, proposals, and scripts.

<u>Box</u>	<u>Fol</u>	
1419	1-27	Arthur Ringland Memorial Award-Press Clipping Reports, 1983-1987
1420	1-11	Press Clipping Reports-Weseley, 1983-1987

13.2.6 Jules Evan Baker. Director of Broadcasting, 1980-1985

These files are most useful for information about CARE promotional and charitable events, including the Mother's Day Campaign, and the National Football Players League charitable work with CARE.

The files contain correspondence, memorandum, notes, photographs, public service radio announcements, reports, press clippings, and telexes.

<u>Box</u>	<u>Fol</u>	
1420	12-29	CARE-NFL, 1980-1985
1421	1-2	Planning-U.S., 1980-1985

13.2.7 Nathaniel Adams, Jr. Director of Special Events and National Organizations, 1980-1991

13.2.7.1 Field Office; Internal Correspondence, 1984-1987

The Field Office; Internal Correspondence, 1985-1987, reflects Adams dual roles as the Director of Special Events and National Organizations. The bulk of the correspondence concerns special events; national organizations are covered to a lesser extent. The correspondence is mainly in the form of cables, memorandum and reports from within CARE headquarters and from the Field Offices.

Some of the Special Events for CARE includes the Stroh's American Boardsailing Association (SABA) held for CARE in 1985, and Thanks for Caring 1987. The latter file holds the promotional brochure. Another special event was the Atlanta Cares Week May 1-7, 1985, proclaimed by former Mayor Andrew Young to raise funds to feed starving Africans

Other files represented in this subseries includes the five year plans for the field offices of Columbus, Dallas, Denver, Florida, Kansas, Ohio, northeast, northwest, San Francisco, Southeast, and Washington, DC.

The files contain cables, correspondence, country profiles, field office reports, memorandum, photographs, printed matter, and publicity material.

<u>Box</u>	<u>Folder</u>	
1421	3-22	Atlanta -CARE Field Offices, 1985-1991
1422	1-22	CARE Field Offices-Memos, 1984-1987
1423	1-20	Monthly Plans-World Food Day, 1984-1987
13.2.7.2 Memoranda, 1984-1987		
1423	21-26	Addresses-Campaign for Africa, 1984-1986
1424	1-24	CARE Ads-International, 1984-1987
1425	1-24	Mali-W, 1984-1987

13.2.7.3 Thank You's, Events, and Television Specials, 1972-1987

The Thank You's are acknowledgment for contributions and support from organizations and religious groups.

Events Files, 1972-1987, include files on events such as Band Aid, Benetton/CARE fashion show, Children's World Fair; Cleveland CARE Campaign, FAO Schwartz, OHIO Kids CARE, Video Masters Game Tournament in 1985 (see file: Pinball event), World Day, World Food Day, World Hunger Televent. Because these events were of major importance to CARE, documentation about some of the events is also located in other subseries in the collection such as Ohio Kids CARE, and the 40th Anniversary celebration of CARE

The TV Specials material documents CARE's use of television to promote fundraising events. Files are present for the Children's World's Fair, CARE's 40th Anniversary, Global Exchange, and Ohio Kids CARE. Related information concerns budgets, letters to artists, and marketing plans.

The files contain agreements, budgets, correspondence, country profiles, donor call reports, graphics, memoranda, minutes, manuals, notes, posters, press releases, proposals, printed matter, publicity, reports, and telexes.

1425	25-28	Thank You's, 1985-1986
1426	1-15	Thank You's, 1985-1987
	16-21	Events Files A-Band Aid, 1985-1986
1427	1-27	Benetton-European American Bank (EAB), 1983-1987
1428	1-27	FAO Schwarz-41st Anniversary, 1974-1987
1429	1-23	G-National Organizations, c1983-1986
1430	1-27	NYPL-Proposals, c1981-1987
1431	1-24	Proposals-Volunteers, 1972-1987
1432	1-11	Volunteers-World Hunger
	12-21	TV Specials Activities- 40th Anniversary, 1985-1987
1433	1-15	Global Exchange-Updates, 1985-1987

13.2.7.4 Michael Litt, ca. 1977-1984

Litt was hired in 1984 as CARE's Director of National Organizations and Special Events. The most substantial material in these files is on Chicago, and the Luciano Pavarotti Concert of 1984.

The files contain correspondence, memoranda, and notes.

<u>Box</u>	<u>Fol</u>	
1433	16-21	Atlanta-Correspondence, 1984-1985
1434	1-9	Florida-Washington, 1977-1984

13.2.8 Biographical Sketches of CARE Personnel, 1980-1984

The files contains biographical information on some of the CARE staff., occasional memoranda, and CARE publicity about the individual.

1434	10-26	A-Z
1435	1-5	Capital Campaign-Syracuse Forestry

13.2.9 Public Information Department, 1961-1986

The Public Information Department generated news releases, fact sheets, fliers, brochures, quarterly "CARE World Report", free magazine, newspaper ads, radio and television public service announcements, the annual report and other publications.

Subjects include annual reports, cooperation between CARE and pharmaceutical companies such as MEDICO's use of drugs in developing countries donated by Abbott (see also 13.2.9 MEDICO), "News from CARE", internal memoranda regarding publicity in all media, memoranda from CARE's regional offices in the United States, and discussions about how to design CARE posters and related publicity,

The files contain correspondence, drafts, memoranda, mock ups, notes, photographs, posters, press releases, printed matter, promotional material and reports.

<u>Box</u>	<u>Fol</u>	
1435	6-24	Annual Reports, 1967-1983
1436	1-28	Abbott Laboratories-Cooperative League, 1961-1984
1437	1-23	Coral Gables-Holiday Cards, 1979-1986
1438	1-25	Holiday Cards-Milwaukee, 1961-1983
1439	1-26	Mother's Day-Rossell, c1968-1986
1440	1-12	Resource Development Plan-Youth, 1980-1984

13.2.10 MEDICO, ca. 1970-1983

MEDICO or Medical International Cooperation Organization was founded by Dr. Peter Commonduras and Dr. Thomas A. Dooley in 1958.

The files broadly cover MEDICO, its staff, and publicity.

The subjects include awards, Peter D. Commonduras, general correspondence, German Lions International, MEDICO Records, Orthopaedics Overseas, tour reports, and MEDICO's 20th anniversary.

The files contain articles, cables, correspondence, drafts, medical reports, memoranda minutes, and printed matter, and tour reports.

<u>Box</u>	<u>Fol</u>	
1440	13-27	Awards-Morris
1441	1-24	O-Z

13.2.11 Press Clippings, 1984; 1987-1982-1993

The subseries 1984-1993, are the result of the Public Information Department's work to generate publicity for CARE. The files are arranged in two sections: Cities and States, and Dailies

The files are not exclusively about CARE, but also concern world crisis situations, i.e. famine brought on by war.

<u>Box</u>	<u>Fol</u>	
		Cities and States
1442	1-20	Atlanta-Dallas, 1984-1985
1443	1-23	Dallas -San Francisco, 1981-1985
1444	1-19	San Francisco-Washington; Assorted, 1984-1985
		Dailies
1445	1-25	1987- 1988 Jan
1446	1-25	1988 Feb- Jul
1447	1-23	1988 Aug-Sept
1448	1-22	1988 Sept.-Dec
1449	1-21	1988 Dec,
1450	1-24	1989 Jun-Sept,
1451	1-28	1989 Oct-Dec,
1452	1-28	1990 Jan-Apr,
1453	1-26	1990 Apr-Aug
1454	1-21	1990 Aug-Nov
1455	1-19	1990 Nov-Dec,
1456	1-17	1990 A-C,

13.2.12 Reports, 1982-1993

The files contain correspondence, memorandum, notes, printed matter, and reports.

Box Fol
1457 1-23

Communications-TV Special

13.3 Development Education, 1981-1991

Because continuation of CARE's mission depended upon an educated and active base of support in the United States, CARE embarked upon a public awareness campaign about critical international issues in the early 1980s.

A financial boost came from Sec.316 (b) of the Biden-Pell amendment to the International Security and Development Cooperation Act of 1980. It urged the Director of the ISDC to provide assistance to private and voluntary organizations engaged in facilitating public discussion of hunger and other related issues. In 1981, the Agency for International Development established one-year grants to private voluntary organizations or PVOs to undertake a wide variety of development education activities in towns and cities in the United States. CARE became a Biden-Pell grant recipient in 1984.

The files, 1981-1991, concern collaborative educational programs. CARE sponsored activities and programs at schools to raise the awareness of the urgent conditions in developing countries. An example of a successful national program was the Balloons for Child Survival launched in 1987. This one-day event had children from around the country and one high school in the Soviet Union launch helium filled balloons to bring attention to the fact that 3 million children die each year from preventable diseases. This initial launch raised nearly \$250,000.

Another major activity of the Development Education Department was CARE cooperative efforts with the agricultural industry of the Midwestern United States.

13.3.1 Subject Correspondence, 1981-1991

The files are indicative of several successful programs originated and sponsored by CARE in cooperation with other non-governmental organizations or NGOs. For example, "Growing Up in the World" developed by Nancy Blum, was a traveling educational exhibit targeted at children 12 years of age and older. As an interactive exhibit, the objective was to encourage interest in health and development programs.

Another excellent example of a program for school-age children was entitled "The Last Forest." Developed circa 1989, this program targeted junior and senior high school students. The purpose of the program was to educate students about tropical deforestation, and how CARE and other organizations were combating the problem.

These packages were designed as motivational tools, not necessarily as fundraisers. CARE loaned the videos to schools and other educational institutions with the understanding that they were to be returned promptly after use for distribution to other schools. Files under the subject heading "Schools" contain surveys of students' knowledge of the rain forests. Note: There are no educational videos in the collection.

The theater production One World Rap! written by George Sanchez, for

CARE was a highly successful theater production about life in the developing world. This innovative program toured schools in the New York area. The files document the popularity of the program by the numerous requests for the production to appear at local schools. The files under the subject heading "Schools" contain evaluations of the theater production.

The final group of files concerns Sharing Global Harvests (SGH). SGH was one of CARE's most successful projects active between July 1984-January 1987. This project was funded from a Biden-Pell grant through the U.S. Agency for International Development (USAID) in 1984. The objective was to involve national farm organizations with large, established membership in a collaborative education project. Three farm organizations were selected to participate in the project named Food AID and the American Farm Community. These organizations were the National Cooperative Business Association, The American Farm Bureau Federation, and the National Farmers Union.

The files contain budget, cables, correspondence, drafts and memorandum about the development of the educational programs, evaluations, faxes, flyers, photographs, memorandum, notes, press kits, printed matter, reports, and summaries.

<u>Box</u>	<u>Fol</u>	
1458	1-24	AID-Biden/Pell, 1984-1989
1459	1-22	Biden/Pell-Child Survival, 1986-1989
1460	1-23	CARE-Development Education, 1981-1989
1461	1-23	Development Education-Growing Up in the World, 1982-1991
1462	1-24	Growing Up in the World-Long Island, 1986-1989
1463	1-20	M-One World Rap! 1985-1991}
1464	1-24	One World Rap!-Q, 1985-1991
1465	1-10	Requests-Rosenthal
		Schools
	11-19	Growing Up in the World. Requests, 1989-1990
1466	1-20	Growing Up in the World. Requests; One World Rap! Evaluations, 1989-1990
1467	1-15	One Rap! Evaluations, 1989-1990
		Sharing Development Education
		Sharing Global Harvests, 1981-1991
1467	16-23	Committees-Correspondence, 1985-1987
1468	1-21	Correspondence-Seminars, 1984-1989
1469	1-10	Seminars--You and Your Community; drafts
		Participant Companies and Organizations
	11-22	American Farm Bureau-National Farmers Union
1470	1-14	National Farmers Union-WIFE; assorted materials
	15-24	Skip A Meal-Waldstein, Elizabeth, 1985-1990
1471	1-14	Weekly Highlight-World Food Day

13.4 Foundation Division, 1950-1990

The focus of the Foundation Division (renamed Corporations/Foundations/Major Donors after 1980) was to raise large sums of money for CARE projects. The Foundation Division is arranged into two subseries. 13.4.1 Foundation Files, 1950-1979; 13.4.2 Regional Directors, 1986-1990.

13.4.1 Foundation Files, 1950-1979

The files contain information on individual and corporate foundations. There are copies of letters of acknowledgment from CARE to donors, internal memoranda covering a variety of subjects relating to donations including corporate sponsorship of projects, meetings with foundations, project proposals from CARE, project proposals from corporations, allocation of funding, reports to foundations about how their contributions aided CARE projects, and related subjects .

The files contain correspondence, drafts, faxes, memorandum, photographs, receipts, reports, and service analysis sheets.

<u>Box</u>	<u>Fol</u>	
1471	15-22	A-Andrews Foundation
1472	1-22	American-Brothers Freedom-Brother
1473	1-19	Buckingham-D
1474	1-23	Eagan-Goldsmith
1475	1-22	Gutman-InBush
1476	1-24	Ingersoll-Phelps

13.4.2 Regional Directors Memoranda, 1985-1990

The Regional Directors Memoranda, 1986-1990, follow CARE's numbering system that is basically chronological. The Memoranda, 1986-1990, were directed to the Field directors on a daily basis. These memoranda were meant to keep the regional directors up-to-date on CARE activities and current events as applicable to the regions. The files include annual reports, donor reports, job descriptions, income reports, minutes, and memoranda.

<u>Box</u>	<u>Fol</u>	
1476	25	Field Staff Conference, 1987-1990
1477	1-2	Memo Log, 1986
		R.D. Memoranda
	3-16	1985-1988
1478	1-18	1988-1990
1479	1-14	1990