The Isabel McNeill Carley Library:
Archive of the American Orff-Schulwerk Association,
1968-

ON DEPOSIT
Ruth T. Watanabe Special Collections
Sibley Music Library, Eastman School of Music

Processed by University of Arizona personnel
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Eastman School of Music personnel
Jeffrey Meyer, summer 2002
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## CONTENTS

Table of Contents  
Description of the Collection  
Description of Series  
Inventory  

<table>
<thead>
<tr>
<th>Series</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Series 1, Audio-Visual Materials</td>
<td>9</td>
</tr>
<tr>
<td>Series 2, Supplemental Files and Collections</td>
<td>12</td>
</tr>
<tr>
<td>Series 3, Publications</td>
<td>61</td>
</tr>
<tr>
<td>Series 4, Conferences</td>
<td>71</td>
</tr>
<tr>
<td>Series 5, Administrative Records</td>
<td>84</td>
</tr>
</tbody>
</table>
DESCRIPTION OF THE COLLECTION

The Isabel McNeill Carley Library: Archive of the American Orff-Schulwerk Association
(1968-)

Shelf location: CAGE 1,1 —

Physical extent: 72  linear feet

Historical Sketch

The work of German composer and educational theorist Carl Orff (1895-1982) has profoundly influenced the principles and practice of elementary music education throughout the world. Central to Orff’s philosophy was an emphasis on the correlation of music and movement, a notion fostered during his work with Mary Wigman, who had been a pupil of composer and pedagogue Emile Jaques-Dalcroze (1865-1950). In 1923 Orff met Dorothee Günther, who envisioned the founding of a school for movement, dance, and rhythmic training; in 1924 Orff and Günther co-founded such a school, the Güntherschule (Munich). There pupils underwent coordinated instruction in music, gymnastics, and dance; in addition, they learned to improvise using a variety of percussion instruments which Orff modelled on the barred instruments of the Indonesian gamelan. Orff’s work at the Güntherschule marked the beginning of what today we know as the Orff-Schulwerk.

Orff-Schulwerk is an activity-oriented approach to teaching and learning music, incorporating several forms of creative play: singing, speaking and chanting, instrumental playing, expressive movement, reading and writing music, dancing, and improvisation. The approach is predicated on a comprehensive philosophy of teaching, aiming to educate the whole child by appealing to more facets than instrumental playing alone. Moreover, the approach is informed by the assumption that no child is completely unmusical, and that all children can, given suitable training, develop musical facility and can contribute according to his or her ability.

The U.S.-based arm of the worldwide Orff-Schulwerk movement, The American Orff-Schulwerk Association is a professional organization of music and movement educators, dedicated to the creative teaching approach developed by Orff and his collaborator Gunild Keetman. The Association’s mission is trifold: to demonstrate the Orff-Schulwerk’s value, and to promote its widespread use; to support the professional development of AOSA members; and to provide a forum for the Schulwerk’s continued growth and development reflecting the diversity in contemporary U.S. society. Uniting the AOSA members is the belief that learning about music should be an active and joyful experience.

The AOSA was founded after the First International Symposium on Orff-Schulwerk in the U.S. was held at Ball State University (Muncie, Indiana) in May, 1967. A steering
committee met in Muncie in May, 1968 to plan the first Midwestern Convocation on Orff-Schulwerk, and to develop a professional national association to further the movement. The formal constitution and by-laws of the nascent Orff-Schulwerk Association (OSA) were adopted in October, 1968, and the first issue of the association’s official bulletin, *The Orff Echo*, was published in the following month. The OSA’s first annual conference was held in Bellflower, California in April, 1969. In 1970, the association changed its name to the American Orff-Schulwerk Association (AOSA).

The AOSA’s archive is named in honor of Isabel McNeill Carley, a founding member of the AOSA and a former editor of *The Orff Echo* for 15 years. In addition to teaching in private studio, workshops, schools, and in universities, Ms. Carley has published more than two dozen books. She was also the first American/Honor graduate of the Orff Institute in Salzburg, Austria.

**Provenance**

The Isabel McNeill Carley Library constitutes the archive of the American Orff-Schulwerk Association, and as such, serves as the repository of the AOSA’s administrative and historical papers. The archive was officially initiated in 1987; from that year until 2001 the collection was housed at the University of Arizona. It was then placed on deposit at the Sibley Music Library in December, 2001. The documents filed in boxes 1 through 21 were received in December, 2001 from the University of Arizona, where they had been processed and maintained for use. The documents filed in boxes 22 through 39 were received from the executive leadership of the AOSA (Cleveland, Ohio) in January, 2002. The documents filed in boxes 40-45 were received in the spring of 2004 and were also from the AOSA’s executive headquarters.

**Scope and content**

In addition to serving as the repository of the AOSA’s papers, this archive contains a vast amount of diverse information and records that serve a wide range of research purposes. The holdings outline the administrative history of the American Orff-Schulwerk Association as well as offer numerous published and unpublished articles, dissertations, abstracts, and musical examples on the subjects of activities and the philosophy of this non-profit music education organization and its members. In addition to AOSA- and Orff-Schulwerk-specific materials, the Isabel McNeill Carley Library also contains information, correspondence, and materials from joint activities between the AOSA and organizations such as the Organization of American Kodály Educators (OAKE); the International Society of Music Educators (ISME); Music Educators National Conference (MENC); Carl Orff Canada; the Dalcroze Society of America; the National Music Council (NMC); and the American Recorder Society (ARS).

The large volume of interrelated yet distinct subjects of materials housed in this archive made it necessary to create an arrangement of series that adequately described the contents as well as grouped them with related subjects so as to create a logical and helpful order. For
example, documents related to the AOSA’s annual national conferences are found in both Series 5, Administrative Records, as well as in a separate series, Series 4, since some documents pertain to administrative concerns of the conferences while others are programs and related materials created from the annual conferences.

**Restrictions on use**

There are no restrictions on use of the collection, other than those imposed by the U.S. Copyright Law and its revisions (1976) on original writings (both manuscript and published). Requests for photocopies of documents should be directed to the Special Collections Librarian of the Sibley Music Library.

**Associations**

Numerous items pertaining to the Orff-Schulwerk method and the Jaques-Dalcroze method are shelved in the general (circulating) collection of the Sibley Music Library.
DESCRIPTION OF SERIES

The Isabel McNeill Carley Library is organized into five series, further subdivided as described below.

Series 2, Supplemental Files, was originated with the apparent intention of providing a repository for reference materials, in addition to documents originally in the possession of Isabel McNeill Carley.

Arrangement by series

Series 1: Audio-Visual Materials
- subseries 1, photographs and drawings
- subseries 2, sound recordings
- subseries 3, video media
- subseries 4, computer diskettes

Series 2: Supplemental Files
- subseries 1, on the history and development of Orff-Schulwerk and the AOSA
- subseries 2, speeches and personal correspondence of Orff-Schulwerk founders and pedagogues
- subseries 3, articles, papers, dissertations, and other publications
- subseries 4, elementary to adult Orff-Schulwerk music education projects
  - sub-subseries a: early childhood music education programs
  - sub-subseries b: ESEA title III project
  - sub-subseries c: Orff-Schulwerk certification and other adult programs
- subseries 5, Isabel McNeill Carley
  - sub-subseries a: Isabel McNeill Carley Library files
  - sub-subseries b: personal papers
  - sub-subseries c: publications
- subseries 6, musical works

Series 3: Publications
- subseries 1, The Orff Echo
- subseries 2, Supplement
- subseries 3, Orff-Schulwerk Informationen
- subseries 4, membership directories
- subseries 5, miscellaneous Orff publications

Series 4: Conference Notebooks and Programs

Series 5: Administrative Records
subseries 1, constitution and by-laws
subseries 2, Executive Board
    sub-subseries a: minutes
    sub-subseries b: correspondence
    sub-subseries c: conference-related
subseries 3, Advisory Board
subseries 4, National Board of Trustees
subseries 5, Editorial Board
subseries 6, Secretaries’
    sub-subseries a: notebooks
    sub-subseries b: official and personal papers
    sub-subseries c: minutes
subseries 7, Presidents’
    sub-subseries a: notebooks
    sub-subseries b: official and personal papers
subseries 8, Treasurer
subseries 9, Nominating Committee
subseries 10, Research Committee
    sub-subseries a: correspondence and other documents
    sub-subseries b: grant proposals
subseries 11, projects
subseries 12, financial statements
subseries 13, Membership Committee
subseries 14, other committees
subseries 15, administrative reports
subseries 16, scholarships and funds
INVENTORY

Series 1: Audio-Visual Materials

subseries 1: photographs and drawings

Box 1

folder 1 Photographs: subjects include Carl Orff, Gunild Keetman, and Lieselotte Orff (8 black and white (B&W) images). Gift of Joachim Matthesius.

folder 2 Photographs: subjects include American Orff-Schulwerk Association (AOSA) conferences; demonstrations; board meetings; publicity photographs; personal postcards; Wilhelm Keller; James Carley; Carl Orff; Gunild Keetman; Sieglinde; Vogel; and Waffi Oswald (spanning 1962-83) (27 B&W and color images, 2 postcards, 2 periodical clippings, 1 negative, and 1 personal note).

folder 3 Photographs of Orff and Keetman in Taiwan (2 B&W images and 1 badge).


folder 5 Miscellaneous items: 2 original art drawings; 1990 plans; 1987 table of contents for Book I and Book II (no further information given); partial list of Orff-Schulwerk-related publications with penciled notes (1 page) (1962-94); 1 copy of The Orff Echo, Vol. 1, No. 1, November, 1968.

folder 5 item housed in Box 46/1: 1 musical quotation by Carl Orff with accompanying note by the composer, ink on paper, October 4, 1967.

folder 6 Audio-visual: 2 plates of the first edition of The Orff Echo.

folder 7 Conference photograph contact sheets (25 pages). Place, date, and location of specific conference(s) not indicated on material.

folder 8 Photographs from early conferences (1 of 4): subjects include the Katydids (female vocal/choral group); Hafelbach; Kemp; Dorothy Heathcote; Claus Bang; Lieselotte Orff; Wilhelm Keller; and group activities (29 B&W and color images).

folder 9 Photographs from early conferences (2 of 4): subjects include group activities and
demonstrations (17 B&W images).

folder 10  Photographs from early conferences (3 of 4): subjects include group activities and demonstrations (18 B&W images).

folder 11  Photographs from early conferences (4 of 4): subjects include group activities and demonstrations (13 B&W images).

Box 4

folder 1  Photographs and Miscellaneous Media: Subjects include pictures of historical interest, including Level I group demonstration at Taihau, 1975; first Detroit conference, recorder demonstrations led by Isabel McNeill Carley; class led by Isabel McNeill Carley at Florida Atlantic, 1965; Orff workshop with persons Ken, Dagmar Barry, Mimi Samuelson, Isabel McNeill Carley, and Lotte Flach, August 10, 1964; Denver University Certification Course, 1974, with persons Isabel McNeill Carley, Peggy McCreary, and Margo McDonald; Professor Wilhelm Keller at the Orff Institute, 1963; Isabel McNeill Carley at Bellflower, 1967, with Wilhelm Keller and Dr. Haas (?); Isabel McNeill Carley directing Renaissance ensemble at Bellflower, 1967; recorder group of Isabel McNeill Carley, Indianapolis, 1969 (?) (10 B&W photographs in total); repro. of two photographs including persons S. Eloise McCormic, Joe Matthesius, Isabel McNeill Carley, Mrs. Orff, Dr. Orff, and Gunild Keetman, Salzburg, 1967; “Dee Visits Europe,” 9 original B&W sketches in ink on paper by Lorna Dee Mistele for Isabel McNeill Carley on the subjects of the Orff Institute, English Cathedrals Choir and Organ Festivals, and Chateaux of the Loire Valley in France; repro. of program from Ball State Teachers College, Muncie, Ind., August 12, 1964 (2 pages of typewritten text); typewritten synopsis of first International Carl Orff Schulwerk Symposium, held in Bellflower, Cal., April 30-May 5, 1967 (1 small page of text).


folder 29  7 color photographs of IMC and participants of Atlanta Course, Level II, 1989 (?), with letter from Beth Sullivan to IMC.
Box 17


Box 49:  AOSA Posters.

subseries 2: sound recordings

Box 23

folder 15  Cassette Tape: Carl Orff reading from memoirs, “The first years”: Orff, Keetman, [illegible], Stadler, Nielsen: pieces.


subseries 3: video media


subseries 4: computer diskettes

Box 48:  22 3½ inch floppy disks containing files on correspondence; conference materials; Board materials; Carol Erion (1993-95); Carolee Stewart (1995-97); and miscellaneous, including articles, correspondence, and report to forum.
Series 2: Supplemental Files and Collections

subseries 1: On the History and Development of Orff-Schulwerk and the AOSA

Box 1

folder 12 History of the American Orff-Schulwerk Association (AOSA): administrative and historical documents of the AOSA (1968-86). Constitution and By-Laws of Orff-Schulwerk Association (OSA), organized May, 1968 (4 pages of text); Minutes of the OSA, July 4, 1968 (2 pages of text); Executive Board Minutes of the OSA, October 14, 1968 (2 pages of text); Constitution and By-Laws of the OSA, amended April, 1969 (4 pages of text); written account of Program Development-Synthesis of Steering Committee Suggestions (3 pages of text); Amendments to the Constitution of the OSA, passed by the Executive Board April 23, 1970 (1 page of text); Supplementary Bulletin: Constitution and By-Laws, as amended October 1971 (4 pages of text); Articles of Incorporation of AOSA, 1977 (6 pages of text); “Do It with Joy: A short history of the AOSA,” not dated (12 pages of text and photographs); Code of Regulations of AOSA, not dated (10 pages of text); Report on the Management and Financial Audit of the AOSA (prep. Ford, Jeffrey D., Ph.D. and Stephens, Ray G., CPA, DBA), August 20, 1986 (22 pages of text, including a letter regarding possible housing of the AOSA archive (the Isabel McNeill Carley Library) at Case Western Reserve University.


folder 14 History of the AOSA: administrative and historical documents of the AOSA (1969-93). Constitution and By-Laws of the OSA, organized May, 1968 (4 copies) (copy 1: 2 pages of text with ink alterations; copy 2: 5 pages of text with ink emendations;
copies 3 and 4: 4 page of text each); Code of Regulations of AOSA, not dated (10 pages of text); Official Program of the First Conference of the OSA, Muncie, Ind., April 17-19, 1969 (2 copies) (8 pages of text each); The Supplement, Vol. I, Suppl. No. 3, May 1969 (9 pages of text); “Qualifications: Members of Steering Committee, Mid-West Regional Convocation on Orff-Schulwerk,” not dated (7 pages of text); Constitution and By-Laws of the OSA, amended April 1969 (4 pages of text); Membership Brochure, 1970 (1 page of text, 1 attached note); Official Program of the Fourth Annual Conference of the AOSA, Chicago, Ill., April 14-16, 1972 (10 pages of text); “In memoriam Carl Orff (1895-1982),” 1982 (15 pages of text and photographs); typed transcript of speech, “‘Beginnings’...a brief look back-,” as delivered by Jacobeth Postl [? November 1986 (3 pages of text, 1 attached note); The AOSA Report on the Genesis of the Society, Minutes of Steering Committee, Mid-West Regional Convocation on Orff-Schulwerk, 1969 (3 pages of text); typed transcript of minutes of the AOSA National Board of Trustees meeting [?], March 12-14, 1993 (15 pages of text, 2 attached notes); advertisement for the 1993 National Conference of the AOSA (4 pages of text and images).


folder 22 Carl Orff biographical materials: photographs (6 B&W images, 1 negative), subjects include Carl Orff and Mrs. James Carley; miscellaneous items (newspaper clippings, article repros.), relating to the death of and memorial services for Carl Orff.


folder 34 Orff-Schulwerk instruments (1 of 4): including documents on instrument care, repair, and informational manuals; old price lists for Orff-Schulwerk instruments; catalogs of Orff-Schulwerk-related items; literature and music/scores; and 2 articles: “1949 – The Birth of Studio 49 Orff Instruments,” and “The Recorder in Orff-Schulwerk,” by Margaret Murray, possible original document, both appearing in The Recorder and Music Magazine, not dated (4 pages of text and images).
folder 35  Orff-Schulwerk instruments (2 of 4): including catalogs for recorders/blockflötes, guitars, Orff-Schulwerk instruments; recorder music and Orff-Schulwerk workshop music.

folder 36  Orff-Schulwerk instruments (3 of 4): including catalogs for music (general instrumental), recorder/blockflöte music, vocal music, music literature books, and recorder and percussion instruments.

folder 37  Orff-Schulwerk instruments (4 of 4): including catalogs for instrumental and vocal music, music literature books (German), children’s classroom instruments; and an instruction manual: “Reading and Writing Music,” by Tibor Bachmann, original copy of publication, not dated (24 pages of text and music notation, with insert booklet).

Box 3


Box 22

folder 10  History

folder 11  History – What is Orff-Schulwerk by Arnold E. Burkart

folder 12  History – Do It With Joy – Schmitt Music Centers

folder 13  History – Wunsche Bitten Forderungen

folder 14  History – Petitionen fur die Erhaltung des Zweijahrigen Kurzsstudiums “Musik –und Bewegungserziehung”

Box 23

folder 14  American Odyssey Film Guide

13
Box 39

folder 1  *Orff*, by Lilo Gersdorf, ©1981 by Rowohlt Taschenbuch Verlag GmbH

folder 2  Orff-Schulwerk Histories by Mary Stringham and Mary E. Shamrock: “Orff-Schulwerk Background and Commentary: Articles from German and Austrian Periodicals,” comp. and trans. Mary Stringham; “Orff-Schulwerk: Brief History, Description, and Issues in Global Dispersal,” by Mary E. Shamrock, ©1995 AOSA.

folder 3  Typewritten transcript of Arnold Burkart interview, 1990.

folder 23  Instrument Catalogs (2).

subseries 2: *Speeches and Personal Correspondence of Orff-Schulwerk Founders and Pedagogues.*

Box 1

folder 23  Speeches: authors include Carl Orff and Dr. Arnold Walter.

**  **  ** folder 23 item housed in Box 46/3:  

folder 25  Speeches on Orff-Schulwerk: “Demonstration with Recordings,” by Carl Orff, repro. with ink emendations of speech given at the Conference of Elementary Music Education at the University of Toronto, July 26-28, 1962 (10 pages of text); “The Schulwerk – Its Origin and Aims,” by Carl Orff, repro. of speech given at the Conference of Elementary Music Education at the University of Toronto, July 26-28, 1962 (13 pages of text); “Creativity and Participation in Music Education,” by Dr. Dean Flower (supplement); repro. of lecture given at Ramona Elementary School, Bellflower, Cal., for a U. C. L. A. Extension class, November 10, 1966 (10 pages of text); Repro. of lecture-demonstration presented by Denise Bacon with Pilot Class from Dana School of Music, Wellesley, Mass., and given at the MENC Eastern Division Conference in Washington, D. C., February 1, 1969 (9 pages of text); “Didactic Principles in Music Education,” by Jos Wuytack, repro. of speech given at a seminar at the Royal Conservatory of Music Summer School, July 19, 1971 (9 pages of text); “Music for Children:
Excerpts from ‘Orff-Schulwerk at the Mozarteum Academy in Salzburg’ and ‘The Foundations of Orff-Schulwerk’,” by Dr. Eberhard Preussner and Dr. Verner Thomas, respectively, repro. of excerpt of speech given at unknown event, not dated (1 page of text).

** Box 2 **

** folder 11 **  
Personal Correspondence: letters in German and English to and from Isabel McNeill Carley, [insert range of years here] other writers including Gunild Keetman, Peter Keetman, Carl Orff, Lieselotte Orff, “Esther”, and “Beth”. Folder also contains a repro. of 2 B&W photographs; and “Carl Orff’s Music for Children,” by Arnold Walter, repro. of reprint of article appearing in *The Instrumentalist*, January 1959 (5 pages of text).

** folder 12 **  
Personal Correspondence: letters in German and English to and from Isabel McNeill Carley, 1981-89, other writers including Esther Gray, Judy Thomas, Peggy Hsiao, Jeff Burns, Donna Poppe, Dianne Ladendecker, Cathy Haas, Louise Bradford, L. Prince, Jenny Potter, Carol Erion, Gail Kuster, Karen Willes, Corey Field, “Joachim and Lotte”, “Kate”, “René”, “Marilyn”, “Carla”, “Gin”, and “Beth”, as well as letters from children at Paideia School, Atlanta, Georgia using *Recorders Plus*. Folder also contains AOSA Editorial Board documents (correspondence, submission guidelines, agendas, editor’s reports, and inventories for music reviews) and miscellaneous items including a program from a 1984 concert at Upper Nyack Elementary; a program from a performance of the New English Song and Daunce Companie; a list of Orff-Schulwerk and Related Summer Courses for 1986, compiled by the AOSA; “Building a Sequence in Orff-Schulwerk, Part One,” by Barbara Grenoble, typed and handwritten teaching notes, September 1983 (9 pages of text and images); “Symphonic Senryu,” by Elizabeth Nichols, poems 2, 9, and 10, first appearing in *North East*, series III, Number 14, La Crosse, Wis., poetry on paper in negative and positive (2 sheets); “Music for Children: Carl Orff Canada,” Bulletin No. 21, Summer 1982 (19 pages of text and 1 image of Carl Orff); “Music and Movement: Thoughts About Education in the Arts,” by Barbara Haselbach, transcript of address given by the author at the Fourth Annual Conference of the AOSA, Chicago, Ill., April 14, 1972 (6 pages of text); 1 page of B&W repros. of images from AOSA demonstrations and performances, not dated or otherwise labeled; Supplementary Bulletin of the AOSA: Highlights from the Fifth Annual Conference, Minneapolis, 1973, as reported by Mary Stringham (12 pages of text).

** **  
folder 12 item housed in Box 46/5:  
Excerpt from draft of letter written by Jeff Burns to Isabel McNeill Carley (2 pages of handwritten text with ink emendations).
Box 4

folder 23  AOSA Correspondence (May 1977-July 1993): Letters on the subjects of AOSA business and the AOSA history project, including persons Judy Bond, Pat Brown, Millie Burnett, Isabel Carley, Nancy Ferguson, Kate Grieshaber, Pat [Hamill], Hilree Hamilton, Patricia W. Hughes, Eloise McCormick, Marion O’Conner, Jan Rapley, Konnie Saliba, Nedra Schnoor, Arvida Steen, William Wakeland, Ora Wry, and Lillian [Yaross].

Box 39

folder 8  Speeches and speech-related correspondence by AOSA President Linda Ahlstedt (2000-02).

folder 9  Speeches by Joachim Matthesius, including repro. of B&W photograph appearing in The Birmingham Eccentric, August 19, 1965.

subseries 3: Articles, Papers, Dissertations, and Other Publications

Box 1

folder 17  Articles and papers (1 of 5): (1950s) “The Magic World of Carl Orff,” by Robert Breuer, repro. of article appearing in unidentified periodical, March 1957 (2 pages of text);


(1980s) “Children’s Singing Voices: Toward Vocal Fitness,” by Mary Goetze, typed transcript of article or lecture for the Department of Music Education, Indiana University School of Music, 1982 (8 pages of text); “The Orff-Schulwerk Approach to Movement and Music,” by Nancy Ann Andrews, repro. of article appearing in *Journal of Physical Education, Recreation, and Dance (JOPERD)*, January 1982 (2 pages of text); “Orff-Schulwerk Teaches Musical Responsiveness,” by Susan Banks, repro. of article appearing in *Music Educators Journal*, March 1982 (2 pages of text and one chart); “The Realm of the Pentatonic,” by Isabel McNeill Carley, draft of article/lecture, not dated (16 pages of text, images, and musical notation); “These Kids Are All ‘Orffans’,” by Esther Gray, article appearing in *The Manhattan Mercury*, May 20, 1984 (1 large sheet of newsprint);

(not dated) “Reflections on the Salzburg Special Course,” by Curtis Funk, repro. of article, not dated (3 pages of text); “New Method: Act Now, Learn Later; Orff
System of Teaching Music Is Now Underway,” by Ruth Heimbuecher, repro. of article appearing in unidentified periodical, not dated (1 page of text and images); “Orff and Bresgen as Music Educators,” by Paul L. Frank, repro. of article appearing in unidentified periodical, not dated (5 pages of text and images); “A Classroom Teacher Discovers Music with Children,” by Minerva Cook, repro. of article or transcript of speech, for unidentified periodical or place, not dated (4 pages of text).

folder 18 Articles and papers (2 of 5): “The Orff Hypothesis,” by Henry Pleasants, repro. of article appearing in unidentified periodical, dated 1956 (4 pages of text and images); “Bavarian Opera Dynamos,” by Douglas A. MacKinnon, repro. of article appearing in Opera News, Vol. 20, March 5, 1956 (4 pages of text and images); “Demonstration with Recordings,” by Carl Orff, repro. of presentation given at the Conference of Elementary Music Education at the University of Toronto, July 26-28, 1962 (10 pages of text and music notation); “The New Music for Musicality,” by Grace C. Nash, repro. of article appearing in Musart, November-December, 1966 (2 pages of text, images, and music notation); “Readers Comment: More on Orff,” by Joseph W. Novello, repro. of article appearing in unidentified periodical, April 1967 (2 pages of text); “Kodály and Orff,” by Grace Nash, reprint of article appearing in Claviers, September, 1968 (4 pages of text); “Orff-Schulwerk…A Joyous Note,” by George Louis Mayer, repro. of article appearing in periodical SR, July 26, 1969 (2 pages of text); “The Life Values Inherent in the Schulwerk,” by Marcia Lunz, typed draft with handwritten emendations of article or presentation for unknown periodical or event, 1978 or later (12 pages of text); “The Significance of Using Music and Rhythm Training to Improve Visual-Motor Integration,” by Carol Miller, repro. of Master’s thesis, April 1983 (36 pages of text, images, and charts), with cover letter to Pat Brown (1 page of text) and stamped postal information (1 small section from mailing envelope); “The Caterpillar and the Lizart. Orff-Schulwerk in the Primary School: A Practical Demonstration,” by Margaret Murray, repro. of article appearing in unidentified periodical, not dated (8 pages of text and music notation); “Music Class-Irresistible! Modern Approach Inspires Children,” by Grace C. Nash, repro. of article appearing in Lyons Music News, not dated (1 page of text); “Orff Can Work in Every Classroom,” by Elizabeth L. Nichols, repro. of article or presentation appearing in or given at unknown periodical or event, not dated (3 pages of text); “The Recorder in Orff-Schulwerk,” by Margaret Murray, repro. of article appearing in unidentified periodical, not dated (4 pages of text).

folder 19 Articles and papers (3 of 5): “A Comparative Study of the Orff and Regular Methods of Music Instruction in Jefferson County [Colorado] School District R-1,” by Dr. Margaret T. Siemens, repro. of study, 1966 or later (5 pages of text); “Orff-Schulwerk…Innovation at Bellflower,” by unknown author, repro. of article appearing in The Instructor, May, 1967 (2 pages of text and images); “Orff in the Making,” by Allan B. Segal, repro. of article appearing in unidentified periodical, January, 1968 (3 pages of text); “Development of Musical Skills in

unidentified periodical, not dated (1 page of text); “Peer Teaching with Orff Schulwerk,” by unknown author, draft of article or presentation, not dated (2 pages of text).


article by Ben Thompson, repro. of original document with ink and pencil emendations, not dated (3 pages of text); draft of paper or article by Jos Wuytack, repro. of original document with ink and pencil emendations, not dated (10 pages of text).

* * *

folder 21 items housed in Box 46/2:
Margaret Murray, repro. of original document possible appearing in *Echo* (2 pages of text); “Orff-Schulwerk Summer Course, Salzburg, 1972,” by Jenny Bates, repro. of original document appearing in unidentified periodical (1 page of text); “Combined Arts Course – Lady Mabel College – 4th to 11th August, 1972,” by Diane Chapman, repro. of original document (1 page of text); *Orff-Schulwerk Society Bulletin*, No. 35, April 19, 1973, by Margaret Murray, repro. of original document (4 pages of text); *Orff-Schulwerk Society Bulletin*, No. 43, April 27, 1975, by Margaret Murray, repro. of original document with additional ink and marker text (4 pages of text); “On Making Simple Instruments with Children,” by Ernst Wieblitz, translated by Margaret Murray, repro. of article appearing in *Orff-Schulwerk Bulletin*, No. 55 and *Orff Schulwerk Informationen*, No. 20, c. 1977 (2 pages of text); “Orff-Schulwerk – An Assessment,” by Michael Lane, typed transcript of the author’s opening address at the 1978 Music in Schools Conference (2 pages of text); “Music in Schools Conference 1978 – A Taste of Orffery,” by Shirley Winfield, repro. of report with ink emendations (2 pages of text); *Orff-Schulwerk Society Bulletin*, No. 56, September 20, 1978, by Margaret Murray, repro. of original document with ink emendations (2 pages of text); “How the Orff-Instruments Came into Being,” by Carl Orff, translated by Margaret Murray, repro. of article that is a condensation in reported speech of an article originally by the author appearing in *Orff-Schulwerk Informationen*, 18 with penciled emendations (3 pages of text); *Orff-Schulwerk Society Bulletin*, No. 58, March 17, 1979, by Margaret Murray, repro. of original document including the following articles: “Hertfordshire Music Teachers Visit the Orff Institute Salzburg,” by Beryl Nunn and “Transcript of a Talk Given by Dr. Regner (Director of the Orff Institute) – October 28, 1978,” (5 pages of text in total); *Orff-Schulwerk Society Bulletin*, No. 59, August 29, 1979, by Margaret Murray, repro. of original document (2 pages of text); “Order Form for Orff-Schulwerk Bibliography Articles,” typescript order form with ink emendations, not dated (1 page of text); “Orff-Schulwerk Gramophone Records,” by unidentified author(s), repro. of original document, not dated (1 page of text); “Orff-Schulwerk Records – I-V,” by unidentified author(s), typescript of original document, not dated (1 page of text); “Orff Weekend to Open Sept. 16,” by Selma Shapiro, repro. of newspaper article appearing in unidentified newspaper, not dated (1 page of text and images); “Pentatonic Tunes,” by unidentified author(s), repro. of original document of listing of books, not dated (4 pages of text); “Some Points about Early Rhythmic and Melodic Training in Orff-Schulwerk,” by Margaret Murray, typescript of article marked in ink to appear in *Orff-Schulwerk Society Bulletin*, No. 11, not dated further (2 pages of text); “Teaching, and the Arts of Dance and Music,” by Francine Watson Coleman, repro. of article marked in ink to appear in *Orff-Schulwerk Society Bulletin*, No. 54, not dated further (2 pages of text).

Box 3

folder 13 Articles of Lasting Interest: Philosophy of the Orff-Schulwerk Related to Contemporary American Educational Thought,” by Arnold E. Burkart, possible original copy of article appearing in Musart, January, 1971 (7 pages of text); “The Significance of the Kodaly Conception in America,” by Elizabeth McLaughlin, possible original of article appearing in Musart, January, 1971, ©1971 by The Kodaly Training Center (1 page of text); “Recorder Clinic,” by Friedrich von Huene, reprint of article appearing in unidentified periodical, ©1963 by The American Recorder Society, Inc. (1 page of text).

folder 18 Newspaper clipping: “A Different Method of Teaching Music,” by LeeAnn Donnelly, original copy of newsprint and repro. of original article appearing in East Neighbors of the Asheville Citizen-Times, date of 1990 marked in ink in upper corner of article (2 pages of text and repro. of photograph of Isabel McNeill Carley with student in each copy of article).


folder 33 Recorder Technique Articles: “An Introduction to Baroque Ornamentation,” by Kenneth Wollitz (7 pages of text and music notation); “Saratoga Suite (A Commentary on [American Recorder Society] Edition No. 56),” by Hans Ulrich Staeps, translated by Anna Maria Kater (2 pages of text and music notation); “Quantz and the Recorder,” by Edward R. Reilly (3 pages of text and 1 image);
“Some Ornaments in Renaissance Ensemble Music,” by Joel Newman (2 pages of text, 1 image, and music notation); “Scottish Muses and the ‘Consort Lessons’,” by A. Rowland Jones, incomplete (1 page of text). “Tongueing and Rhythmic Patterns in Early Music,” by George Houle (10 pages of text, images, and music notation); “Canzonettas by Schein, Marenzio, Gastoldi, and Hausman (A Commentary on [American Recorder Society] Editions Nos. 15 and 22),” by Winifred Jaeger (1 page of text); “Paperbacks on Music,” by Martin Davidson, incomplete (1 page of text). Note: all articles are from 2 issues of same periodical (fields separated above by period), probably publication of American Recorder Society, and are also not dated.

folder 34
Folk Song and Folklore Materials for Use in Orff-Schulwerk: “North American Children’s Folklore As It Relates to the Schulwerk of Dr. Carl Orff,” by Richard Johnston, repro. of appendices of paper, handwritten date of 1962 appears on first page (15 pages of music examples, text, and notes in ink in margins); 9 pages of notes in pencil listing possible folk songs to use and/or arrange, organized by key and type of scale of songs.

folder 38
Articles on Recorder Topics: “The Use of Improvisation in Recorder Teaching,” by Isabel McNeill Carley, 3 copies of article appearing in the Orff Echo, Vol. 7, No. 2, January, 1975 (reprint of article, 3 pages of text and music notation; typewritten draft of article, 12 pages of text and music staves; typewritten draft of article with ink emendations, 11 pages of text and music notation); 3 pages of drafts of music by Isabel McNeill Carley for use in recorder publications; “The Use of the Recorder in the Orff Approach, Part I: Repertoire,” by Isabel McNeill Carley, 2 copies of article appearing in unidentified periodical, not dated (typewritten draft of article, 10 pages of text and music notation; typewritten draft of article with ink emendations, 10 pages of text and music notation).

folder 40

folder 41
Articles and Notes on Movement: “Transvaal Movement Workshops with Geoffrey Sutherland, Number 4,” typewritten transcript of workshop material in outline format by Janet Hudson, as notated in ink appearing in Orff Beat, April, 1977 (8 pages of text); 6 pages of notes in outline format, excerpted from further material on Geoffrey Sutherland workshops, as notated in ink appearing in Orff Beat, February, 1978; “Rhythms (Grades 1 to 6): Elementary Physical Education Teaching Aids,” Physical Education Bulletin No. 2 by the Indiana State Board of Health and State of Indiana Department of Public Instruction, 1955 (10 pages of text and music notation); “Try Movement First,” by Genevieve Jones, possible original copy of article appearing in unidentified periodical, ©1975 by the AOSA (3 pages of text and images); “The Meaning of Movement Teaching,”
“The Meaning of ‘Stabspiele,’” and “The Meaning of Speech Exercises in Orff-Schulwerk,” by unidentified author(s), not dated (3 pages of text in total); “Movement and Dance in Orff-Schulwerk,” by Barbara Haselbach, typewritten material with ink emendations for AOSA conference in Washington, 1977 (10 pages of text); 3 copies of notes from Movement Level III class, Florida State University, 1987 (4 pages of text and music notation per copy); “Music Time: For Primary Children, For Intermediate Children,” retrospective pamphlet covering materials from Music Time March-May, 1974, “Published as a service to participating school systems by the I. E. M. I. music project, Columbia, Tennessee,” T. Earl Hinton and Michael M. Salzman, I. E. M. I. Project Co-Directors (8 pages of text and music examples); and 95 pages of notes on various subjects related to movement, including notes titled Sante Fe Movement #1, Movement Tallahassee 1983, Early Childhood Movement, Oak Ridge Workshop, September 1977, and Movement Judy T. for Orff in the Woods 1974.

folder 41 item housed in Box 46/11: Orff Schulwerk Association Victoria Newsletter, May 3, 1980 (5 pages of text).

folder 42 Miscellaneous Articles (Bellflower, South Africa): “African Rhythms,” by Andrew Tracey, typewritten draft with ink emendations of article appearing in unidentified periodical, not dated (12 pages of text, images, and music notation); “Carl Orff’s Educational Ideas: Utopia and Reality,” by Hermann Regner, repro. of reprint of article notated in ink as appearing in a South Africa[n] Orff publication, not dated (8 pages of text); Notes from Pre-Primary workshop with Christel Jentges, compiled and edited by Mary Ramsay, repro. of reprint of article appearing in unidentified periodical (10 pages of text, images, and music notation); “Report of the Pretoria Course for Music Teachers,” by Maretha Kuhles, repro. of reprint of article appearing in unidentified periodical, not dated (1 page of text); “How the Orff Instruments Came into Being,” by Carl Orff, translated and condensed by Margaret Murray, repro. of reprint of article appearing in unidentified periodical (5 pages of text); 5 pages of various activities and music relating to African music; “Some Key Words in African Music,” by Andrew Tracey, repro. of reprint of article appearing in the Orff Beat, not dated (10 pages of text); 6 pages of African songs and music for instruments; “Orff Schulwerk in the U. S.: Our Expanding Challenges,” by Mary Shamrock and Judith Thomas, repro. of typewritten transcript of presentation given at the Orff Symposium, 1985 (4 pages of text, images, and music notation); Poster titled “Love Your Mother,” © Environmental Action 1972, with the name Murray Shafer written in pencil on reverse (1 large sheet with B&W image of Earth above text of poster); “Highlights of Rudolf Steiner’s Perspective on Music Education,” compiled by Dee Joy Coulter, typewritten notes, September, 1982 (1 page of text); “Rudolf Steiner: A Sketch of His Life and Work,” by John Davy, reprint of article appearing in publication by the Anthroposophical Society, not dated (4 pages of text and images); 12 pages of handwritten notes in ink titled “Jean Gregg: The Aging Voice”; “Teaching the Body How to Program the Brain is
Moshe’s ‘Miracle’,” by Albert Rosenfeld, title page only of article appearing in unidentified periodical; “Observations on the Teaching of Dance to Children,” by Ruth Lovell Murray, repro. of article appearing in unidentified periodical, not dated (5 pages of text); “Arts Essential for Full Education,” by Donald M. Hardisty, repro. of newsprint article appearing in unidentified newspaper, not dated (1 page of text); “The Secrets of Learning Styles: Your Child’s and Your Own,” by Aimee Lee Ball, repro. of article appearing in Redbook, November, 1982 (4 pages of text and images); Brain Mind Bulletin, Vol. 10, Nos. 4-5, January 21 and February 11, 1985 (8 pages of text and images).

folder 44 Miscellaneous Notes, Articles, Correspondence, and AOSA Course-Related: Isabel McNeill Carley Badge from 1993 AOSA Conference in Asheville, NC, button from 1993 AOSA Conference in Indianapolis, Ind.; 4 pages of handwritten notes in ink on various subjects including Suzuki and music education in general; Children and Music,” a 16-page compilation from The Instrumentalist, 1964 or later with articles “Children and Music,” by James A. Mason, “The Foundation of Your Music Program,” by Marion S. Egbert, “Orff: A Music Readiness Program Utilizing the Principles of Dr. Carl Orff’s Schulwerk Series,” by Grace C. Nash, “Dalcroze,” by Elsa Findlay, and “Montessori,” by Jeanne Bamberger; typewritten draft with ink emendations of the Orff Schulwerk Teacher Training Curriculum, August 19, 1995 (15 pages of text and music notation); “Outline of a Program for Music Education,” by the Music Education Research Council of the Music Educators National Conference (MENC) (3 pages of typewritten text); order form for recent publications of the AOSA (1 page of text); AOSA Criteria for Institutions Seeking Orff Certification Course Approval, March, 1984 (1 page of text); AOSA course credit information for the Department of Music of Cleveland State University (2 pages of text); “President’s Message,” by Janice Rapley, repro. of reprint of article appearing in The Orff Echo, either Winter 1983 or Summer 1984 [?different dates appearing in different parts of document?] (3 pages of text); letter from AOSA President Virginia Ebinger to Cindi [Wobig], dated June 26, 1987 (1 page of text); syllabus of Berkshire-Hudson Valley Chapter of the AOSA workshops for 1986-7 (4 pages of text); syllabus of Orff-Schulwerk-related workshops and courses, Summer, 1983 (7 pages of text in chart format); AOSA-issued list of institutions offering AOSA-approved Orff Certification courses, March 1, 1983 (2 pages of typewritten text with ink amendments at the end); letter on AOSA stationary from Shelley to Gin, dated January 11, 1983 (1 page of text); AOSA-issued list of institutions offering AOSA-approved Orff Certification courses, April, 1987 (3 pages of typewritten text); syllabus of Orff-Schulwerk and Orff-related summer courses, 1987 (5 pages of typewritten text in chart format).

folder 45 AOSA Publications, Articles, and Correspondence: AOSA 1984-85 Directory (52 pages of text and images, with additional 11 loose-leaf pages of handwritten and typewritten rosters for Tallahassee Level I, 1983 and ’84); Articles and

* ** folder 45 item housed in Box 46/12:*

“Gunild Keetman’s Contribution to Orff-Schulwerk,” by Friedrun Gerheuser, reprint of article, not dated (2 pages of text); “Orff-Schulwerk: Past and Future,” by Carl Orff, reprint of article appearing in supplement to *The Orff Echo*, not dated but also appeared in *Music in Education*, September/October 1964 (6 pages of text).

folder 46 Materials by Poser and Indonesian Gamelan Article: “The New Children’s Song,”
("Das neue Kinderlied") by Hans Poser, translated by Inge Haesloop and edited by Isabel Carley, draft of article to appear as reprint of original article appearing in German periodical Kindergarten Heute, not dated (6 pages of typewritten text with handwritten emendations); hand-engraved music and accompanying song texts on manuscript paper entitled “Songs from ‘Poser: Das neue Kinderlied’,” bearing post-script to unidentified person(s) from Karl A. (4 pages of music and text); “An Orff Approach to Teaching Indonesian Gamelan Music,” by William M. Anderson, draft of article derived from Teaching Asian Musics in Elementary and Secondary Schools: An Introduction to the Musics of India and Indonesia, copyright by the author, William M. Anderson, 1975, and appearing in unknown periodical, not dated (12 pages of typewritten text and music notation with emendations).

Box 4


** ** folder 2 items housed in Box 46/13:
Orff-Schulwerk Society Bulletin, No. 22, January 12, 1970, by Margaret Murray (4 pages of text); excerpt from similar Orff-related publication, not dated, including article “Liberation through Improvisation,” by Friedrich Gulda, reprint of article appearing in “World of Music,” the journal of The International Music Council (UNESCO) (2 page of text).

folder 3

Correspondence and Drafts of Material for the Orff-Schulwerk, American Edition, Vol. 2 (1972-76): Letters in English and German between Joachim Matthesius, Schott Music Corp. in New York, B. Schott’s Söhne in Mainz, Isabel McNeill Carley, Dr. Hermann Regner, Mimi Samuelson, and Donald Slagel; “Introduction to Orff Schulwerk, American Edition,” by Joachim Matthesius, copies of several drafts in varying states of correction of introduction (5 pages of typewritten text with pencil emendations per draft); and possible original copy of written legal agreement between Joachim Matthesius and Schott Music Corp of B. Schott’s Söhne, not dated (12 pages of typewritten text).

folder 4

appearing in unidentified periodical, not dated (3 pages of text and images); “Orff-Schulwerk und Progressive Musikerziehung,” by Wilhelm Keller, repro. of article appearing in unidentified periodical, not dated (5 pages of text); “Das Orff-Schulwerk in der CSSR (Ein Bericht),” by Vladimir Poš, repro. of article in German appearing in unidentified periodical, not dated (5 pages of text, images, and music notation); “The Inside Story on Soprano Recorders: A Reprint from an Article Appearing in ‘The American Recorder,’ the Official Publication of the American Recorder Society,” by Arthur Nitka, draft of article appearing in Terminal Music, not dated (4 pages of text with ink emendations); “Survey Shows Young Americans Don’t Know B-Flat From a C,” by Patricia McCormack, original newsprint copy of article appearing in unidentified newspaper, not dated (1 sheet of newsprint paper); The Orff Beat: The Official Bulletin of the Orff Schulwerk Society of Southern Africa, Vol. 8, No. 3, October, 1979, possible original copy of publication (35 pages of text, images, and music notation); Choristers Guild Letters, Vol. 30, No. 7, March, 1979, possible original copy of publication (23 pages of text, images, and music notation).

folder 4 items housed in Box 46/14:
Orff-Schulwerk Association Victoria Newsletter, June, 1980 (8 pages of text); “Music Tones Muscles in Exercise Workshop,” by Laurie Rice, repro. of article appearing in the newspaper Kansas State Collegian, March 24, 1980 (1 page of text); “Older Adults Practice Fitness,” by unidentified author(s), repro. of article appearing in the newspaper The Manhattan Mercury, March 24, 1980 (1 page of text); “Music, Exercise Team for Fitness,” by Laureen Moore, repro. of article appearing in the newspaper The Manhattan Mercury, March 19, 1980 (1 page of text); “Fokan: Fitness for Older Kansans,” by unidentified author(s), repro. of information from Kansas State University Center for Aging Newsletter, November, 1979 and February, 1980 (1 page of text); 1-page list of Orff-Schulwerk Readings, July 11-29, 1966.

folder 5 Miscellaneous Articles and Notes on the Subject of the Brain: “A Molecular Code Links Emotions, Mind and Health,” by Stephen S. Hall, original copy of article appearing in unidentified periodical, not dated (11 pages of text and color images); “Mapping the Brain,” by Sharon Begley, Lynda Wright, Vernon Church, and Mary Hager, original copy of article appearing in Newsweek, April 20, 1992 (5 pages of text and color images); “Is the Mind an Illusion?” by David Gelman, Debra Rosenberg, Paul Kandell, and Rebecca Crandall, original copy of article appearing in Newsweek, April 20, 1992 (2 pages of text and color images); “And a One…and a Two…and It’s Time to Check the Rules,” by unidentified author(s), repro of newsprint article appearing in Daily Intelligencer/Montgomery County Record, August 23, 1983 (1 page of text and images); “Doctor Says Music Study Aids Physical, Social, Emotional Growth,” by Patricia McCormack, repro. of newsprint article appearing in The Oregonian, December 31, 1982 (1 page of text); Brain Mind Bulletin: Frontiers of Research, Theory and Practice, Vol. 8, No. 2, December 13, 1982 (3 pages of text and images); “Children’s Art: Nadia’s

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folder 5 items housed in Box 46/15:

folder 6  Miscellaneous Articles (1 of 2): “Mario Montessori and A. S. Neill Discuss Their Famous Schools and Their Radical Approaches to Child Rearing: A Redbook Dialogue,” by unidentified author(s) or editor(s), preprint of article appearing in Redbook, December, 1964, ©1964 by McCall Corp. (4 pages of typewritten text); 1-page excerpt of music notation by unidentified author(s), not dated; “Stress,” excerpt from Stress Without Distress, by Hans Selye, M. D., reprint of article appearing in Intellectual Digest, June, 1974, ©1974 by Hans Selye, M. D. (4 pages of text); “Five Under Stress: Case Histories of Pressure and Ways to Live With It,” by Neal Ashby, reprint of article appearing in Intellectual Digest, June, 1974, ©1974 by Physician’s World, Inc. (2 pages of text and color images); “Fear and Serenity,” from The Uses of a Liberal Education, by Brand Blanchard, reprint of article appearing in Intellectual Digest, June, 1974, ©1973 by The Open Court Publishing Company (2 pages of text); “Contemporary Music and Contemporary Culture, Part One,” by Christopher Small, possible original copy of article appearing in unidentified periodical, not dated (3 pages of text); “Are Children Born Unequal?” by William H. Boyer and Paul Walsh, possible original copy of article appearing in SR, October 19, 1968 (7 pages of text and images); 4 small pages of notes in pencil on miscellaneous subjects by unidentified author(s), not dated; “Observations on the Teaching of Dance to Children,” by Ruth Lovell Murray, typewritten copy of article appearing in unidentified periodical, not dated (5 pages of text); “Books: Mind Over Matter,” by unidentified author(s), possible original copy of book review article appearing in unidentified periodical, not dated (2 pages of text); “What is Orff-Schulwerk All About?” reprint of collection of Orff-related articles, including “1949-The Birth of Studio 49 Orff Instruments,” and “The Recorder in Orff-Schulwerk,” both by Margaret Murray, originally appearing in The Recorder and Music Magazine, not dated (4 pages of text and
images); information on Orff-Schulwerk Courses for Music- and/or Movement Teachers (in English) for term in Salzburg/Austria, October 5, 1978 – February 2, 1979 (4 pages of typewritten text); Kodály Envoy, published by the Organization of American Kodály Educators, Margaret L. Stone, ed., Vol. X, No. 2, Fall, 1983 (15 pages of text and images).

** folder 7 **
Miscellaneous Articles (2 of 2): “The Use of Improvisation in Recorder Teaching,” by Isabel McNeill Carley, repro. of article appearing in unidentified periodical, not dated (4 pages of text and music notation); “On Being Simple-Minded,” by Isabel Carley, repro. of reprint of article appearing in The Orff Echo, not dated (2 pages of text); “Movement and Rhythmic Education,” by Betty K. Sommer, possible original copy of article appearing in the newsletter of The Dalcroze Society of America, Vol. 3, No. 2 (2 pages of text); “Byzantium I Come Not From,” by Ray Bradbury, repro. of poem, not dated (1 page of text).

** folder 7 item housed in Box 46/16: **

** folder 10 **
21 Pages of Informational Literature on Chori Flutes (Interval Flute, Pentatonic Flute, and Diatonic Flute), originally appearing in the Swedish Daily News, September 13, 1980.

** folder 22 **
AOSA Media Kit: Materials for The Orff Echo, including advertising rates and specifications; advertising reservation/insertion order form; Orff-Schulwerk promotional brochures; letter to Isabel Carley from Steve DiLauro, January 15, 1999; original copy of The Orff Echo, Vol. 31, No. 1, Fall, 1998 (44 pages of text and images); and AOSA introductory/promotional material.

** Box 22 **

folder 15 Articles and Papers, A-J

folder 16 Articles and Papers, K-P

folder 17 Articles and Papers, Q-Z

folder 18 Articles and Papers (No Author Given)
Box 39


folder 12  Course notes to MUS 450 by Professor Ferguson at unidentified institution, 1998.

folder 13  “Music, Movement and Drama in the Center of the Elementary Curriculum,” by Frances L. Wachsman (1 of 3).

folder 14  “Music, Movement and Drama in the Center of the Elementary Curriculum,” by Frances L. Wachsman (2 of 3).

folder 15  “Music, Movement and Drama in the Center of the Elementary Curriculum,” by Frances L. Wachsman (3 of 3).


folder 17  “Das Xylophon im Iglu,” by Karin Prenner, 13 Jahre Orff-Schulwerk in Alaska.

subseries 4: Elementary to Adult Orff-Schulwerk Music Education Projects

sub-subseries A: Early Childhood Music Education Programs
Box 2

folder 13 “Child Development Through the Performing Arts: Project Manual (Title IV-C ESEA),” prepared by Theresa Goodell, Project Director, and Barbara Dion, Curriculum Specialist. ©1977 by the Copper County Intermediate School District, Hancock, Mich. (317 pages of text and music notation).


folder 15 Articles on Orff (Memphis): bound volume of ms. repros. and photocopies of articles, duplicates copies of which can be found in the main in Box 1, folders 17-21 (121 pages of text, images, and music notation).

folder 26 Calliope project: “Calliope”: Abstract of public broadcasting series for children ages 8-10 intended to stimulate music appreciation and music makers (25 pages of text); “Calliope Corner”: Corporation for Public Broadcasting elementary/secondary education television series proposal, submitted December 18, 1987 by WETA-TV, Department of Educational Activities (76 pages of text); “Calliope: A Series of Twenty Programs on Music for Middle Elementary Children Ages 8-10,” typewritten draft of possible speech or presentation, by unidentified author(s) (16 pages of text).

Box 3

folder 7 Early Childhood Music Education: Notes, articles, and other documents including “Your Child is Musical,” by the Children’s Record Guild, color booklet, not dated (16 pages of text and images); “The Sincerest Form of Flattery,” Young People’s Record Club, Vol. 2, No. 2, ©1948 Young People’s Record Club, New York, NY (12 pages of text and images); “A Head Start in the Nursery,” by Maya Pines, original copy of article appearing in Psychology Today, September 1979 (14 pages of text, images, and advertisements); repro. of previous article (7 pages of text and images); 9 pages of handwritten notes; examination book containing notes for Early Childhood Music Education; 10 pages of typewritten notes or part of class materials; “Innocence and Experience: Musical Bears, A Social Ladybug, A Homeless Boy: A Guide to Kids’ Books from Silly to Serious,” by Laura Shapiro, original copy of article appearing in Newsweek, December 16, 1991 (5 pages of text, images, and advertisements); “Curriculum Musikalische Früherziehung: Elternblätter Musikschulfassung, 1. Halbjahr Stunden 1-17,”
folder 36  Notes on Early Childhood Music Education: 40 pages of handwritten notes in ink and pencil, some notes grouped within folder until titles “Taichung: April 28” and “Atlanta, October 23, 1982”.

folder 37  Notes on Pre-School Music Education: 16 pages of handwritten notes in ink on the instruction of pre-school children, not dated.

sub-subseries B: ESEA Title III Project

Box 1


Box 2


folder 9  Implementing Elementary Music Improvement ESEA Title III project 1969 (2 of 2): letter from Isabel Carley to parents regarding changes for a new semester, repro. of handwritten original, dated January 13 (1 page of text); handwritten notes in ink and pencil, possible outlines for teaching plans (6 pages of text); “Report,” submitted by Isabel McNeill Carley, handwritten draft in ink, not dated (16 pages of text with emendations); “Project Addendum,” submitted by the
Board of Education, Memphis City Schools, John P. Freeman, authorized representative, possible original document which consists of forms with charts, map of geographical region, abstract of project (titled “Narrative”), and budget projections, submission date of April 23, 1968 (91 pages of text and above media); “Progress Report,” by unidentified author(s), possible original copy of typewritten document, May 22, 1969 (3 pages of text); “Music in Your Schools,” by unidentified author(s), informational brochure, 1974 (18 pages of text and B&W images).

folder 10  Progress Report-Phase II: Guiding the Development of Musicality in Elementary School Children August 1966-June 1967: Arnold E. Burkart, Project Director, possible original document (95 pages of text, charts, images, and included event programs).

Box 39

folder 24  “Orff-Schulwerk: Design for Creativity,” Bellflower, Cal. Title III ESEA Project.

folder 25  ESEA Title III Project Materials (1 of 2).


Box 40


sub-subseries C: Orff-Schulwerk Certification and Other Adult Programs

Box 2

folder 1  Orff-Schulwerk Certification Program (OSCP) documents (1 of 6): Outline of certification program at the University of Denver Lamont School of Music, June 27 – July 15, 1977, with accompanying advertising brochures; “Beginning Carl Orff Workshop,” by Isabel Carley, repro. of paper, not dated (63 pages of text and
music notation); “Recorder Improvisation and Technique, Book 1,” by Isabel Carley, repro. of paper, c1969 (36 pages of text and music notation); advertisement for the John C. Campbell Folk School in Brasstown, North Car., 1973-4.

folder 2  OSCP documents (2 of 6): class lists; assignments; and informational and instructional packets. Subjects include levels I-III activities in body percussion, teaching non-pitched percussion, the trapeze-high wire, basic Orff, and Apostolidou movement.

folder 3  OSCP documents (3 of 6): informational and instructional packets (primarily level I, but including items from levels II-III); assignments; evaluation sheet (instructor’s copy); faculty rosters; recorder repertoire list; music providers’ and recorder makers’ addresses list; OSCP and Orff in the Woods advertising brochures (1978-82); personal letter to one Barbara, attributed Isabel McNeill Carley, dated August 21 [year not specified] (3 pages of text); and two articles: “On Being Simple-Minded,” by Isabel Carley, reprinted from The Orff Echo, not dated (2 pages of text) and “Carley’s Music Classes,” by unidentified author(s), original copy of article appearing in unidentified newspaper, not dated (1 page of newsprint).

folder 4  OSCP documents (4 of 6): Level I – subjects include Basic Orff, Movement, and Percussion; Level II – subjects include Basic Orff, Movement, Percussion, and Recorder with accompanying final exam; including “Orff-Schulwerk Techniques in Language Arts for Middle School and Secondary Students,” by Peg Berry, repro. of material for classroom presentation, not dated (6 pages of text and charts); “A Timpani Session,” by Peggy McCreary, repro. of material for presentation, 1977 or later (3 pages of text and music notation); “The Orff Instrumentarium: Historical Development of the Instruments,” by Peggy McCreary, repro. of material for presentation, not dated (2 pages of text); faculty list (1982); sheet of modes; chart for dance.

folder 5  OSCP documents (5 of 6): Level III – subjects include Basic Orff, Movement, Percussion, and Recorder; with Denver University Orff Certification 1983 program; advertising brochure for the Retreat for the Advanced Study of Orff-Schulwerk of the Department of Music of Pacific Lutheran University, Was., August 29-September 2, 1984; advertising brochure for The Florida State University School of Music and Center for Professional Development and Public Service Summer Workshops, Music Education, 1984, Flo.; and “Recorders with Orff Ensemble, Book I,” by Isabel McNeill Carley, manuscript, not dated (57 pages of text and music notation with ink emendations and additions).

folder 6  OSCP documents (6 of 6): The Elk Grove Training and Development Center, E. S. E. A. Title III, Arlington Heights, Ill.: Orff Method – “Music for Children”. Various documents relating to an Orff-Schulwerk program at the above location,
including a description by Jacques Schneider (23 pages of excerpted text and music notation); “The Teaching Innovators,” by Dolores Long, repro. of newspaper article appearing in *The Chicago Daily News School Page*, October 5, 1967 (2 pages of text); “Evaluation Team Report of Elk Grove Training and Development Center (Title III Project), January 17-19, 1968: Orff Music,” by evaluation team members David Rice and Robert Rippey, repro. of original document (3 pages of text); instructional materials (9 pages of text and music notation). Folder also includes “Recorders with Orff Ensemble, Book II,” by Isabel McNeill Carley, manuscript (later published by Schott, ed. 12246, 1984), 1977 (50 pages of text and music notation); announcement of Level I certification course in Taiwan, 1985 (1 brochure); “FSU 1987, Cincy 1988,” documents relating to Levels I-III certification activities and course work, pertinent program-related addresses and information, schedules, and assignments; Orff in Sante Fe announcement (1 page of text); “Glossary of Terms for Clinical Orff-Schulwerk,” by Roberta Stephens (41 pages of text with attached small note, 1 page).

**Box 3**

**folder 1** Orff-Schulwerk Certification Level I: An Outline for the Course, by Beth Miller, for program at Florida State University, July 1986 (18 pages of text and music notation).

**folder 2** Guidelines for Orff-Schulwerk Certification: Materials relating to Level I course, including a letter, outlines, and 1 more comprehensive document draft, dated February 1980, authorship pointing to Isabel McNeill Carley through written “Carley” at top of page, handwriting throughout document, and presence of Isabel McNeill Carley’s North Carolina address on letter (32 pages of text and music notation).

**folder 3** Orff-Schulwerk Certification: Documents relating to Level II course, taught by Isabel Carley.

text and music notation); list of members of the Writing Committee, 1993-95; Recommendations to the AOSA Board by the Teacher Training Task Force (3 pages of text).

folder 8  
Orff-Schulwerk Level II Course Materials: Folder entitled “Class Notes, Atlanta 1990” by Isabel McNeill Carley, including class list, notes, class materials, lesson plans, schedule, and class-related forms; manual for Level II, by Isabel Carley (33 pages of text, images, and music notation).

folder 10  
Early Workshop Courses 1983-85: Collection of documents titled “Church Music Workshops Using Selections from Carols and Anthems I and II Ed. Scott, IMC,” including “Orff-Schulwerk: Past and Future,” by Carl Orff, repro. of article appearing in Re-Echoes, Book 1, AOSA, 1983 (4 pages of text); repro. of musical setting of Psalm 23, with accompanying pages of text; Orff repertoire list for children’s/youth choir; repros. of Christmas-related music; Omnia Tempus Habent, by Carl Orff, for Level III (5 pages of music notation); The Three Holy Wise Men, by Gunild Keetman (2 pages of music); Paraphony, author(s) unknown (3 pages of music); Connermara Lullaby/Dance,” author(s) unknown, labeled Margaret Murray Edition (2 pages of music). Other materials in folder include repro. of article “Dayton Area Workshop A Lively Affair,” author(s) unknown, bearing inscription “1964 or 65?” (2 pages of text); “Exploring the Pentatonic,” by Isabel Carley, outline of information for Cleveland AOSA Conference, 1983 (2 pages of text); various notes, drafts, and course materials for Albuquerque MENC Conference, 1985 and Florida State University, Tallahassee, 1984, 1985.

folder 17  
“Orff in the Woods” and John C. Campbell Folk School documents (1973-92): Program overviews and faculty information; correspondence; list of available workshops; syllabus for Orff-Schulwerk Recorder Ensemble class; correspondence course information; book list for summer course; Folk School faculty financial arrangements; advertisement flyer for Folk Music Weekend; “Orff in the Woods” informational brochures; Isabel McNeill Carley Orff Specialists’ Seminar overview, Young Harris College, GA; campus map and directions to Young Harris College; Young Harris College seminar-related correspondence; class materials; class notes and outlines; article: “Orff From a Classroom Teacher’s Point of View,” by Virginia Nylander Ebinger, repro. of article appearing in MUSART, Spring 1975 (4 pages of text and images).

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folder 17 items housed in Box 46/9:  
“Orff in the Woods” course overview and faculty information (2 pages of text and images).

folder 19  
Tallahassee Courses at Denver University (1985): Various documents, notes, and music relating to OSCP courses, including score of presentation given by Level I Orff [Class] with attached color polaroid photograph; official University of
Denver overviews of OSCP courses with fee and course credit information; letters from Isabel McNeill Carley to students and John; blank Orff Course Completion Certificate signed by Isabel McNeill Carley; excerpt from *The Orff Beat*, February 1978 (6 pages of text); “Ersatz Orff,” by Isabel McNeill Carley, reprod. of reprint of editorial appearing in *The Orff Echo*, 1981 (2 pages of text); Level I materials including application, informational literature on “The American Recorder Society Education Program, Level I: Classroom,” recorder assignments, and information on modes and other scales; Level II (taught by J. Thomas) materials including class notes from Basic Orff and Movement Apostolidou and take-home final; Level III (taught by Isabel McNeill Carley) materials including assignments, final exam, musical examples (primarily folk songs), list of music resources including addresses and organization names, article (“Music and Human Development,” by Frank R. Wilson, reprint of excerpt of address given by the author at the Texas Music Educators Association annual convention in 1984 (4 pages of text)), informational sheet on the transposition of instruments, sheet detailing order of instruments on a score, notes from Special Education sessions of Certification course, and notes by Isabel McNeill Carley on composition in the Orff style; Level III (taught by Brigitte Warner) materials including notes, outlines, and information on the following: prerequisites for course, a method for teaching triads, composing techniques in Orff-Schulwerk, decoration of the third, the raised leading tone and 4\textsuperscript{th} in minor, the subdominant triad in major and minor, Level III practicum assignment; various miscellaneous papers including Certification Course worksheets, poem texts, list of musical pieces, notes by unidentified author(s) on proposed activities for University of Denver, article (“Great American Work Songs,” by Elva S. Daniels, possible original copy of article appearing in *Instructor*, March, 1983 (10 pages of text and music notation)), 7 pages of handwritten notes on various topics, 35 pages of musical examples, list of poetry books, “Aeolian Rondo,” by Karen Willes, ms. repro. of score with performance notes, July 16, 1985 (3 pages of text and music notation), “Wondrous Love,” by Karen Willes, ms. repro. of score, July 13, 1985 (7 pages of music).

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folder 19 items housed in Box 46/10:
Recorder fingering charts titled “Fingering Pattern I,” “Pentatonic Fingerings II,” and “Pentatonic Fingerings.”

folder 20
Recorder Workshops: Various recorder-related documents including repertoire list; miscellaneous handwritten notes; newsletter of the Kansas Chapter of the AOSA (4 pages of text, images, and music notation); pentatonic fingering patterns; information on pentatonic modes; Orff resources; notes for class labeled Level I, FSU 1987; notes from conferences in St. Louis, November 1978, Atlanta, 1981, and Houston, 1982; handwritten musical example entitled “Westron Wynde”; and outline titled “Recorder Improvisation with Children,” by Isabel McNeill Carley.
folder 23  Recorder Repertoire Lists for Denver University: Various typewritten and handwritten papers detailing repertoire used for Levels I-III recorder courses (28 pages of text).


Box 4

folder 14  Documents Pertaining to the AOSA Task Force on Teacher Certification, the MENC National Certification Program, the American Guild of Organists Professional Certification Requirements, the American Recorder Society Education Program, Levels I-III, and the AOSA Apprenticeship Program, including correspondence (including persons Carol Erion, Isabel McNeill Carley, Arvida Steen, and Virginia Ebinger); meeting minutes, and publications and working drafts of guidelines for specific programs (1990-93).

folder 28  IMC Correspondence Course in Arranging and Composition in the Orff Style, Series I and II: Syllabus and assignments for both series of composition courses; with application for Orff in the Mountains program with IMC and University of Denver, Lamont School of Music overview of correspondence course.

Box 13

folder 32  Orff-Schulwerk Certification and Workshop-Related Materials (1983-87): List of AOSA-approved institutions; packet detailing location and dates of Summer Orff workshops; correspondence; course outlines; applications for course listings; syllabi; minutes from related meetings; and various certification documents.

Box 15

folder 33  Correspondence and Informational Documents Related to Orff-Schulwerk Teacher Training Courses (1987-89).
subseries 5: Isabel McNeill Carley

sub-subseries A: Isabel McNeill Carley Library (IMCL) Files

Box 1

folder 26  Isabel McNeill Carley Library Files (Case Western Reserve University): record of materials received (January-May 1987).

folder 27  Isabel McNeill Carley Library Files (Case Western Reserve University): correspondence (July 1985-May 1987); library holdings/agenda (January 1985-February 1986); materials on loan (November 1985-April 1987); and videos purchased (November 1985-May 1986).

folder 28  Isabel McNeill Carley Library Files (Case Western Reserve University): gifts/donations (August 1985-May 1986); AOSA library beginnings (July 1984-February 1987).

folder 29  Isabel McNeill Carley Library Files (University of Arizona): AOSA correspondence.

Box 22

folder 29  Isabel McNeill Carley Archive Papers

Box 39

folder 18  Isabel McNeill Carley Taiwan Materials (1 of 2).

folder 19  Isabel McNeill Carley Taiwan Materials (2 of 2).


*Recorder Improvisation and Technique, Book 1*, by Isabel McNeill Carley,  

*sub-series B: Personal Papers*

**Box 2**

folder 17  Isabel McNeill Carley (IMC) Conference Notes 1975, 1976: Various documents from two conferences, including film schedule from the 1976 conference; “The Whole Child,” by Wilma Salzman, speech or presentation supplement (3 typewritten pages of text in outline format with selected book list); “The Orff Process,” by Lois Birkenshaw (1 page of text and music notation with penciled notes in margins); “Form As A Norm,” by Dr. Jos Wuytack, speech or presentation supplement (2 pages of text and music notation); 2 unidentified pages of music notation with text and handwritten ink notes; and 6 pages of handwritten ink notes bearing identifying title information including “Supplement,” “Dr. Zipper,” and “School of Performing Arts, USC, LA 90007.”

** **  folder 17 items housed in Box 46/7:  
“African Percussion EXperience,” [sic] by Craig Woodson, informational document including price lists for instruments, ©1976 Woodson™ Ethnomusic™ Publications (4 pages of text, images, and 1 attached index card with the address of Ethno Music in Venice, Ca.); “Routes to Recorder Playing,” by Carol King, repro. of original document (4 pages of music notation, accompanying instructional text, and recorder fingerings). [Note that the upper-case EX is not a typo.]

**Box 3**


folder 5  Orff-Schulwerk Apprenticeship Program: Notes and correspondence to and from Isabel McNeill Carley, instructor, relating to program, 1985-86.

45
folder 9  Teaching Orff Workshop, Ball State University, 1963: Taught by Isabel McNeill Carley. Includes handwritten musical excerpts; list of pentatonic songs in various series; repros. of recorder music; “Orff Workshop,” quotations from various people with handwritten note at top of document: “Student reactions Cincy 1965?”.

folder 11  Courses and Workshops Taught by IMC (1 of 2): Various documents including notebook of handwritten notes pertaining to course material; and folder titled “Level IV Apprentice Course Tallahassee 1986,” containing handwritten pages of notes, class information, and course materials pertaining to course or workshop held at Florida State University, Tallahassee July 6-12, 1986.

folder 12  Courses and Workshops Taught by IMC (2 of 2): Various documents from programs held at Florida State University, 1984, 1985, and 1987 including music examples; recorder fingering chart for pentatonic patterns; homework assignments; recorder repertoire lists; Orff-Schulwerk Certification Program syllabi; class handouts; blank certification documents; and the final exam for Level III.

folder 14  IMC Correspondence: Several letters to and from Isabel McNeill Carley and librarian Dorman Smith, May-June 1989.

folder 16  IMC Correspondence, Articles, and Documents (1993-97): Letters to and from Isabel McNeill Carley, including persons Carolyn Peskin, Donna Marchetti, Ben Dunham, David Engle, Macie Publishing Company, Gail Littleton, Chuck Gee, André Carus, Dr. Stephen Hawking, Gregory P. Spretnjak, Morna-June Morrow, Anne Robertson, Siegmund Levarie, H. S. Cunnington, Hobie Ford, Peggy McCreary, Mr. Lin, Tossi, Gin, Hazel, Betty; repros. of articles (see below); a list of publications by Isabel McNeill Carley; a cartoon on the subject of dance by Jules Feiffer, appearing in The Village Voice, June 27, 1976 (1 original copy on newsprint and 1 authorized repro.); musical examples; quotations; advertising brochure for “Hobey Ford’s Golden Rod Puppets”; small repro. of photograph of Pete Seeger; chart with images titled “Progression of Movement Forms: Suggested Framework for Teaching Sequence,” ©1984 Tossi Aaron; drafts of editorials by Isabel McNeill Carley with titles “On Patterns” and “Once Is Never Enough”; brief annotated bibliography to “The Realm of the Pentatonic” by Isabel McNeill Carley; 1 bookmark; Musical Plan Talk, Volume 1, Nos. 3-4, March-April 1978; “Fill the Space with Dance: Another Dimension,” by unidentified author(s), section from unidentified periodical, not dated (4 pages of text and images).

Articles in folder 16:
“Reminiscences of the Günsterschule,” by Gunild Keetman, translated by Rosemarie Kelisheck and Isabel Carley, repro. of article appearing in unidentified
periodical, not dated (5 pages of text); “Metamorphoses,” by Martha Pline, repro.
of article appearing in unidentified periodical, not dated (2 small pages); “A
Journey through the Schulwerk,” by Karen Stapleton, possible original copy of
article appearing in section of unidentified periodical titled “Celebrations”, not
dated (2 pages of text); “Music in Early Childhood,” by Jane Frazee, transcript of
speech given at the National Symposium on Music for the Very Young, August 4,
1975, published in unidentified periodical, not dated (2 pages of text and music
notation); “Using the Orff Process in Teaching Choral Music,” by Linda Weis,
possible original copy of article appearing in section of unidentified periodical
titled “Guideposts”, not dated (2 pages of text); “Experience in Basel,” by R.
Murray Schafer, possible original of article appearing in unidentified periodical,
not dated (4 pages of text and images); “Guideposts,” by Jacobeth Postl, possible
original copy of article appearing in unidentified periodical, not dated (3 pages
of text and music notation); “Beginning Instrumental Pieces,” by Lillian Yaross,
possible original copy of article appearing in section of unidentified periodical
titled “Guideposts”, 1978 or later (1 page of text and music notation); “Orff and
the World of Nature,” by Michael Lane, repro. of reprint of article appearing in
Orff Times, not dated (2 pages of text); “Concerning Rabbits,” by Isabel Carley,
possible original copy of article appearing in unidentified periodical, not dated (1
page of text); “The Realm of the Pentatonic,” by Isabel McNeill Carley, possible
original copy of article appearing in unidentified periodical, ©1983 (4 pages
of text and music notation); portion of unidentified AOSA-related periodical with
sections titled “News from National” and “For the Classroom”, not dated (4 pages
of text and music notation; “Orff for the Instrumentalist,” section of larger
periodical including articles “The Orff Approach and Beginning Orchestra,” by
Mary Helen F. Klare, “SOS (Simple Orff Solution) for Piano Problems,” by
Rosalie Heller, “Orff Philosophies Applied to Piano Teaching,” by unidentified
author(s), and “Orff Process for the Band Student,” by Jann Muck, possible
original copy of publication, not dated (4 pages of text, images, and music
notation in total); “Some Key Words in African Music,” by Andrew Tracey,
repro. of article appearing in South African Orff Beat, February, 1982 (10 pages
of text and music notation); “On Magic,” by Isabel McNeill Carley, draft of article
appearing in unidentified periodical, not dated (4 pages of text with ink
emendations); “The Realm of the Pentatonic,” by Isabel McNeill Carley, draft of
article appearing in unidentified periodical, not dated (10 pages of text and music
notation); “Movement Activities: A Possible Sequence,” by Tossi Aaron, repro.
of article appearing in unidentified periodical, not dated (2 pages of text); “Orff
and the World of Nature,” by Michael Lane, reprint of article appearing in Orff
Times, not dated (2 pages of text); “Claves Maracas Cowbell Guiro: Various
Colors Paint the Latin-American Picture,” by Thomas Brown, possible original
copy of article appearing in unidentified periodical, not dated (3 pages of text,
images, and music notation); section of periodical titled “Music Reviews,” from
publication The American Recorder, various authors, August, 1984 (2 pages of
text); “Rhythm: What Is It?” by Doug Goodkin, repro. of article appearing in
unidentified periodical, not dated (3 pages of text, images, and music notation);
“Concerning Rabbits,” by Isabel McNeill Carley, draft of article appearing in unidentified periodical, not dated (1 page of text); “Is Music in Its Right Mind?” by Toni Reineke, possible original copy of article appearing in unidentified periodical, not dated (2 pages of text); “Editorial: On Teaching Styles,” by Isabel Carley, possible original copy of article appearing in unidentified periodical, not dated (1 page of text); “Where Do We Begin? (Continued)” by Isabel McNeill Carley, possible original copy of article appearing in unidentified periodical, not dated (1 page of text); “Ersatz Orff,” by Isabel McNeill Carley, repro. of article appearing in unidentified periodical, not dated (1 page of text); “On Patterns,” by Isabel McNeill Carley, repro. of article appearing in unidentified periodical, 1983 or later (2 pages of text); “How the Orff Instruments Came into Being,” by Carl Orff, translated and condensed by Margaret Murray, repro. of article appearing in unidentified periodical, not dated (3 pages of text and 1 image); “Demonstration with Recordings,” by Carl Orff, repro. of text transcript of speech delivered at the University of Toronto, July, 1962, appearing in unidentified periodical, not dated (3 pages of text); “The Realm of the Pentatonic,” by Isabel McNeill Carley, repro. of article appearing in unidentified periodical, 1982 or later (6 pages of text and music notation); “For Gunild Keetman,” by Martha Pline, repro. of poem appearing in unidentified periodical, 1979 or later (1 page of text); “About Improvisation,” by Isabel McNeill Carley, repro. of reprint of article appearing in *Music for Children, Orff-Schulwerk*, American Edition, Book 3, ©Schott Music Corp. 1978 (3 pages of text and music notation); “Editorial: On Models,” by Isabel Carley, repro. of document notated in ink as a reprint of article appearing in *The Orff Echo*, not dated (1 page of text); “Ersatz Orff,” by Isabel McNeill Carley, reprint of editorial article appearing in *The Orff Echo*, 1981 (2 pages of text).

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folder 16 items housed in Box 46/8:
Letter to Isabel McNeill Carley from Jong-Teh Lin, dated June 1, 1994 (1 page of text); letter to Isabel and Jim from Deborah [Clague], dated January 3, 1995 (2 pages of text and 1 image); draft of Orff-related periodical with drafts of articles and editorials by Isabel McNeill Carley, including titles “Music with A Difference,” “The Atmosphere in the Classroom,” “On Creativity,” “On Being Simple-Minded,” “The Central Role of Music in Education,” “Orff Is the Answer,” and “That Lovely Two-Headed Betsy Higginbottom” (7 pages of text).

folder 35  Organizational Notes on Speech Play for Oneonta Orff Workshop (1977): 9 pages of handwritten and typewritten text outlining key factors in speech play, for use in Orff workshop by Isabel McNeill Carley.

folder 47  Kenilworth Concert Duo Programs and Correspondence: Programs from performances on April 15, 1992; April 18, 1996; July 4, 1996; September 10, 1996; September 26, 1996; and letter from Isabel McNeill Carley to Sally Baker, dated September 1, 1996.
Box 4

folder 13 IMC’s Instructor Materials for Orff Courses (1983-90): Level I and Level II assignments; Level II exams; class plans; article: “On Being Simple-Minded,” by Isabel McNeill Carley, repro. of reprint of article appearing in The Orff Echo, not dated (2 pages of text); recorder repertoire lists, and bibliography.

calendar 25 Notes by IMC for instruction of workshops including Seattle (not dated), Detroit (not dated), and Oak Ridge (September 14-16, 1977) (9 pages of text and music notation in total).

calendar 26 Notes by IMC on Montreat (1983) and Jr. High (1986), 32 pages in total; with article “Spotlight: Joseph Maison,” by unidentified author(s), repro. of article appearing in unidentified newspaper or periodical, not dated (1 page of text and images).

calendar 27 IMC Materials for Atlanta and Seattle Workshops: Handwritten and typewritten notes by IMC (8 pages); AOSA 1997 National Conference Presenter Agreement for IMC; letter from IMC to “Doug”, November 23, 1996; IMC biographical sketch (1 page).

Box 40

folder 3 “C’est la belle Françoise: Theme and Variations for Soprano Recorder and Piano,” by IMC, draft of ©1994 publication.

calendar 4 IMC Contracts and Copyrights (1962-94).

calendar 5 IMC Correspondence (1980-97).

calendar 6 Draft of manuscript and materials for Recorder Theory Papers for Beginners I by IMC (1988).

calendar 7 Original proof of A First Song Suite for Two Soprano Recorders and Piano by IMC, ©1990.

calendar 8 Drafts of music from For Hand Drum and Recorder by IMC, not dated.

calendar 9 Kenilworth Concert Duo programs (1995-96).

calendar 10 IMC manuscripts of My Recorder Reader I (©1982 indicated on material).
folder 11  IMC manuscript of *My Recorder Reader III*, not dated.

folder 12  IMC manuscript of *My Recorder Primer*, ©1980 by Brasstown Press, Brasstown, NC.

folder 13  Manuscripts of musical composition “Canzon à 5,” arr. IMC, not dated.


folder 16  Orff-Schulwerk history materials; article by IMC titled “On Patterns”; and music examples.


folder 21  Music by IMC: “Simple Suite” (1994) and *A Song Primer* (not dated).


folder 23  Materials for University of Denver Certification Program, Level I.

sub-subseries C: Publications
Box 2


folder 21  IMC Manuscripts of Music for Recorder (1 of 3): Instructional materials by IMC including Recorder Level II notes and class list; Recorders with Orff Ensemble, Book II, Schott Ed., draft of volume (35 pages of text and music notation); My Recorder Reader 1: Sing and Play, Book 1, ©1978, manuscript of published volume (20 pages of music notation, images, and text) and copy of published version (20 pages of music notation, images, and text with penciled emendations).

folder 22  IMC Manuscripts of Music for Recorder (2 of 3): Recorders with Orff Ensemble, Book 1, marked: “Mss. copy,” with handwritten information: “Schott AP8154, 1982” (54 pages of text and music notation); Recorders with Orff Ensemble, Book II (note: manuscript originally titled Recorders Plus), ©1972, pub. 1974 Schott Ed. 12446, with additional handwritten information on manuscript: “Schott Ed. 12446, 1984,” and manuscript is labeled “copy 2” (53 pages of text and music notation); Recorders with Orff Ensemble I, marked: “Schott 1982,” and manuscript is labeled “copy 3” (34 pages of text and music notation).

folder 23  IMC Manuscripts of Music for Recorder (3 of 3): Recorders Plus III (Incomplete), music with emendations, including titles Dance for Two; Rondino; Festival; Macedonian Dance; Odd and Even; Dancing in the Snow; Winter Song; Andante; Song for Three; Gigue; Solemn Dance; Balkan Rondo (26 pages of music).

folder 25  IMC Books for Recorder: Recorder Improvisational Technique, Book 2, for Alto and Soprano Recorders, ©1984 Brasstown Press, Brasstown, NC (marked: “first edition”) (2 copies, 39 pages of text and music notation per copy); Original manuscript of Recorder Improvisational Technique, Book 2, for Alto and Soprano Recorders (43 pages of text and music notation on grid paper).

Box 3

folder 31  Theory Papers for C and F Recorders and Related Correspondence (1977-81): Collections of theory and musicianship lessons by Isabel McNeill Carley for recorder players, including “Theory Papers for F Recorders, Set I,” draft of manuscript, ©1975/1986 [?dates differ between cover and title page?] (35 pages of text, images, and music); “Theory Papers for C Recorders,” manuscript marked “original”, ©1979 (33 pages of text, images, and music); and “Recorder Theory Papers for Beginners on C Recorders,” ms. repro. ©1990 (34 pages of text, images, and music). Folder also contains correspondence to and from Isabel McNeill Carley related to publishing above books, including persons Mimi Samuelson (for Dr. Hermann Regner), Dr. Lawrence Wheeler, and Daniel Gendason, January 1977-April 1981.


Box 4

folder 16  11 Cover Designs for The Orff Echo, Presumably by Isabel McNeill Carley.

**  ** folder 16 item housed in Box 46/17:

folder 21  IMC Publications and Personal Copies: A Song Primer, by Isabel McNeill Carley, original copy of publication, ©1974 by IMC, Brasstown Press, Inc., Brasstown, NC (20 pages of music and text); Choristers Guild Letters, September, 1991, including article by IMC titled “A Study Plan for Mountain Carol” (3 pages of text and music notation); music: “Doubles: Dorian Pair,” by Mary Mageau, possible original copy of music appearing in The American Recorder, November, 1986 (4 pages of music); music: “Berceuse for Alto Recorder and Alto Xylophone,” by IMC, ©1979 by Brasstown Press, Brasstown, NC (6 pages of music); music: “A First Folk Song Suite,” by IMC, ©1990 by Brasstown Press (20 pages of music and text); order form for recent publications of the AOSA,
1975 or later (1 page of text); Workshop Calendar of the Atlanta Area Chapter of the AOSA, including “Playing with Our Material in Ostinato Style,” by Isabel Carley (4 pages of text in total); personal copies of The Improvisor, Vol. 10, No. 1, Fall, 1996 and Vol. 11, No. 1, Fall, 1997; and Warren Wilson College Community Arts Registration Form, Fall, 1991, including courses “Music Plus” and “Orff Ensemble for Juniors” taught by IMC.

** folder 21 item housed in Box 46/18:
Address list from University of Toronto Orff Course Registration (3 pages of text).

subseries 6: Musical Works

Box 1

Ms. repro. score (67 pages of music).
Commissioned by the AOSA.

Ms. repro. score marked “working copy” (67 pages of music with ink notes and emendations).
Commissioned by the AOSA.

Other items relating to musical play: “Revised Text for Washington Conference,” repro. of original document, not dated (3 pages of text); “Finale of Children’s Games,” by Keith Bissell [?], strips of ms. repro. glued to paper backing, not dated (19 pages of music); instrumental parts to musical play: timpani (4 pages of music); soprano metallophone (3 pages of music); alto metallophone (6 pages of music); alto glockenspiel (2 copies: 8 pages of music each); alto xylophone (9 pages of music); [continued in next folder].

** folder 23 item housed in Box 46/4:
“Chorus: ‘The King Has Come’,” ms. repro. score, not dated (10 pages, inclusive of an additional small sheet of paper (glockenspiel part)).

folder 33 Musical play (3 of 3): Instrumental parts to musical play: soprano glockenspiel (3 copies: 6 pages of music each); soprano xylophone (7 pages of music); soprano
metallophone (3 pages of music); alto glockenspiel (8 pages of music); bass xylophone (2 copies, 8 pages of music each); small percussion (cymbal, tamborine, snare drum) (2 copies, 5 pages of music (incomplete part) and 8 pages of music (complete)); timpani (4 pages of music); alto xylophone (9 pages of music); alto glockenspiel (2 parts, 4 pages of music (incomplete) and 8 pages of music (complete); “Children’s Dance,” ms. repro. score (8 copies, 1 page of music each); “Finale of Children’s Games,” ms. repro. score (10 copies, 1 page of music each).

**Box 2**

folder 16  Chinese and Taiwanese Folk Songs: 161 pages of hand-engraved music notation with accompanying handwritten characters and translated text in English.

** folder 16 items housed in Box 46/6:**

Oversized folk songs from the folder.

**Box 3**

folder 21  Workshop Copies of Music from *Carols and Anthems*: 16 pages of repros. of music from Volumes I and II, translated and edited by Isabel McNeill Carley. Folder also contains “Orff-Schulwerk: Past and Future,” by Carl Orff, repro. of article appearing in *Re-Echoes, Book I*, ©AOSA 1983 (4 pages of text); Carl Orff quotation taken from *Source Book III*, ©1966 MENC (1 page of text); musical setting of Psalm 23 (1 page of music) with attached text (2 pages of text); list of Orff repertoire for children’s or youth choir; 4 pages of Christmas-related music; and a membership report from the AOSA board meeting, January 29-30, 1977 (1 page of text).

folder 22  Student Compositions from Denver University: “The Lord’s My Shepherd,” by Karen Willes, ms. repro. of score, 1984 (16 pages of music); “Two Dances,” by unidentified author(s), ms. repro. of score, not dated (5 pages of music); “Jellicle Cats,” by Eric Adelman, ms. repro. of score, not dated (2 pages of music); “Jellicle Cats: A Rondo,” by Jeannine Stephan, ms. repro. of score, 1983 (4 pages of music); “Sky Boat Song,” by Nancy Ekberg, original manuscript of score, 1983 (3 pages of music and movement directions); “Hop Up, My Ladies,” arr. by Gail Kuster, ms. repro. of score, 1983 (6 pages of music and movement directions).


folder 27  Original Music (4 of 5): *For Recorder and Drum*, by Isabel McNeill Carley, ©1979, draft of manuscript (91 pages of music and text).


Box 4


folder 17  Church Music and Related Documents (1 of 2): “Our Experience of God,” by Robert J. Ralls, repro. of transcript of sermon preached September 23, 1979, Asheville, NC (5 pages of text); texts to Psalms 47, 90, 113, 130, 146; handwritten notes and outlines relating to the instruction of choir, music history (centered around music in the church), and Montessori; musical scores to “Amazing Grace,” “II Vamos Pastorcitos (from Avila),” “Simple Gifts,” and “Gentle Mary Laid Her Child”; and “On Such A Night as This,” by Virginia Ebinger, possible original copy of article from *Choristers Guild Letters*, October, 1976 (4 pages of text, images, and music notation).

folder 18  Church Music and Related Documents (2 of 2): Religion-themed ephemera; “Orff in Church,” by Isabel McNeill Carley, typewritten draft of article appearing in unidentified periodical, marked ©1985 by Isabel McNeill Carley (4 pages of text); texts for improvisation; “Training the Child’s Singing Voice in the Kodály Classroom,” by Martha Rosacker, possible original copy of article appearing in unidentified issue of publication by the International Kodály Symposium, not dated (2 pages of text); handwritten class plan and related notes; music: “II Vamos Pastorcitos (from Avila),” from *Fresh Airs* by James Carley, ©Brasstown Press, 1985 (1 page of music with text); handwritten notes on music for children

**Box 22**

folder 19 Musical Play — *Auto de Natal* by Maria de Lourdes Martins

folder 20 Musical Play — *A Baker’s Dozen* by Frazee/Steen

folder 21 Musical Play — *This is the Day: Songs for Special Days* by Frazee/Steen

folder 22 Musical Play – *Recorder Plus* by Isabel McNeill Carley

folder 23 Musical Play – *Strawberry Fair* by Jane Frazee

folder 24 Musical Play – *For Hand Drums and Recorder* by Isabel McNeill Carley

folder 25 Musical Play – *The Ancient Face of Night* by Gerald P. Dyck

folder 26 Musical Play – *Discovering Keetman* by Jane Frazee

folder 27 Musical Play – *African Songs for School and Community* by Robert Mawuena Kwami

folder 28 Musical Play – *Just Like You And Me* by Burt/Allen

**Box 40**


56
Today”), by Natalie Sleeth; “Boompomdoodloota,” by Jos Wuytack; “Eurythmie (Che Gusto),” by Antonio Caldara; and “Greet the Morning,” music by Jos Wuytack and words by Linda Ahlstedt.

Series 3: Publications

subseries 1: The Orff Echo

Box 5


folder 5  The Orff Echo: Vol. XX, Nos. 1-4, Fall 1987 – Summer 1988.


folder 14  The Orff Echo: Vol. XXVIII, Nos. 1-4, Fall 1995-Summer 1996.

folder 15  The Orff Echo: Vol. XXIX, Nos. 1 and 3, Fall 1996 and Spring 1997.

folder 16  [Marked “Orff Echo 1997-1998 volume XXX” but contents lacking].

Box 24
folder 1  The Orff Echo. Vol. I, Nos. 1-4  
folder 2  The Orff Echo. Vol. II, Nos. 2-3  
folder 3  The Orff Echo. Vol. III, Nos. 1-3  
folder 4  The Orff Echo. Vol. IV, Nos. 1-3  
folder 5  The Orff Echo. Vol. V, Nos. 1-3  
folder 6  The Orff Echo. Vol. VI, Nos. 1-3  
folder 7  The Orff Echo. Vol. VII, Nos. 1-3  
folder 8  The Orff Echo. Vol. VIII, Nos. 1-3  
folder 9  The Orff Echo. Vol. IX, Nos. 1-3  
folder 10  The Orff Echo. Vol. X, Nos. 1-3  
folder 11  The Orff Echo. Vol. XI, Nos. 1-4  
folder 12  The Orff Echo. Vol. XII, Nos. 1-4  
folder 13  The Orff Echo. Vol. XIII, Nos. 1-4  
folder 14  The Orff Echo. Vol. XIV, Nos. 1-4  
folder 15  The Orff Echo. Vol. XV, Nos. 1-4  
folder 16  The Orff Echo. Vol. XVI, Nos. 1-4  
folder 17  The Orff Echo. Vol. XVII, Nos. 1-4  
folder 18  The Orff Echo. Vol. XVIII, Nos. 1-4  
folder 19  The Orff Echo. Vol. XIX, Nos. 1-4  
folder 20  The Orff Echo. Vol. XX, Nos. 1-4  
folder 21  The Orff Echo. Vol. XXI, Nos. 1-4  
folder 22  The Orff Echo. Vol. XXII, Nos. 1-4
folder 23  *The Orff Echo.* Vol. XXIII, Nos. 1-4

folder 24  *The Orff Echo.* Vol. XXIV, Nos. 1-4

folder 25  *The Orff Echo.* Vol. XXV, Nos. 1-4

folder 26  *The Orff Echo.* Vol. XXVI, Nos. 1-4

folder 27  *The Orff Echo.* Vol. XXVII, Nos. 1-4

folder 28  *The Orff Echo.* Vol. XXVIII, Nos. 1-4

folder 29  *The Orff Echo.* Vol. XXIX, Nos. 1-4

folder 30  *The Orff Echo.* Vol. XXX, Nos. 1-4

folder 31  *The Orff Echo.* Vol. XXXI, Nos. 1-4

folder 32  *The Orff Echo.* Vol. XXXII, Nos. 1-4

folder 33  *The Orff Echo.* Vol. XXXIII, Nos. 1-4

**Box 40**

folder 26  *The Orff Echo.* Vol. XXXIV, Nos. 1-4.

folder 27  *The Orff Echo.* Vol. XXXV, Nos. 1-4.

folder 28  *The Orff Echo.* Vol. XXXVI, Nos. 1-3.

*subseries 2: Supplement to The Orff Echo*

**Box 5**

persons involved with the National Executive Board, National Members-At-Large, Historian, Membership Chairperson, and National Advisory Board, dated 1974-75; correspondence from persons Arnold Burkart (1968) and Mary Stringham (not dated) to AOSA officials; various membership lists and directory supplements (1971-76);

folder 18 Historical Publications: Official program of the first conference of the AOSA, Ball State University, Muncie, Ind., April 17-19, 1969 (8 pages of text); “In Memoriam Carl Orff (1895-1982),” Lilo Gersdorf, ed., published by the Orff Institute, Salzburg, 1982 and reprinted by the AOSA the same year (15 pages of text and B&W images).

Box 24

folder 34 The Supplemental Echo – Supplement No. 1
folder 35 AOSA Supplement No. 1-2, 4-6
folder 36 AOSA Supplement No. 8, 11-13

subseries 3: Orff-Schulwerk Informationen

Box 6


Box 17

61
folder 20  

**Box 25**

folder 2  
Orff-Schulwerk Informationen No. 1, 3-8

folder 3  
Orff-Schulwerk Informationen No. 20, 34, 36, 56-57

folder 4  
Orff-Schulwerk Informationen No. 59-60, 62-63, 65

*subseries 4: Membership directories*

**Box 3**

folder 15  

folder 43  
Notes by IMC and Miscellaneous from Other Conferences: 29 pages of typewritten notes in outline format and handwritten notes in ink on a Kodály clinic given by Mary Goetzte; “Orff-Schulwerk: Past and Future,” by Carl Orff, translated by Margaret Murray, repro. of reprint of text transcript of speech delivered at the opening of the Orff Institute in Salzburg, October 25, 1963, and ©1963 B. Scotts Soehne, Mainz (7 pages of text); and program from Whole Learning Conference at Oak Ridge High School, Oak Ridge, Tenn., March 16, 1991 (7 pages of text and images).
Box 4

folder 11

folder 15
Documents Relating to the 25th Anniversary National Conference of the AOSA (1993): Information on conference presenters; memo from Pat Hughes to Doug Wilson, Sheran Fiedler, Marilyn Davidson, Tossi Aaron, Arnold Burkart, Norm Goldberg, Isabel Carley, Vivian Velasquez, Ruth Hamm, Carol Huffman, Jim Tintor, and Meg de Mougin on the AOSA history project; collection of questions from various AOSA chapters pertaining to the development of Orff-Schulwerk and the AOSA; and schedule of presentations prepared for IMC.

folder 24
Conference Materials (1984-98): Program from Detroit, Mich. Conference, November 13-16, 1975; excerpt from Reverberations: Newsletter of the American Orff-Schulwerk Association, Summer, 1998 (6 pages of text and images); repro. of article “Isabel McNeill Carley Honored with Distinguished Service Award,” by unidentified author(s), probably appearing in Reverberations, not dated (1 page of text and images); small handwritten note to Isabel McNeill Carley from “Judith”; “Introduction to Schulwerk,” schedule and informative guide for the AOSA Las Vegas, Nev. Conference, November 8-10, 1984 (28 pages of text, images, and music notation); notebook of notes on the AOSA Boston Conference, 1986 (12 pages of text); 7 programs from the AOSA Dallas, Tex. Conference, November, 1995; program from AOSA National Conference in Bellevue, Washington, November, 1997; course material for Percussion Technique, Ensemble, and Polyrhythms, taught by Jim Solomon, Atlanta Geo., October, 1995 (16 pages of text, images, and music notation); “Why We Are Here,” by Joachim Matthesius, draft of speech delivered at the Fourth Annual Convention of the AOSA, not dated (3 pages of text); correspondence between Beth Miller and Isabel McNeill Carley and informational papers pertaining to the AOSA Atlanta, Geo. Conference, November 8-12, 1989; informational brochure and handwritten notes pertaining to the AOSA National Conference in Minneapolis, Minn., November 4-8, 1992; invitation to the 25th Anniversary AOSA National Conference in Indianapolis, Ind., November 10-14, 1993.

Box 6

63
folder 8  AOSA Membership Directories (1 of 7): 1972-77.
folder 10 AOSA Membership Directories (3 of 7): 1983-86.
folder 12 AOSA Membership Directories (5 of 7): 1989-90.

Box 25

folder 5 Membership Directories 1969-72 (supplements).

Box 40

folder 30 AOSA Directory (2002-03).

Subseries 5: Miscellaneous publications

Box 6

programs from Orff-Schulwerk International Symposiums, Nos. 2 (May 1968), 3 (June 1969), and 4 (April 1970); “Orff-Schulwerk Observation Guide,” prepared by J. R. Harsh, January 1967 (6 pages of text); “Orff-Schulwerk Guide for Elementary School Curriculum,” by Gertrud Orff, typewritten preliminary draft of ESEA Title III Project in Bellflower, Cal., June 1968 (10 pages of text); PACE Symposium Report, by Bellflower Unified School District, Bellflower, Cal., June 1967; Bellflower Project documents: “A Folklorist Looks at Orff-Schulwerk,” by Bess Lomax Hawes, to be published in 1968 (3 pages of text); “Summary of the First International Symposium on Orff-Schulwerk in the United States,” Martha Maybury Wampler, Project Director, to be published in 1968 (2 pages of text); “The Instrumental Forces of Orff-Schulwerk,” by unidentified author(s) (3 pages of text); bibliographies by Dr. Dean Flower and Mrs. Bess Hawes; “Schulwerk and Music Therapy,” by Carl Orff, typewritten excerpt of speech given in Germany in the annual Medical Association Convention, not dated (5 pages of text); “What Makes A Person Creative?” by Donald W. MacKinnon, February, 1962 (6 pages of text); “Children…and Ourselves: Music-Making for Children,” by unidentified author(s), August 23, 1967 (1 page of text); “Orff-Schulwerk’s Place in Educational Change,” by Martha Maybury Wampler, reprint of editorial published in 1968 (2 pages of text); “Schulwerk Experience Reflected in Children’s Drawings,” by Marie Sander, January 1968 (8 pages of text and images); “Paradox in American Musical Culture,” by Dr. William Hutchinson, to be published in 1968 (3 pages of text); 2 pages of informational documents on Bellflower Project; articles: “Orff Schulwerk Here in Czechoslovakia?” by Vladimir Simek, repro. of article appearing in unidentified periodical, not dated (2 small pages of text); “Orff-Schulwerk in India,” by Jean Twiss, repro. of article appearing in unidentified periodical, not dated (1 small page of text); “Orff-Schulwerk: Feeling for Balance and Symmetry,” by Marjorie Blackburn, repro. of article appearing in Teachers World, August 4, 1967 (1 page of text and music notation); “Orff-Schulwerk with Family Grouping,” by Yvonne Perret, repro. of article appearing in unidentified periodical, not dated (1 small page of text); “Orff, Song and Tradition,” by Keith Bissel, repro. of article appearing in unidentified periodical, not dated (3 pages of text); 1 small page of musical examples.

folder 16


folder 17

Miscellaneous Orff-Schulwerk-Related Publications (3 of 4): Articles including “Orff’s ‘Schulwerk,’” by Werner Thomas, original copy of article appearing in AOSA Supplement No. 4, Fall 1974 (6 pages of text); “The Proliferation of Orff-Schulwerk,” by Dr. Herbert Zipper, original copy of transcript of speech given November 14, 1974 and appearing in AOSA Supplement No. 5, March 1975 (6 pages of text); “‘Music for Children,’ Past, Present, Future,” by Doreen Hall and

Folder 18


Box 25

Folder 1

Orff Re-Echoes, Book II

Folder 11

10 Jahre Orff-Institut

Folder 12

30 Jahre

Folder 13

Bulletin Vol. XXXIV, No. 1

Folder 14

Carl Orff Canada Bulletin No. 1-5

Folder 15

Carl Orff Canada Bulletin No. 6-9

Folder 16

Educação Musical Revista No. 107

Folder 17

Guidelines for Orff-Schulwerk Training Courses Levels I-III

Folder 18

Lyons Music News Vol. 20, No. 3

Folder 19

Musette 1999-2001

Folder 20

Musicerende Jeugd Nieuws No. 79-82, 84

Folder 21

Musicerende Jeugd Nieuws No. 85-87

Folder 22

The Orffbeat Vol. XXVIII, No. 2, Vol. XXIX, No. 1-2

Folder 23

Orff-Institut Jahrbuch 1962

Folder 24

Orff-Institut Jahrbuch 1963

Folder 25

Orff-Institut Jahrbuch III

Folder 26


Folder 27

Orff-Schulwerk

Folder 28

The Orff-Schulwerk in American Education by Dr. Arnold Walter

Folder 29

Orff-Schulwerk in Der Welt Von Morgen

Folder 30

Orff-Schulwerk Society

Folder 31

Orff Today No. 1, 3

Folder 32

Ostinato Vol. 23, No. 1, Vol. 24, No. 2-3, Vol. 25, No. 2
folder 33  Ostinato Vol. 25, No. 3, Vol. 26, No. 1-3
folder 34  Ostinato Vol. 27, No. 1-3
folder 35  Recorder and Music Magazine

Box 40

folder 43  Puθμοί (Greek Carl Orff Publication), 1992-94.

Box 41

Series 4: Conferences

Box 6


folder 20  Publication from Salzburg Symposion 1995, International Symposium in Honour of the 100th Birthday of Carl Orff ©1996 by Orff-Schulwerk Forum Salzburg (150 pages of text, images, and music notation);


Box 7

folder 1  Conference Programs 1975-1976

folder 2  Conference Programs 1975-1976

folder 3  First Conference Program 1969

folder 4  Conference Programs 1977-80

folder 5  Conference Notebook 1977

folder 6  Conference Notebook 1978
folder 7  Conference Notebook 1979 (1 of 4)
folder 8  Conference Notebook 1979 (2 of 4)
folder 9  Conference Notebook 1979 (3 of 4)
folder 10 Conference Notebook 1979 (4 of 4)
folder 11 Conference Notebook 1980 (1 of 2)
folder 12 Conference Notebook 1980 (1 of 2)
folder 13 Assistant Conference Chairman’s Notebook 1977-80
folder 14 Conference Programs 1981-82
folder 15 Conference Notebook 1981 (1 of 8)
folder 16 Conference Notebook 1981 (2 of 8)
folder 17 Conference Notebook 1981 (3 of 8)
folder 18 Conference Notebook 1981 (4 of 8)
folder 19 Conference Notebook 1981 (5 of 8)

**  **  folder 19 item housed in Box 46/19:

folder 20 Conference Notebook 1981 (6 of 8)
folder 21 Conference Notebook 1981 (7 of 8)

**  **  folder 21 items housed in Box 46/20:
Materials from AOSA Conference in Albuquerque, NM, 1981.

folder 22 Conference Notebook, 1981 (8 of 8)
folder 23 Assistant Conference Chairman’s Notebook 1981-82
folder 24 Conference Notebook 1982 (1 of 4)
folder 25 Conference Notebook 1982 (2 of 4)

69
Box 8

folder 1  Conference Notebook 1982 (3 of 4)
folder 2  Conference Notebook 1982 (4 of 4)
folder 3  Conference Programs 1983-85 (1 of 2)
folder 4  Conference Programs 1983-85 (2 of 2)
folder 5  Conference Notebook 1983 (1 of 5)
folder 6  Conference Notebook 1983 (2 of 5)
folder 7  Conference Notebook 1983 (3 of 5)
folder 8  Conference Notebook 1983 (4 of 5)
folder 9  Conference Notebook 1983 (5 of 5)
folder 10 Conference Notebook 1984 (1 of 2)
folder 11 Conference Notebook 1984 (2 of 2)
folder 12 Conference Program 1985
folder 13 Conference Program 1986
folder 14 Conference Programs 1987
folder 15 Conference Notebook 1987 (1 of 3)
folder 16 Conference Notebook 1987 (2 of 3)
folder 17 Conference Notebook 1987 (3 of 3)
folder 18 Conference Programs 1988
folder 19 Conference Notebook 1988 (1 of 3)

Box 9

folder 1  Conference Notebook 1988 (2 of 3)
70
folder 2  Conference Notebook 1988 (3 of 3)
folder 3  Conference Program 1989
folder 4  Conference Programs 1990 (1 of 2)
folder 5  Conference Programs 1990 (2 of 2)
folder 6  Conference Notebook 1990 (1 of 3)
folder 7  Conference Notebook 1990 (2 of 3)
folder 8  Conference Notebook 1990 (3 of 3)
folder 9  Conference Program 1991
folder 10  Conference Programs 1992
folder 11  Conference Notebook 1992
folder 12  Conference Notebook 1992
folder 13  Conference Notebook 1992
folder 14  *MISSING* Conference Notebook 1993 *MISSING*
folder 15  Conference Notebook 1993 (2 of 2)
folder 16  Conference Programs 1993
folder 17  Conference Program 1994
folder 18  Conference Programs 1995

Box 22

folder 1  1999 National Conference of the AOSA – Planning Materials
folder 2  2000 National Conference of the AOSA – Conference Program
folder 3  2000 International Orff-Schulwerk Symposium – Orff-Schulwerk in Lifelong Learning
folder 4  2000 National Conference of the AOSA – Planning Materials
folder 5  2001 National Conference of the AOSA – Conference Program
folder 6  2001 National Conference of the AOSA – Planning Materials
folder 7  2002 National Conference of the AOSA – Planning Materials
folder 8  2003 National Conference of the AOSA – Planning Materials
folder 9  Notes from Various Conference Workshops 1971-1996

Box 26

folder 1  First Conference of the Orff-Schulwerk Association – Official Program
folder 2  Second Annual Conference of the Orff-Schulwerk Association – Program
folder 3  Third Annual Conference of the Orff-Schulwerk Association – Program
folder 4  Fourth Annual Conference of the AOSA – Official Program
folder 5  Program Reports of the 1972 AOSA Conference
folder 6  Fifth Annual AOSA Conference – Official Program
folder 7  Highlights from the Fifth Annual AOSA Conference
folder 8  Fifth Annual AOSA Conference – Ephemera
folder 9  The Sixth Annual AOSA Conference – Program
folder 10 Seventh Annual AOSA Conference – Program
folder 11 Seventh Annual AOSA Conference – Session Evaluations
folder 12 Eighth Conference of the AOSA – Program
folder 13 Eighth Conference of the AOSA – Session Notes
folder 14 Eighth Conference of the AOSA – Session Evaluations
folder 15  Ninth Conference of the AOSA – Program
folder 16  Tenth Conference of the AOSA – Program
folder 17  Tenth Conference of the AOSA – Multi-Choice Notes
folder 18  1977 Conference of the AOSA – Planning Materials
folder 19  1978 Conference of the AOSA – Program
folder 20  1978 Conference of the AOSA – Multi-Choice Notes
folder 21  1978 Conference of the AOSA – Planning Material
folder 22  1979 Conference of the AOSA – Planning Material
folder 23  1980 National Conference of the AOSA – Program
folder 24  1980 National Conference of the AOSA – Multi-Choice Notes
folder 25  Fifteenth National Conference of the AOSA – Program
folder 26  1982 National Conference of the AOSA – Program
folder 27  Seventeenth National Conference of the AOSA – Program
folder 28  Eighteenth National Conference of the AOSA – Local Conference Chairperson’s Notebook
folder 29  Nineteenth National Conference of the AOSA – Conference Program
folder 30  Nineteenth National Conference of the AOSA – Session Notes
folder 31  Nineteenth National Conference of the AOSA – Planning Notebook
folder 32  Twentieth National Conference of the AOSA – Program
folder 33  Twentieth National Conference of the AOSA – Introduction to Schulwerk
folder 34  Twenty-First National Conference of the AOSA – Program
folder 35  Twenty-First National Conference of the AOSA – Planning Materials
folder 36  Twenty-First National Conference of the AOSA – Planning Materials
folder 37  
Twenty-First National Conference of the AOSA – Local Chairperson’s Notebook

Box 27

folder 1  
Twenty-First National Conference of the AOSA – Planning Notebook No. 1
folder 2  
Twenty-First National Conference of the AOSA – Planning Notebook No. 2
folder 3  
Twenty-First National Conference of the AOSA – Master Report File
folder 4  
Twenty-Third National Conference of the AOSA – Planning Notebook

Box 28

folder 1  
Twenty-Second National Conference of the AOSA – Program
folder 2  
Twenty-Second National Conference of the AOSA – Planning Material
folder 3  
Twenty-Second National Conference of the AOSA – Planning Material
folder 4  
Twenty-Second National Conference of the AOSA – Planning Material
folder 5  
Twenty-Third National Conference of the AOSA – Program
folder 6  
Twenty-Third National Conference of the AOSA – Planning Material
folder 7  
Twenty-Third National Conference of the AOSA – Planning Material
folder 8  
Twenty-Third National Conference of the AOSA – Planning Material
folder 9  
Twenty-Third National Conference of the AOSA – Planning Notebook
folder 10  
Twenty-Third National Conference of the AOSA – Chair Notebook

Box 29

folder 1  
1990 National AOSA Conference Program
folder 2  1990 National AOSA Conference – Planning Materials
folder 3  1990 National AOSA Conference – Planning Materials
folder 4  1990 National AOSA Conference – Planning Materials
folder 5  1990 National AOSA Conference – Planning Materials
folder 6  1990 National AOSA Conference – Planning Materials
folder 7  1990 National AOSA Conference – Planning Materials
folder 8  1990 National AOSA Conference – Planning Materials
folder 9  1990 National AOSA Conference – Registration Notebook
folder 10  1990 National AOSA Conference – LCC Supplement
folder 11  1990 National AOSA Conference – Local Chairperson Notebook
folder 12  1990 National AOSA Conference – National Conference Chairperson’s Notebook

Box 30

folder 1  1991 National Conference of the AOSA – Planning Notebook
folder 2  1991 National Conference of the AOSA – Session Notes
folder 3  1991 National Conference of the AOSA – Registration Notebook
folder 4  1991 National Conference of the AOSA – Planning Notebook
folder 5  1991 National Conference of the AOSA – Program

Box 31

folder 1  1992 National Conference of the AOSA – Program
folder 2  1992 National Conference of the AOSA – Introduction to Schulwerk
folder 3  1992 National Conference of the AOSA – Planning Notebook Volume 1
folder 5  1993 National Conference of the AOSA – Introduction to Schulwerk
folder 6  1994 National Conference of the AOSA – Program
folder 7  1994 National Conference of the AOSA – Planning Notebook
folder 8  1995 National Conference of the AOSA – Program
folder 9  1995 National Conference of the AOSA – Introduction to Schulwerk
folder 10 1996 National Conference of the AOSA – Program
folder 11 1996 National Conference of the AOSA – Introduction to Schulwerk

**Box 32**

folder 1  1996 National Conference of the AOSA – Planning Notebook
folder 2  1997 National Conference of the AOSA – Program
folder 3  1997 National Conference of the AOSA – Planning Material
folder 4  1998 National Conference of the AOSA – Program
folder 5  1998 National Conference of the AOSA – Planning Materials
folder 6  1999 National Conference of the AOSA – Program

**Box 33**

folder 1  1990 Conference Poster Sessions
folder 2  1990 Conference Poster Sessions
folder 3  1990 Conference Poster Sessions
<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder 4</td>
<td>1991 Conference Poster Sessions</td>
</tr>
<tr>
<td>Folder 5</td>
<td>1992 Conference Poster Sessions</td>
</tr>
<tr>
<td>Folder 6</td>
<td>1992 Conference Poster Sessions</td>
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<tr>
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<td>1992 Conference Poster Sessions</td>
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<td>Folder 8</td>
<td>1993 Conference Poster Sessions</td>
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<td>1994 Conference Poster Sessions</td>
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<td>Folder 13</td>
<td>1994 Conference Poster Sessions</td>
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<tr>
<td>Folder 14</td>
<td>1996 Conference Poster Sessions</td>
</tr>
<tr>
<td>Folder 15</td>
<td>1996 Conference Poster Sessions</td>
</tr>
</tbody>
</table>

**Box 41**

<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder 3</td>
<td>General Conference Material: AOSA Conference brochures, registration forms, and performance advertisement.</td>
</tr>
<tr>
<td>Folder 4</td>
<td>Outlines assisting AOSA members in administrative tasks and duties pertaining to conferences.</td>
</tr>
<tr>
<td>Folder 5</td>
<td>AOSA National Conference, Portland, OR, 1982: Speech by Joachim Matthesius, titled “So that You Younger Ones May Carry On Once I Am Gone.”</td>
</tr>
<tr>
<td>Folder 7</td>
<td>AOSA National Conference, Denver, CO, November 7-11, 1990: Informational Documents for “Excursions,” “Room Hosts,” and “Introducers.”</td>
</tr>
<tr>
<td>Folder 8</td>
<td>AOSA National Conference, Minneapolis, Minn., 1992: IS.</td>
</tr>
</tbody>
</table>

folder 10  AOSA National Conference, Dallas-Ft. Worth, TX, 1995: Conference Programs
(1 of 2).

folder 11  AOSA National Conference, Dallas-Ft. Worth, TX, 1995: Conference Programs
(2 of 2).

folder 12  Symposium Salzburg, 1995: Conference Program.


folder 14  Organization of American Kodály Educations (OAKE) and AOSA correspondence
on the subject of conferences (1996-97).


folder 16  Documents and Correspondence Related to Pre-Conference Workshops, 1997-99.


documents.


folder 21  AOSA National Conference, Cincinnati, OH, 2001 (1 of 2): Conference Report,
Budget, and Conference Program.


by Shirley McRae.
Box 43


Box 44


Box 45

<table>
<thead>
<tr>
<th>Binder</th>
<th>Description</th>
</tr>
</thead>
</table>
Series 5: Administrative Records

subseries 1: Constitution and By-Laws

Box 4

folder 20 Administrative and Informational Documents of the AOSA: Articles of Incorporation and Code of Regulation of the AOSA, revised November 13, 1981 (9 pages of text); Editorial Guidelines, not dated (7 pages of text); “A Survey of Significant Policies Established by the National Board of the AOSA, 1970-80 (14 pages of text); Recommendations for One Day Orff Workshops in Washington State, October, 1980 (2 pages of text); Recommendations for One Week Orff-Schulwerk Workshop/Courses within Washington State, from the Evergreen Orff Chapter of the AOSA, October, 1980 (2 copies, 2 pages of text each); job description for position of Editor of The Orff Echo, not dated (2 pages of text); Code of Regulations of the AOSA, November, 1979 (6 pages of text); “Public Relations Manual for AOSA Chapters,” by Tossi Aaron, repro. of document, 1980 (13 pages of text); Guidelines and Policy for Applicants to the Gunild Keetman Scholarship Fund, not dated (6 pages of text).

Box 10

folder 1 Constitution, By-Laws, Articles of Incorporation, and Code of Regulations

Box 13


folder 33 Correspondence and Documents Related to Proposed Amendments to the AOSA Constitution (1985-87).

Box 14

Box 17

folder 15  Informational Document on Grievance Procedures for AOSA Members.

Box 18

folder 7  Articles of Incorporation and Related Correspondence for the Mt. Lassen Chapter of the AOSA (1992).

Box 23

folder 13  AOSA Individual Chapter Charter Certificate (Blank)

Box 33

folder 16  Constitution and By-Laws 1968-1970
folder 17  Constitution and By-Laws 1971-1977
folder 18  Constitution and By-Laws 1978-1984
folder 19  Constitution and By-Laws (Undated)

subseries 2: Executive Board

sub-subseries a: minutes

Box 10

folder 3  Executive Board Minutes 1984-87

Box 13

82
folder 23  Miscellaneous Documents including Executive Board Minutes, Correspondence, and Publicity Reports (1981-87).

folder 36  Executive Board Agenda (1969).

**Box 14**

folder 10  Executive Board/Advisory Board/Past Presidents Meetings Agendas (1987-88).

**Box 16**


**Box 17**

folder 50  Business Meeting (1990-92): Including correspondence, budget and asset information; minutes annual business meetings; meeting agendas; and composition contest information.

**Box 19**

folder 1  Executive Board Minutes (1982-87).

**Box 20**

**Box 38**

folder 29  Regional Convocation Proceedings Notebooks 1968-1969

folder 30  Regional Convocation Proceedings Notebooks 1969-1970

83
**Box 41**


folder 29  Executive Board Meetings, 2001-03.

*sub-subseries b: correspondence*

**Box 10**

folder 2  Executive Board Correspondence, 1986-87

**Box 12**

folder 2  Executive Board Correspondence (1986-87).

folder 23  AOSA Official and Personal Correspondence (1976-87): Including writing on workshops; conferences; internal business; Orff Certification courses; and personal subjects.

folder 28  AOSA correspondence related to the issuing of a United States Postal Service stamp in honor of music education’s recently acquired place in the curriculum of public schools (1986-87).

**Box 13**

folder 2  Executive Board Correspondence to Various AOSA Chapters (1988-89).

folder 24  Miscellaneous Correspondence in English and German (1984-87).

folder 25  Miscellaneous Correspondence (1976-87).

folder 26  Carl Orff Canada Correspondence (1984-86).
folder 27  Miscellaneous Correspondence (1984-87).
folder 29  AOSA Correspondence with Dr. Louis Ballard (1988-89).
folder 34  Correspondence Related to AOSA Use of Copyrighted Material in Orff-Schulwerk Workshops (1985-86).

Box 14

folder 12  Correspondence Related to the 1988 Conference of the Dalcroze Society of America.
folder 20  Committee Assignments and Related Correspondence (1987-88).
folder 21  Carl Orff Canada (1985-88): Documents including financial statement; correspondence; agendas; and conference programs.

Box 15

folder 26  AOSA Internal Correspondence Related to Metrogem (1987).

Box 16

folder 1  AOSA and Louis W. Ballard Correspondence (1988-89).
folder 7  Correspondence and Copy of Contract Agreement Between AOSA and Cy-Don (1988-91).
folder 38  Carl Orff Canada Correspondence (1990).
folder 39  Correspondence Relating to AOSA Chapter Dissolution (1988-90).
folder 46  Hotel Contracts and Related Correspondence (1989-90).
folder 47  American Recorder Society (ARS) (1990): Correspondence; handwritten notes;

**Box 17**

**folder 1**  
Correspondence with Broadcast Music, Inc. (BMI) and Articles on the Subject of Music-Licensing (1992).

**folder 2**  
AOSA Correspondence, Including Linda Ahlstedt, Cindi Wobig, and Melissa Rousseaux (1992).

**folder 17**  
AOSA and Hellenic Orff Association Correspondence (1992).

**folder 21**  
International Society for Music Education (ISME) Informational Documents and Correspondence (1992-94).

**folder 24**  
AOSA and Organization of American Kodály Educators (OAKE) Correspondence (1992-93).

**folder 25**  
Copy of Contract between AOSA and King Kong Kases.

**folder 26**  
Miscellaneous Correspondence, Including Executive Secretary Cindi Wobig and AOSA President Marilyn Davidson (1992-93).

**folder 49**  
AOSA and Carl Orff Canada Correspondence (1991-92).

**Box 18**

**folder 2**  

**folder 24**  
International Orff Associations (1990-95): Informational documents from and correspondence with Orff-Zentrum München; Orff Schulwerk Association of New South Wales; Victorian Orff-Schulwerk Association; Hellenic Orff-Schulwerk Association; Association Nationale Orff; Orff-Schulwerk Forum Salzburg; Dr. Hermann Regner; list of International Orff-Schulwerk Organizations; and repros. of newspaper articles on the subject of performances of Orff works.

**folder 39**  
Miscellaneous Correspondence (1991-93).
**Box 19**

**folder 8**  
Miscellaneous Correspondence (1984-95).

**folder 11**  
1994 Executive Board Retreat Documents (1993-94): Including correspondence; travel schedule; “Reshaping Your Association for the 21st Century,” by Paul S. Forbes and Bruce Butterfield, repro. of article appearing in *Association Management*, March 1993; music examples; résumé of Mary Parish; rooming list; meeting agenda; Arlie, Virginia Conference Center informational brochure; Arlie Foundation information; retreat schedule; AOSA ten-year plan; and retreat focus questions.

**Box 20**

**folder 2**  
Correspondence Related to the AOSA A/V Library (1995-96).

**folder 11**  
Carl Orff Foundation and AOSA Correspondence (1994-97).

**folder 42**  

**folder 55**  
Orff-Schulwerk Forum, Salzburg, Austria: Documents in German including personnel lists, invitation, and schedule.

**folder 56**  
Orff Institute (1994-98): Documents including informational brochure on 1998-99 Special Course; copy of model for a letter to the State Minister; and correspondence.

**Box 35**

**folder 1**  
Board Correspondence 1973-1974

**folder 2**  
Executive Board Correspondence 1980-1981

**folder 3**  
Legal Correspondence – Mr. Robert Metzger

**folder 8**  
Correspondence – Ruth Hamm


**Box 41**

- **folder 30**  Executive Board Correspondence, 1998-2000.
- **folder 31**  Executive Board Correspondence, 2000-01.
- **folder 32**  Executive Board Correspondence and Related Materials, 1999-2001.
- **folder 33**  AOSA/Orff Institut Correspondence, 1997-2000.
- **folder 34**  Executive Board Correspondence Relating to Louisville, KY 2003 Conference.
- **folder 35**  Correspondence between Executive Board and guest educators at past conferences, 1999-2001.
- **folder 36**  Executive Board Correspondence Relating to Las Vegas, NV 2001 Conference.
- **folder 37**  AOSA 2004 election ballot and candidate information.
- **folder 42**  AOSA Official Invitations.

**Box 42**

- **folder 7**  AOSA and Carl Orff Canada Correspondence (1996-97).
- **folder 49**  Records and Letters of Appointments to AOSA Administration Positions.

*sub-subseries c: conference-related*

**Box 13**

- **folder 10**  Guest Educator Program Documents and Correspondence (1987-88).
<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>National Conference VIP Lists and Related Correspondence (1987-88).</td>
</tr>
<tr>
<td>28</td>
<td>Miscellaneous (1987): Documents related to Orff-Schulwerk Workshops and Courses; list of 1987 Chicago Conference guest presenters and performers; and 1 page of musical examples.</td>
</tr>
<tr>
<td>35</td>
<td>Conference-Related Correspondence (1985).</td>
</tr>
</tbody>
</table>

**Box 14**

<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Correspondence Related to Conference Facilitator (1988-89).</td>
</tr>
<tr>
<td>4</td>
<td>Correspondence and Informational Documents Pertaining to National Conference Site for 1995 (1988-89).</td>
</tr>
<tr>
<td>5</td>
<td>Planning Materials for 1994 Conference Site (1987-89): Correspondence; list of conference hotel selection guidelines; and informational hotel documents.</td>
</tr>
</tbody>
</table>
folder 15  Correspondence and Forms Pertaining to Program Proposals for 1989 Atlanta Conference.

folder 16  Detroit Conference Materials (1987-89): Correspondence; transcript of panel discussion; final financial report; and other informational documents.

folder 17  Chicago Conference (1987): Documents including correspondence; drafts of conference program; financial documents; conference reports; and conference evaluation forms.

folder 18  Conference Preparation (1985-89): Documents relating to national conference planning, including model outline of planning steps, job descriptions, and correspondence.

folder 22  1992 Minneapolis Conference Materials (1985-87): Correspondence; hotel information; and hotel contract.

folder 23  San Diego Conference Preparation for 1991 (1988-89): Hotel contract; correspondence; hotel information; AOSA hotel guidelines; and menus.

folder 24  1989 Atlanta Conference (1985-89): Correspondence; proposed budget; hotel contract; and hotel information.

Box 15

folder 2  Guest Education Program – 1988 Detroit National Conference: Correspondence, applications, and evaluations.

folder 4  Guest Administrator/Educator Program – 1987 Chicago National Conference: Correspondence, applications, and evaluations.

folder 5  Guest Administrator/Educator Program – 1986 Boston National Conference: Correspondence, applications, and evaluations.


folder 7  Guest Administrator Program (1984-85): Correspondence, informational documents, applications, and evaluations.

folder 14  Informational Booklet from the International Society for Music Education (ISME) 1990 Conference in Helsinki, Finland.
folder 28  Orff Conference Panel Discussion, Chicago, 1987: Pre- and Post- panel correspondence and informational documents pertaining to panel contributors.

folder 29  Orff Conference Panel Discussion, Detroit, 1988: Panel-related correspondence and curricula vitae of proposed panel personnel.

folder 39  National Conference, Memphis, 1996 (1989-90): Event planning correspondence; lease agreement; hotel contract; handwritten notes; hotel informational documents; site inspection schedule; and event policies for use of Memphis Cook Convention Center.


folder 41  National Conference, Indianapolis, 1996 (1989-91): Informational brochures on Indianapolis sites and services; list of hotel airport rates; revised license agreement; revised hotel confirmation agreement; hotel information; and related correspondence.

folder 42  National Conference, Minneapolis, 1992 (1988-90): Event planning correspondence; handwritten notes on hotel accommodations; and repro. of hotel rooms contract.

folder 43  National Conference, San Diego, 1991 (1988-89): Event planning correspondence; revised hotel agreement; hotel policies and procedures agreement; and hotel convention food and beverage terms and conditions.

folder 44  National Conference, Denver, 1990 (1986-89): Event planning correspondence; report of conference site; hotel information and letter of agreement; booking confirmation; required space specifications; Denver informational brochures; and hotel catering and convention confirmation.

folder 45  National Conference, Atlanta, 1989 (1988-89): List of Atlanta conference highlights; proposed conference budget; proposed conference program; National Conference Chairperson report; hotel conference proposals; and event planning correspondence.

folder 46  National Conference, Detroit, 1988 (1986-89): AOSA conference informational brochure; correspondence; final financial report; executive board conference report; personnel list; executive board initial planning meeting report; and handwritten notes.

Box 16
91
folder 28  Notes from AOSA Board meetings relating to conference exhibits (1989-91).

folder 33  Guest Educator Program (1989-91): List of guest educators for 1989 Atlanta conference; guest educator program host responsibilities/time line; form letter to administrator from host; lists of guests, hosts, and nominators; correspondence; guest educator program application for college personnel;


Box 17

folder 16  AOSA Guest Educator Program (1991-93): Informational documents on the program; correspondence; and handwritten notes.


folder 35  Correspondence Related to Seattle National Conference (1992-93).

folder 36  National Conference, Philadelphia, 1994 (1991-93): Conference planning materials, including handwritten notes; correspondence; minutes for planning meetings; notes from planning meetings; list of committees’ responsibilities; and floor plans of hotels.


folder 41  1992 Minneapolis National Conference Planning Materials (1992): Including draft of menus; correspondence; informational documents on presenters and guests; copy of presenter agreement; quotation form for convention insurance plan; and conference report.

**  **  folder 41 item housed in Box 46/28:


Box 18

folder 16  Hotel Sofitel, Chicago, Ill. Documents (1993): Including correspondence; hotel information and contract; and list of catering needs for conference.

folder 20  Outstanding Educator Award Documents (1992): Including award form letter and correspondence to award winners.

folder 22  AOSA and Percussive Arts Society Correspondence on Conference Conflicts (1993).

Box 19

folder 19  Organization of American Kodály Educators (OAKE) Conference-Related Correspondence with the AOSA (1993-94).

folder 23  AOSA Conference Planning Correspondence and Hotel Information (1993-95).

folder 35  Informational Documents on Conferon Meeting and Conference Planners and AOSA Correspondence Related to Conferences (1994-95).

Box 20

folder 7  Information on the Australian National Council of Orff Schulwerk and Correspondence Related to 1995 AOSA Conference.


folder 18  1994 Philadelphia Conference Documents (1992-97): Including correspondence; conference reports; personal statement by Dick Watt; 1995 budget report; conference program and related information; proposed conference budget reports; report to Board of Trustees; host chapter form letter; notes from 1994 conference brainstorming session; agenda and notes from Region V planning meeting; review of committees and responsibilities; and list of names to consider for committee chair positions.

folder 19  1995 Texas Conference Documents (1991-96): Including promotional flyers from the conference; correspondence; statement of support, revenue, and expenses for
conference; conference reports; conference planning documents; conference program; conference schedule for Carolee [Stewart]; draft of speech by unidentified author(s); business meeting documents; conference registration for Carolee Stewart; conference welcome letter to participants and related information; AOSA conference presenter form letter; copy of AOSA 1995 Conference instrument/equipment request form; notes from conference brainstorming session; invitation list for reception following conference performance;

**folder 20** 1996 Memphis Conference Documents (1995-97): Including correspondence; conference reports; conference schedule for Carolee [Stewart]; request form for permission to use copyrighted material; musical examples; conference program; conference session schedule; conference welcome documents; conference registration for Carolee Stewart; informational brochure for the Arts Consortium of Tennessee; Memphis conference proposal applications; form letters; and presenter agreement form.

**folder 21** 1997 Bellevue Conference Documents (1992-97): Including correspondence; EOC Board meeting minutes; informational documents on conference site and presenters; list of presenters; budget worksheet; “Teacher Drums in Teamwork,” by Michael J. McCarthy, repro. of article appearing in unidentified periodical or newspaper, not dated; preliminary hotel proposal and contract; and general hotel and vicinity information.

**folder 22** 1998 Tampa Conference Documents (1993-97): Including report to the AOSA Board; correspondence; minutes of national conference planning meeting; agenda for national conference planning meeting; Tampa Convention Center License Contract; and Tampa area and hotel informational documents.

**folder 23** 1999 Phoenix Conference Documents (1994-96): Including planning correspondence; site visit itinerary; and report on visit to St. Louis.

**folder 24** 2000 Rochester Conference Documents (1995-96): Including correspondence; copy of Radisson hotel contract; and Rochester area and hotel informational documents.


**folder 26** 2002-03 Conference Planning Correspondence (1997).

**folder 38** Guest Educators (1995-97): Including lists of guest educators attending conferences; information on guest educator program application administrator
nominees; correspondence; and information on guest educator program application college personnel nominees.

**Box 21**


**folder 19** AOSA Conference VIPs (1996): Documents including list of Orff and Orff-related organizations; drafts of chart containing information related to VIP organizations and individuals; correspondence; list of individuals invited to Sunday Breakfast at unidentified meeting or conference; list of performers and presenters; list of individuals receiving invitations to the 1997 AOSA conference; and sample invitation.

*subseries 3: Advisory Board*

**Box 12**

**folder 7** Advisory Board Documents and Correspondence (1983-88).

**Box 13**

**folder 7** Advisory Board Minutes and Correspondence (1987-89).

**Box 17**

**folder 9** Advisory Board Documents (1992-93): Region 1 personnel list; letter to chapter presidents; Board of Trustees Minneapolis meeting agenda; and AOSA promotional flyer.
Box 20


Subseries 4: National Board of Trustees

Box 12

folder 8  Board of Trustees Materials (1984-87): Including correspondence, minutes, conference and meeting schedules, personnel lists, and notes.

Box 13

folder 3  Board of Trustees Organizational Documents and Forms.
folder 5  Board of Trustees Directory (1988-89).
folder 6  Board of Trustees Correspondence (1986-89).
folder 9  Board of Trustees Agendas (1987-89).
folder 12  Board of Trustees Agendas and Minutes & AOSA Budget Information (1985-89).

Box 16

folder 5  AOSA Board of Trustees Committees (1990-91): Two copies of personnel assigned to each committee.
folder 35  Board of Trustees Meeting Agendas and Correspondence (1988-91).

Box 18

96
folder 3  National Board of Trustees (1992-93) (1 of 3): Including correspondence; list of committee assignments; and meeting agenda.

folder 4  National Board of Trustees (1988-93) (2 of 3): Including Board membership list; lists of officers, representatives, and chairpersons; list of committees and personnel; correspondence; handwritten notes; and meeting agendas.

folder 5  National Board of Trustees (1991-93) (3 of 3): Including meeting minutes and repros. of motions.

folder 26  Meeting Minutes (1 of 5): Additions to AOSA Policy prepared by Marilyn Davidson, January 1990.

folder 27  Meeting Minutes (1990) (2 of 5): AOSA Board of Trustees meeting minutes; handwritten notes; and code regulations of the AOSA and proposed revisions of code of regulations for clarification of wording.

folder 28  Meeting Minutes (1990-91) (3 of 5): AOSA Board of Trustees meeting minutes; and additions and corrections to minutes.

folder 29  Meeting Minutes (1990) (4 of 5): AOSA Board of Trustees meeting minutes; and additions and corrections to minutes.

folder 30  Meeting Minutes (1991-92) (5 of 5): Drafts of minutes for meetings of AOSA Board of Trustees; National Board of Trustees Committee Reports; Board of Trustees, Advisory Board, and Past Presidents; AOSA Annual Business Meeting; and Advisory Board.

folder 31  Meeting Motions from AOSA National Board of Trustees and Budget Committee (1990-92).

folder 32  Meeting Minutes and Motions from AOSA National Board of Trustees (1992).

Box 19

folder 2  AOSA Job Descriptions and Related Documents (1989-90): Including list of Board of Trustees committees and correspondence.

folder 4  National Board of Trustees Agendas (1991-94).

folder 28  Documents Related to the Board of Trustees, AOSA Regional Chapters, and Conferences (1986-95): Including correspondence; information on regional conference reports; National Board of Trustees’ Certificate of Appreciation; form
letters; list of guest educators for the 1993 Indianapolis Conference from Regions 5 and 6; and list of guest educators, not dated.


Box 20

c  folder 9  National Board of Trustees Meeting Agendas (1991-97).


Box 33

c  folder 24  Minutes of the National Board of Trustees, 9/87

c  folder 25  Minutes of the National Board of Trustees, 11/87

c  folder 26  Minutes of the National Board of Trustees, 3/88

c  folder 27  Minutes of the National Board of Trustees, 3/88

c  folder 28  Minutes of the National Board of Trustees, 9/88

c  folder 29  Minutes of the National Board of Trustees, 9/88

c  folder 30  Minutes of the National Board of Trustees, 11/88

c  folder 31  Minutes of the National Board of Trustees, 3/89

c  folder 32  Minutes of the National Board of Trustees, 3/89

c  folder 33  Minutes of the National Board of Trustees, 9/89

c  folder 34  Minutes of the National Board of Trustees, 11/89

c  folder 35  Minutes of the National Board of Trustees, 3/90

Box 34

98
folder 23  Minutes of the National Board of Trustees, 3/97
folder 24  Minutes of the National Board of Trustees, 9/97
folder 25  Minutes of the National Board of Trustees, 11/97
folder 26  Minutes of the National Board of Trustees, 3/98
folder 27  Minutes of the National Board of Trustees, 9/98
folder 28  Minutes of the National Board of Trustees, 11/98
folder 29  Minutes of the National Board of Trustees, 3/99
folder 30  Minutes of the National Board of Trustees, 9/99
folder 31  Minutes of the National Board of Trustees, 11/99
folder 32  Minutes of the National Board of Trustees, 3/00

Box 35

folder 6  Correspondence – National Board – J. Rapley

Box 36

folder 4  Minutes of the National Board of Trustees September, 1985 – March, 1996
folder 5  Minutes of the National Board of Trustees September, 1996 – March, 2000

Box 42

folder 48  Personnel Lists for AOSA Committees.

100
subseries 5: Editorial Board

Box 13

folder 13  Editorial Board Meeting Agenda, Correspondence, and Minutes (1989).

folder 16  *The Orff Echo* Editor Documents (1987-89) Correspondence, Editor’s reports, Editor evaluations, interim Editor’s reports, and Editorial Committee-related.

Box 16


folder 18  Editorial Board (1990-91): Notes from 1990 Chicago Conference meeting; summary of meetings; correspondence; job descriptions; typewritten history of *The Orff Echo*; list of members of the Editorial Board from 1976-1990; repros. of photographs; handwritten notes; draft of article titled “Orff-Schulwerk: U. S. Virgin Islands, St. John School of the Arts,” by Jan Kinder; progress report on the subject of submissions to *The Orff Echo* (not dated); editorial guidelines; application form for the Editorial Board of *The Orff Echo*; copy of article “Finding the Creative Teacher,” by unidentified author (not dated); and articles “Erich Katz: Carl Orff’s Longtime Friend,” by Constance M. Primus (1991) and “Carl Orff and his ‘Schulwerk’,” by Erich Katz (not dated).

folder 19  Correspondence from the Editor (1991) and Repro. of Article “Music and Dance,” by Erich Katz (not dated).

Box 17

folder 29 Editorial Board (1993) (2 of 3): Correspondence; meeting agendas; summaries of comments from the Editorial Board and the Board of Trustees; evaluation summary of Editor Tossi Aaron; meeting minutes; and materials for consideration in *The Orff Echo* (not titled or dated).

folder 30 Editorial Board (1993) (3 of 3): Statement of Purpose of *The Orff Echo*; correspondence; Editor’s daily log; and material for consideration in *The Orff Echo* “Updating Carl Orff’s Educational Ideas?” by Jos Wuytack.

Box 19

folder 10 Editorial Board (1991-95): Including correspondence; job description for Editorial Board member; meeting agendas; *The Orff Echo* writers’ guidelines; meeting minutes; repros. of photographs; document attributed to Virginia Ebinger detailing the history of the Editorial Board; Editor’s report to the AOSA Board of Trustees; application to the Editorial Board of *The Orff Echo*; editorial guidelines; and editorial policy and procedures.

Box 20

folder 32 Editorial Board Documents (1990-97): Including correspondence; “Learning from Orff Instruments,” by Giovanni Piazza; and Board meeting minutes.

Box 42

folder 29 Editorial Board Correspondence and Minutes (1999-2001).

*subseries 6: Secretaries’*

*sub-subseries a: notebooks*

Box 10

folder 4 Secretary’s Notebook 1968-1973.
folder 5  Secretary’s Notebook 1974-1976.
folder 6  Secretary’s Notebook 1976.
folder 7  Secretary’s Notebook 1977 (1 of 2).
folder 8  Secretary’s Notebook 1977 (2 of 2).
folder 9  Secretary’s Notebook 1978.
folder 10 Secretary’s Notebook 1978-1979 (1 of 2).
folder 11 Secretary’s Notebook 1978-1979 (1 of 2).
folder 12 Secretary’s Notebook, 1979-1980.
folder 13 Secretary’s Notebook 1979-1980.
folder 14 Secretary’s Notebook 1980-1981.
folder 15 Secretary’s Notebook 1981-1982 (1 of 2).
folder 16 Secretary’s Notebook 1981-1982 (2 of 2).
folder 17 Secretary’s Notebook 1982-1983 (1 of 2).
folder 18 Secretary’s Notebook 1982-1983 (2 of 2).

sub-subseries b: official and personal papers

Box 13

folder 4  Executive Secretary Correspondence (1987-89).

Box 14

folder 25 Executive Secretary-Regional Chapters Correspondence (1987-88).

Box 15
103
folder 18  Executive Secretary Correspondence: Copies of letters sent to individuals or organizations misusing the name or member directories of the AOSA (1987-89).

Box 17

folder 6  Executive Secretary Responses to Annual Reports from AOSA Chapters (1992).

folder 7  Executive Secretary Reports and Correspondence on AOSA Chapter Annual Reports (1991-92).

folder 48  Executive Secretary Letters to AOSA Chapters (1992-93).

*sub-series c: minutes*

Box 33

folder 20  Executive Secretary’s Minutes 1970-72.

folder 21  Executive Secretary’s Minutes 1973-74.

folder 22  Executive Secretary’s Minutes 1977-78.

folder 23  Executive Secretary’s Minutes 1979-80.

*sub-series 7: Presidents’*

*sub-subseries a: notebooks*

Box 10

folder 20  Joachaim Matthesius, President’s Notebook 1970: Article and newspaper clippings, including “The Orff Schulwerk in American Education,” by Dr. Arnold Walter, reprint of article ©Orff-Schulwerk Association, May, 1969 (11 pages of text); “Orff-daheim,” by Josef Othmar Zöller, original copy of article appearing in
unidentified German periodical, not dated (6 pages of text and B&W images); and original newsprint and repros. of articles “Music Teachers Go Back to School” and “System ‘Immerses’ Class in Music” (by Robert S. Ball), both appearing in Birmingham, Mich. newspaper *The Birmingham Eccentric*, August 19, 1965.

**folder 27**  
President’s Notebook 1981-82 (1 of 4).

**folder 28**  
President’s Notebook 1981-82 (2 of 4).

**folder 29**  
President’s Notebook 1981-82 (3 of 4).

**folder 30**  
President’s Notebook 1981-82 (4 of 4).

**folder 31**  
President’s Notebook 1982-83 (1 of 5).

**folder 32**  
President’s Notebook 1982-83 (2 of 5).

**folder 33**  
President’s Notebook 1982-83 (3 of 5).

**Box 11**

**folder 1**  
President’s Notebook 1982-1983 (4 of 5).

**folder 2**  
President’s Notebook 1982-1983 (5 of 5).

**folder 3**  
President’s Notebook 1983-1984 (1 of 8).

**folder 4**  
President’s Notebook 1983-1984 (2 of 8).

**folder 5**  
President’s Notebook 1983-1984 (3 of 8).

**folder 6**  
President’s Notebook 1983-1984 (4 of 8).

**folder 7**  
President’s Notebook 1983-1984 (5 of 8).

**folder 8**  
President’s Notebook 1983-1984 (6 of 8).

**folder 9**  
President’s Notebook 1983-1984 (7 of 8).

**folder 10**  
President’s Notebook 1983-1984 (8 of 8).

**folder 11**  
President’s Notebook: Joachim Matthesius.

105
folder 12  President’s Notebook, 1984-1985 (1 of 12).

folder 13  President’s Notebook 1984-1985 (2 of 12).

folder 14  President’s Notebook 1984-1985 (3 of 12).

folder 15  President’s Notebook 1984-1985 (4 of 12).

folder 16  President’s Notebook 1984-1985 (5 of 12).

folder 17  President’s Notebook 1984-1985 (6 of 12).

folder 18  President’s Notebook 1984-1985 (7 of 12).

folder 19  President’s Notebook 1984-1985 (8 of 12).

folder 20  President’s Notebook 1984-1985 (9 of 12).

folder 21  President’s Notebook 1984-1985 (10 of 12).

folder 22  President’s Notebook 1984-1985 (11 of 12).

folder 23  President’s Notebook 1984-1985 (12 of 12).

** Box 36 **

folder 1  President’s Notebook 1968-1970

folder 2  President’s Notebook 1970-1972

folder 3  President’s Notebook 1972-1973

sub-subseries b: official and personal papers

** Box 10 **

folder 19  Joachaim Matthesius, Correspondence 1964-93

** folder 19 item housed in Box 46/21:**
Excerpt from German newspaper *Stuttgarter Zeitung*, No. 72.
folder 21  Joachaim Matthesius, German Correspondence 1970-94.

folder 22  Joachaim Matthesius, Speeches 1965-66.

folder 23  Joachaim Matthesius, Speeches 1966-82.

**    **  folder 23 item housed in Box 46/22:

folder 24  Joachaim Matthesius, Correspondence with Carl Orff and Hermann Regner 1962-92


Box 12

folder 21  Presidential Letters (1983-87): Correspondence including past AOSA presidents Carolyn Tower and Virginia Ebinger.

folder 22  Correspondence of AOSA President Virginia Ebinger (1985-87).

Box 13

folder 1  Correspondence to and from AOSA President Del Bohlmeyer (1987-89).

Box 14

folder 26  The College Music Society (1988): Correspondence to AOSA President Del Bohlmeyer and copies of newsletters.
Box 15


Box 16

folder 6 Letters from Past Presidents to AOSA Members (1980-91).

folder 8 President’s Messages and Repros. of Articles on AOSA Presidents (1989-91).

folder 34 VP Marilyn Davidson Correspondence and Related Documents (1989-90), including AOSA national conference job description for sponsoring chapter(s); transcripts and summaries of VP phone calls; schedule for 1989-90 workshop program for Region V chapters; chapter annual report form; regional annual report compilation form; and national annual report summary form.

folder 37 Miscellaneous Correspondence, Including Past Presidents (1984-91).

Box 17

folder 4 Correspondence Between AOSA President Marilyn Davidson and The American Recorder Society (1992).

folder 23 AOSA General Ledger Listing, Marked as President’s Copy (June 1, 1990 – June 30, 1991).

folder 31 AOSA President Marilyn Davidson’s Message and Related Correspondence (1992).

folder 32 Virginia Ebinger Correspondence (1991-92).

Box 18

folder 8 President’s Messages (1992-93).

folder 9 1992 President’s Panel Correspondence (1992).

Box 21

folder 1 Presidents’ Correspondence to Membership (1993-97).

folder 2 President’s Messages (1995-97).

folder 3 Presidents’ Correspondence to the National Board of Trustees (1991-97).

folder 4 Presidents’ Miscellaneous Correspondence (1994-97).

folder 5 1996 President’s Panel on *The Allure of Myth* (1995-96): Including correspondence; promotional flyer; schedule of events; handwritten and typewritten notes; repro. of AOSA presenter agreement; and repros. of excerpts from “Myths of the Norsemen,” retold by Roger Lancelyn Green and “Mythology,” by Edith Hamilton.

folder 6 Presidents’ Reports (1993-97).

Box 35

folder 7 Correspondence – Arvida Steen.

Box 41

folder 41 Form letters from the AOSA President to AOSA members and friends, 1997-2001.

Box 42

folder 39 President’s Panel Agendas and Correspondence (1999-2000).

folder 40 President’s Reports (1999-2002).

Subseries 8: Treasurer
Box 21

folder 16  Treasurer’s Correspondence (1991-97).

subseries 9: Nominating Committee

Box 12

folder 1  Documents Pertaining to Job Descriptions of AOSA Positions (1986).

folder 9  Nominating Committee Documents (1985-87): Job descriptions, résumés, correspondence, and nominating procedures and guidelines.

Box 15

folder 13  Nominating Committee Documents (1984-89): Correspondence; copy of AOSA nominating procedures and guidelines; and tabulations of ballots.

Box 16

folder 9  Nominating Committee (1989-91): Correspondence; Board of Trustees nomination form; Board of Trustees nominating discussion guidelines; meeting agendas; AOSA committee reports; job description; void official industry ballot; copy of final tabulation of ballots for the January 1990 AOSA election; and list of regional representatives.

Box 18

folder 6  National Board of Trustees Nominations and Nominating Committee Materials (1990-93): Including correspondence; committee reports; nomination form; Nominating Committee meeting agendas; handwritten notes; information on candidates for AOSA offices; Nominating Committee job description; Nominating Committee checklist; sample form letters; procedure guidelines; and
list of suggestions for AOSA Board.

**Box 20**

- **folder 53** Nominating Committee and Elections (1991-97): Documents including change to Nominating Committee Report; meeting minutes; meeting agendas; correspondence; committee reports; final tabulations of ballots for AOSA elections; and nominations considerations.

**Box 35**

- **folder 11** 1986 Nominating Committee Notebook.
- **folder 12** 1986 Nominating Committee – Guidelines, Agenda, Reports.
- **folder 13** 1986 Nominating Committee – Resumes and Personal Statements.
- **folder 14** 1986 Nominating Committee – Ballots.
- **folder 15** 1986-1987 Nominating Committee – Misc.
- **folder 16** 1987 Nominating Committee – Work/Information Schedule.
- **folder 17** 1987 Nominating Committee – Correspondence.
- **folder 18** 1987 Nominating Committee – Candidate Correspondence.
- **folder 19** 1987 Nominating Committee – Resumes.
- **folder 20** 1987 Nominating Committee – Misc.
- **folder 21** 1988 Nominating Committee – Old Notes.
- **folder 22** 1988 Nominating Committee – Final Ballot.
- **folder 23** 1988 Nominating Committee – Regional Representatives.
- **folder 24** 1988 Nominating Committee – Checklists.
- **folder 25** 1988 Nominating Committee – Letters to Candidates.
folder 26  1988 Nominating Committee – Job Descriptions.
folder 27  1988 Nominating Committee – Resumes.
folder 28  1988 Nominating Committee – Nominations.
folder 29  1988 Nominating Committee – Ballot.
folder 30  1988 Nominating Committee – Guidelines for Reducing Slate.
folder 31  1989 Nominating Committee – Checklists.
folder 32  1989 Nominating Committee – Tallies.
folder 33  1989 Nominating Committee – Resumes.
folder 34  1989-1990 Nominating Committee – Correspondence.
folder 35  1989-1990 Nominating Committee – Agenda.

Box 41

folder 43  Nominating Committee Correspondence, 1999-2001.

subseries 10: Research Committee

  sub-subseries a: correspondence and other documents

Box 12
folder 19  Letters sent to AOSA in response to an article on Orff-Schulwerk that appeared in Parents magazine (1986).

folder 24  Summit Panel Documents from 1986 AOSA Conference: Notes on discussion topics and related correspondence.

folder 29  Research Committee Documents (1981-87): Including minutes, correspondence, job descriptions, brochures, and notes.

Box 15


Box 16

folder 10  Research Advisory Review (1990-91) (1 of 2): Correspondence; committee meeting agendas; revised notes from AOSA RARP session in Denver; agendas for meetings of Research Advisory Review Panel; job descriptions; articles “Whole Language, Whole Child, Whole Music,” by Robert Defrece and “The Philosophy of Orff-Schulwerk,” by Maureen Kennedy; AOSA Research Interest Group information; committee report; copy of program for research poster session at Denver conference; various music education- and Orff-Schulwerk-related abstracts and excerpts from abstracts; copy of materials from MENC 1990 conference; AOSA research grant application; and handwritten notes.

folder 11  Research Advisory Review (1989-90) (2 of 2): Research project abstract; AOSA research grant application; Research Committee meeting agendas; Research Committee timeline for applications; correspondence; committee reports; job description; review form; and handwritten notes.

folder 29  Various Brochures for Orff-Schulwerk and Other Music Education Organizations and Programs.

Box 17
folder 52  Texas Music Educators Association (TMEA) (1990-92): Including newsletter; correspondence; copy of the 1990 TMEA Constitution; informational documents on Association; handwritten notes; informational brochure; copy of newsletter of the Texas Society of Association Executives, October 1990; 42-page packet titled “New Officer Orientation”; TMEA job vacancy service application; Texas Dental Plan information; informational documents on Prime Classic insurance; and TMEA folder of information for 1990 Advertiser.

Box 18

folder 15  Research Committee (1991-93): copy of AOSA Researcher Exchange: A Newsletter for Researching Teachers, Vol. 1, Nos. 2, 4, and 5; instructions on use of release form; correspondence; research grant application form; informational letter titled “Call for Papers” on the subject of AOSA-sponsored research poster sessions at the 1993 national conference; “A Report from Armenia,” by Lucina Hubbard; copy of Early Childhood Music Newsletter, No. 15, January 1993; committee report; committee meeting agendas; and abstract of “A Validation of the Weikart Sequence of Nonlocomotor Rhythmic Movement for Children Aged 3-7,” by unidentified author(s).


Box 19

folder 27  Correspondence and Informational Documents Pertaining to the Orff Institute, Salzburg, Carl Orff Canada, and Other International Orff-Schulwerk Organizations (1993-95).

Box 20

folder 4  Documents Related to the American Recorder Society (ARS) (1991-97): Including copy of “The ARS Personal Study Program in Thirteen Steps to Help You Improve Your Playing”; correspondence; copy of ARS President’s Message by Gene Murrow; list of joint AOSA/ARS members; AOSA/ARS Ad Hoc Joint Committee meeting agenda; handwritten notes; Ad Hoc Committee meeting minutes; and list of 1994 chapter representatives.

folder 30  Directory: Including handwritten notes and contact information for the Orff Institute, Carl Orff Foundation, Orff Center Munich, Orff-Schulwerk Forum, and Orff Schulwerk Associations in other countries.

Box 21

folder 11  Research Advisory Review Panel (RARP) (1991-97): Documents including correspondence; handwritten notes; meeting agendas; meeting report; and report of pre-conference meeting.

folder 12  Research Committee (1991-97): Documents including correspondence; Committee reports; meeting agendas; personnel lists for the Research Committee, the RARP, and the Research Interest Group; time line for research poster session; time line for research grant applications; research poster session informational flyer; and revised budget for the AOSA collaborative research project, phase 2.

folder 13  Research Interest Group (1996-97): Documents including copy of Researcher Exchange: A Newsletter for Researching Teachers, Nos. 1, 2, 4-9, 11, and 12; correspondence; and list of personnel.

Box 37

folder 1  Research Advisory Review Panel 1990-1994

folder 2  Research Committee – Research Advisory Review Panel

folder 3  Research Committee – Correspondence

folder 4  Research Committee – Correspondence

folder 5  Research Committee – Correspondence

folder 6  Research Committee – Correspondence

folder 7  Research Committee – Correspondence

folder 8  Research Committee – Research Newsletter and Correspondence
folder 9  Research Committee – Poster Sessions 1995
folder 14 Research Committee – Research Interest Group
folder 15 Research Committee – Research Interest Group
folder 16 Research Committee – Agendas and Reports 1993-1995
folder 17 Research Committee – Agendas and Reports 1987-1997
folder 18 Research Committee – Research Articles
folder 19 Research Committee – Bibliography Report
folder 20 Research Committee – Job Descriptions
folder 21 Research Committee – The Research Exchange
folder 22 Research Committee – Ideas for AOSA Research
folder 23 Research Committee – History Project
folder 24 Research Committee – Timeline
folder 25 Research Committee – Budgets
folder 26 Research Committee – Two-Minute Speeches for Annual Business Meetings
folder 27 Research Committee – Collaborative Research
folder 28 Research Committee – Articles, Posters, etc.
folder 29 Research Committee – Misc.
folder 30 Research Committee – Orffspiel
folder 31 Research Committee – “The Dr. is In” Project
folder 32 Research Committee – Film

Box 41
folder 44  Research Committee Agendas, Correspondence, Reports, and Surveys, 1999-2001.

_sub-subseries b: grant proposals_

**Box 2**


**Box 22**

folder 31  Research Grant Proposals 1967
folder 32  Research Grant Proposals 1967
folder 33  Research Grant Proposals 1968
folder 34  Research Grant Proposals 1968
folder 35  Research Grant Proposals 1968
folder 36  Research Grant Proposals 1969
folder 37  Research Grant Proposals 1969
folder 38  Research Grant Proposals 1970
folder 39  Research Grant Proposals 1971

**Box 23**

117
folder 1  Research Grant Proposals 1986-1988
folder 2  Research Grant Proposals 1988-1990
folder 3  Research Grant Proposals 1991
folder 4  Research Grant Proposals 1991
folder 5  Research Grant Proposals 1991
folder 6  Research Grant Proposals 1991
folder 7  Research Grant Proposals 1991
folder 8  Research Grant Proposals 1992-1993
folder 9  Research Grant Proposals 1995-1996
folder 10  Research Grant Proposals 1996
folder 11  Research Grant Proposals 1997
folder 12  Research Grant Proposals (Undated)

Box 37

folder 10  Research Committee – Research and Grants Notebook
folder 11  Research Committee – Grant Evaluations
folder 12  Research Committee – Grant Updates
folder 13  Research Committee – Grant Reviews 1997

subseries 11: projects

Box 12

folder 16  Special Project Committee: Calliope Project materials, including correspondence, 118

**folder 20**  
AOSA Management Search: Official correspondence and documents on the subject of obtaining outside financial and management services for AOSA purposes (1986).

**folder 25**  
Correspondence related to reciprocal relations with other music education organizations, including the National Music Council; Musical America; The American Recorder Society; the Organization of American Kodály Educators; OAKE; the Dalcroze Society of America; and MENC (1985-87).

**folder 26**  
Documents related to AOSA MENC Associate Membership (1983-85).

**Box 13**

**folder 30**  
Correspondence Related to Banner Book Project (1985-87).

**Box 14**

**folder 6**  
Copies of AOSA Ethics Statement and Related Correspondence (1988-89).

**folder 7**  
AOSA-Attorney Correspondence (1986-89).

**folder 19**  
Computer Bids 1987-88: Including related correspondence and informational documents on various models of computers.

**Box 15**

**folder 1**  
Correspondence and documents pertaining to the management and financial audit of the AOSA as well as personnel-related policies and evaluation forms.

**folder 8**  
Correspondence Related to AOSA project “Go Anywhere Badges” (1987).

**folder 16**  
IRS Correspondence and Informational Documents Pertaining to Tax Exemption Status of the AOSA and Proposed Gillespie Scholarship (1985-86).

**folder 19**

Correspondence and Official Documents on the Subject of a Logo for the AOSA
folder 20  
Steve Cohen Media Project: Correspondence and Related Informational Documents on the Subject of an AOSA Video (1988-89).

folder 22  
MENC Affiliation (1988-89): Including memos; correspondence; list of official personnel; list of MENC allied organizations; MENC auxiliary status contract; and repro. of section from the revised constitution of MENC (1988).

folder 23  
MENC Affiliation (1985-86): Including correspondence; copy of article on the subject of possible affiliation of the AOSA with MENC to appear in 1985 issue of *The Orff Echo*; and MENC Memorandum of Understanding.

folder 24  
Instrumentaria 1988: Instrumentarium inventory and evaluation forms; copies of instrument purchase receipts; correspondence; copy of conference instrument supplier agreement form for AOSA national conference; policies and procedures for conference instruments; and instrumentaria guidelines.

folder 25  
AOSA Physical Inventory Documents, ca. 1989.

folder 27  
National Association of Music Merchants (NAMM) Project Calliope (1987): Correspondence; project abstract; WETA Television Series Proposal of Calliope Project; and report to AOSA Board of the brief history of the television project’s development.

folder 30  
AOSA Policy (1987-88): Correspondence to committee chairs and informational documents initiated by AOSA President Del Bohlmeyer on updating and changing current policy and procedure.

folder 31  
AOSA Poster Project (1985-87): Correspondence; budget estimates; estimated project timeline; and samples and drafts of poster material.

**Box 16**

folder 12  

folder 16  
Special Projects Committee (1986-87): copy of report to the AOSA Board on the WETA/AOSA television project; correspondence; and NAMM project funding application.

folder 27  
AOSA Group Tax Exemption Documents (1984-91): Correspondence; Cy-Don Associates, Inc. and Innovative Solutions facsimile to AOSA; documents pertaining to chapter presidents’ request for umbrella non profit status;
requirements for AOSA umbrella status; outline of group exemption pros and cons; and IRS-issued application for recognition of exemption.


folder 44  National Commission on Music Education (1990-91): Correspondence; informational brochures; order form for “Growing Up Complete”; and handwritten notes.

folder 45  Documents and Correspondence Pertaining to the Use of a Conference Facilitator for AOSA conferences (1988-89).

Box 17


folder 5  Documents from the National Symposium on Standards in the Arts, including MENC Correspondence and General Informational Documents Pertaining to the Symposium (1993).

folder 8  Informational Documents, Invitation, and Correspondence to the AOSA from the American Symphony Orchestra League on the Subject of the National Task Force “The American Orchestra: An Initiative for Change” (1992).

folder 43  Indiana National Conference Materials and AOSA History Project Committee (1991-93): Including correspondence; overview of purpose of History Project; and project updates via correspondence.

folder 46  1995 Centenary Conference (Dallas) and History Project Materials (1992-93): Including correspondence; meeting report; handwritten notes; Dallas Metroplex Chapter information and list of possible sponsors; Orff-Schulwerk Forum/Centenary Meeting materials including 3 color 4x6 photographs of unidentified persons addressed to AOSA President Marilyn Davidson, list of personnel, list of papers, program of events, budget, and protocol.


121
Box 18


folder 18 Non-Profit Publications and Resources (1991-92): Advertisement for informational publication on non-profit organizations; membership offer and informational brochure from the National Center for Nonprofit Boards; offer for a twice-monthly Non-Profit Tax Letter publication; and order form for the National Center for Nonprofit Boards Publications List, Fall 1991.

folder 19 Sculture of Carl Orff: 3 Color photographs of sculpture by Lisa Merkel of Carl Orff; publication containing other samples of Merkel’s work; and 1992 letter from Philographikon Galerie Rauhut München to AOSA on the subject of this sculpture.


folder 38 Isabel McNeill Carley Library Documents (1990-92): Including correspondence; report on the progress of the collection at the University of Arizona; copy of agreement between the AOSA and the University of Arizona Library; Library Study Committee report; IMCL chronology; draft of archive’s finding aid by the University of Arizona; and list of materials in the archive as of August 1992.

Box 19


**folder 12** AOSA Goal Setting Documents (1993-95): Including AOSA ten-year plan; correspondence; AOSA members’ ideas for the future of the AOSA; *Region II News: A Newsletter for Region II Chapter Presidents and Board Members*, Winter 1994; suggestions for National Board of Trustees goal setting meeting from the Editorial Board; advertisement sample from high school music program; Carol Erion’s President’s Message; and music examples.


**folder 14** Isabel McNeill Carley Library (IMCL) Documents (1986-92): Including correspondence; IMCL reports; first draft of guidelines for acquisitions; list of current holdings; copy of agreement between the University of Arizona Library and the AOSA; and IMCL chronologies.

**folder 15** Orff Building (1994): Including correspondence in English and German and repros. of articles relating to the proposal of designing a building based on the ideas of Orff-Schulwerk.

**folder 16** 1993 MENC “Toward Tomorrow: New Visions for General Music” Symposium Materials and General MENC Documents (1993-94): Including correspondence; symposium schedule; copy of “Memorandum of Understanding” between MENC and Auxiliary Status Organizations; MENC associate membership information; teaching strategy submission form; document titled “Setting the Record Straight: Give and Take on the National Standards for Arts Education,” by the Consortium of National Arts Education Associations; MENC registration form; list of National Music Education Summit Invited Organizations; and meeting notes.


**folder 18** International Society for Music Education (ISME) Documents (1994): Including ISME informational brochure; and correspondence related to AOSA showcase at ISME conference.

**folder 21** National Education Standards Project (1993): Documents including MENC correspondence; copy of article “Consensus Project on Arts Education Assessment Begins,” by Frank Philip; AOSA correspondence; copy of resolution

folder 22  Correspondence related to AOSA Video titled “Portrait of AOSA” and Feedback from 1994 National Conference in Philadelphia (1994).

folder 24  AOSA and Tony Palmer Correspondence on the Subject of a Carl Orff Documentary Film (1994).


Box 20  124
folder 5  List of AOSA Physical Inventory.

folder 6  Copies of Various Sizes of AOSA Logo.


folder 16  1993 Composition Contest (1992): Correspondence; tentative projected schedule for contest; progress report on the AOSA National Composition Contest for 1993; and contest proposal to the AOSA Board.


folder 40  Repros. on Paper and Transparencies of Content from the AOSA Homepage.

folder 44  MENC Documents (1993-98): Including memorandum of understanding between MENC and organizations maintaining associated status with MENC; correspondence; repro. of application for music industry conference showcase clinic; music industry showcase and mini-classroom clinics information sheet; list of AOSA National Board of Trustees and national or division officers; repro. of MENC registration form for auditors; MENC hotel registration form; repro. of article “Point-Counterpoint: Music’s Intrinsic Value,” by unidentified author(s), appearing in *Music Educator’s Journal*, March 1997; copy of *MENC Manager’s Ledger*, Vol. 1, No. 1, Winter 1994-95; “Music for Every Child through Orff Schulwerk,” transcript of presentation given by Arvida Steen, April 20, 1996; MENC national symposium registration form; repro. of showcase clinic notification for MENC Northwest Division Conference; outline of MENC National Assembly standards and assessment; copy of MENC document “State and Local Advocacy Issues, Supplemental Information for: How to Work with State Governments, How to Work with Local School Boards, and How to Motivate Grassroots,” by June Hineckley, Phyllis Kaplan and Gary Wolfman, and Marcia Neel, respectively; “Surfing the Internet: The Challenge for Music Education,” by Steve Schultz, discussion leader at MENC National Assembly; “A
Strategic Plan for the Music Educators National Conference,” by unidentified author(s), November 1995; “Running an Effective Board Meeting,” by Dennis Granlie, discussion leader; list of personnel for 1996 MENC National Assembly Meeting; MENC National Assembly schedule; videoconference summary of “Reasons and Resources: Essential Strategies for Arts Education”; and copy of National Coalition for Music Education newsletter.

folder 45  Lists of MENC-Allied Organizations.

folder 46  1997 MENC Eastern Division Conference in Baltimore (1996): Documents including correspondence; showcase clinic notification for Power Through Partnership; planning meeting agenda; and lists of delegates for planning meetings.

folder 47  MENC Resources (1996-97): Documents including correspondence; AOSA product lists; AOSA product order form; and handwritten notes.


folder 52  National Standards in the Arts (1993): Including correspondence and documents detailing proposed arts standards.

folder 54  Non-profit Information (1987-93): Documents including National Center for

Organization of American Kodály Educators (OAKE) Documents (1995-97): Including informational brochures; correspondence; OAKE financial summary report; OAKE Annual General Meeting agenda; call for materials by the Publications Committee of OAKE; excerpt of record of dissertation abstracts, including abstract with the title “The Organization of American Kodaly Educators: Its History and Impact on American Music Education,” by Kate Thomas Stephen; typewritten transcript of speech given at OAKE conference by unidentified member of the AOSA; directory for OAKE National Conference in Provo, UT; informational brochure on the historic Temple Square of the Church of Jesus Christ of Latter-Day Saints; conference and surrounding area information; announcement of the OAKE National Children’s Honor Choir; program from 1996 OAKE Conference; minutes from annual general meeting; meeting agenda; form for OAKE nominations; OAKE national conference evaluation form; 1996 OAKE National Conference program; OAKE conference invoice from Brigham Young University; proposal forms; and membership survey.

Association by Jeffrey D. Ford and Ray G. Stephens and Related Correspondence (1986).

Box 21

folder 9  RE-Echoes I, II, III (1991-96): Correspondence relating to Orff Re-Echoes project and list of articles with author, date, and article type information.

folder 15  AOSA 10-Year Plan (1994-95): Documents including outline of future goals and plans; copy of message from the president of OAKE, appearing in Kodály Envoy, Winter 1995; correspondence; outline of document titled “Questions to Be Answered”; AOSA job description for Ad Hoc Committee for oversight of AOSA’s 10-year plan;

folder 17  Umbrella Status (1991-96): Documents including lists of AOSA chapters under the AOSA non-profit umbrella; correspondence; copy of umbrella status tracking file; list of subordinates (chapters); and form letter to AOSA chapters on non-profit umbrella status;

folder 18  “Orff-Schulwerk, A ‘Simple Gift’ to Music Education” Video (1993-97): Including 29 color photographs and negatives and documents including correspondence; video notes; invoices from Market Vision Studios Corp., Irvington, NY; invoice from Boosey & Hawkes for video license; handwritten notes; video comments from Media Committee; 8-lesson sequence for proposed AOSA video by Judith Thomas; informational packet about the people assisting with the AOSA video; notes for the Film Committee; blank parental consent form for AOSA video; and signed parental consent forms.

Box 22

folder 30  AOSA Audio-Visual Library (Cleveland, OH).

Box 37

folder 33  Projects – Introductory Orff-Schulwerk Course

folder 34  Projects – Founder’s Day Letter

folder 35  Projects – Symposium 2000

128
folder 36  Projects – Publicity and P/R Committee
folder 37  Projects – Professional Development Committee
folder 38  Projects – Personnel Committee
folder 39  Projects – Orff Institute/Forum
folder 40  Projects – Film Committee
folder 41  Projects – Honorary Members
folder 42  Projects – Guest Educator Program
folder 43  Projects – Foresight Committee
folder 44  Projects – 1974 Annual Chapter Questionnaire
folder 45  Projects – 1992 Composition Contest
folder 46  Projects – 1973-1974 College and University Survey

Box 38

folder 1  Projects – AOSA 1973-1974 College and University Survey
folder 2  Projects – AOSA 1973-1974 College and University Survey
folder 3  Projects – AOSA 1973-1974 College and University Survey
folder 4  Projects – AOSA 1973-1974 College and University Survey
folder 5  Projects – AOSA 1973-1974 College and University Survey
folder 6  Projects – AOSA 1973-1974 College and University Survey
folder 7  Projects – AOSA Advocacy Video
folder 8  Projects – Conference Committee
folder 9  Projects – Industry

129
folder 10 Projects – Media Committee
folder 11 Projects – Membership Committee
folder 12 Projects – M.E.N.C.
folder 13 Projects – *The Orff Echo*

**Box 41**


folder 46 National Association of Music Merchants (NAMM) funding application and correspondence with AOSA, 1999.


folder 48 International Association of Jazz Educators (IAJE) and AOSA partnership materials, 2000-01.


**Box 42**


130

_subseries 12: financial statements_

**Box 12**

folder 5    AOSA Budget Documents (1978-87).

folder 6    Financial Statements (1982-86): Documents including Executive Secretary reports, budgets, Fiscal Committee materials, correspondence related to IRS tax-exemption, income statements, and fiscal reports.

**Box 16**

folder 22   Correspondence from the Treasurer (1974-87) and Financial Documents
Including: form of temporary exemption from Missouri Sales/Use Tax; financial report; handwritten notes; and income statement.


**Box 17**


**Box 18**


**Box 19**

131


Box 38

folder 16  Financial – Misc. Invoices
folder 17  Financial – August Graphics Invoices
folder 18  Financial – OCR Invoices
folder 19  Financial Statements – 1997
folder 20  Financial Statements – 1998
folder 21  Financial Statements – 1999
folder 23  Financial – Financial Assistance Committee
folder 26  Financial – Conference Reports 1970-1979
folder 28  Financial – Treasurer’s Notebook

subseries 13: Membership Committee

Box 12

132
folder 13  Chapter President’s Packet (September 1986).

folder 15  Membership Committee Documents (1985-87): Minutes of meetings; Distinguished Service Award documents; correspondence; notes; and brochures.

folder 17  Regional Representatives-Related Materials (1981-87): Including correspondence; minutes of AOSA chapter meetings; chapter annual reports; notes, map of United Stated divided into AOSA regions; chapter newsletters, agendas, and AOSA procedure guidelines.

Box 14

folder 11  Distinguished Service Award Documents (1987): Applications, Correspondence, and related AOSA policies.

Box 15

folder 10  AOSA Honorary Membership Documents (1987): Including descriptions of purpose and guidelines; correspondence; award certificates; and list of current AOSA honorary members.


folder 21  Membership Committee: Reports, Informational Documents, and Correspondence (1988).

folder 35  AOSA Correspondence to Regional Representatives (1987-89).

Box 16

folder 13  Membership Committee (1989-91) (1 of 2): Board membership materials including correspondence; Executive Secretary’s report to the National Board of Trustees; AOSA and MENC informational brochures; handwritten notes; membership campaign documents; committee reports; list of 1990 Membership Campaign Steering Committee personnel; and membership campaign outline.

folder 14  Membership Committee (1985-91) (2 of 2): Board membership materials including handwritten notes; AOSA informational brochure; correspondence;
Distinguished Service Award (DSA) information; committee meeting agendas; and DSA nomination form.

**Box 17**

**Folder 18**  Correspondence Relating to AOSA Honorary Members (1991).

**Folder 19**  Industry Reports and Correspondence to AOSA Board (1991-92).

**Folder 33**  Distinguished Service Award Informational Documents and Correspondence (1992).

**Box 19**

**Folder 26**  Membership Committee Documents (1990-95): Including correspondence related to an AOSA questionnaire and form letters to AOSA members.

**Box 20**

**Folder 12**  Drafts of Certificates of Appreciation to Various AOSA Members.

**Folder 13**  Documents Pertaining to AOSA Chapters (1995-97) (1 of 2): Including form letters to chapter officers; “News from National”; guidelines and policy for applicants of chapter mini-grant assistance; copy of 1995 annual report summary; correspondence; and Advisory Board meeting minutes.

** Folder 13 item housed in Box 46/29:** 1995 Chapter Annual Report Summary.

**Folder 14**  Documents Pertaining to AOSA Chapters (1995-96) (2 of 2): List of chapter local/national membership history; lists of missing Chapter Board members; copy of 1996 National Annual Report Summary; informational documents on chapters; Advisory Board meeting minutes; 1996 Chapter Annual Report form; correspondence; and AOSA informational document titled “Membership in the AOSA Helps You and the Teaching Profession.”

** Folder 14 item housed in Box 46/30:** 1996 Chapter Annual Report Summary.
folder 41  Correspondence and Certificates Related to Honorary AOSA Membership (1995-96).

folder 43  Membership Committee (1988-97): Documents including committee reports; correspondence; committee meeting agendas; overview of AOSA Industry Award; notes for Advisory Board Membership Workshop; informational charts on AOSA membership; subscription form for *The Orff Echo*; information on the proposed Membership Campaign Steering Committee; repro. of promotional AOSA brochure; overview of membership campaign, phase 1, 1990; AOSA informational brochure; handwritten notes; Region 3 address list; repro. of section of *American Dalcroze Journal*, Vol. 17, No. 2, Winter 1989; and chart on AOSA membership professional category analysis.

folder 60  Industry Representative Reports and Correspondence (1992-97).

folder 64  Distinguished Service Award (DSA) (1996): Documents including correspondence; DSA nomination form; repro. of blank DSA certificate; and purpose and guidelines for the DSA.

**Box 42**


folder 4  Membership Committee Agendas (1994-95).

folder 5  Membership Committee Agendas (1995-96).

folder 6  Membership Committee Agendas, Correspondence, Minutes, Budgets, and Plans (1999-2001).

folder 8  AOSA Brochures, Related Correspondence, and B&W 8x10 Photograph (1992-97).

folder 9  AOSA Awards-Related Correspondence (1999-2000).


folder 12  AOSA Distinguished Service Award (DSA) Documents (1989-93).

folder 15  AOSA Industry Service Award and DSA Past Ballots (1 of 2).
folder 16  AOSA Industry Service Award and DSA Past Ballots (2 of 2).
folder 19  Membership Committee Reports and Agendas (1996-98).
folder 21  Membership Committee General Documents (1988-93) (1 of 2).
folder 22  Membership Committee General Documents (1988-93) (2 of 2).
folder 23  AOSA Membership Materials (1985-89): including job description, policy, written report format; past years’ agendas and minutes; DSA history, nominations, and correspondence; reviews and evaluations; other forms; and status of AOSA chapters.

subseries 14: other committees

Box 4

folder 8  Minutes of AOSA Board and Committee Meetings, Correspondence, and Documents with Financial, Organizational, and Informational Content (1977-80 and 1983) (1 of 2): Minutes of meetings including Editorial Committee Agendas, Annual Business Meetings, Executive Board Meetings, Advisory Board; Correspondence including persons Isabel McNeill Carley, Luisa E. Burns, Janet E. Hudson, Mrs. Laurence Levine or Claire Levine, Janice Rapley, Verna McCauley, Marion F. O’Connell, Kate Grieshaber, Gin Ebruger, Pat H., Edith Elliott, Patsy Smith, Lillian Yaross, Millie, Judy, Mary, Ruth, Jane, and Betty; Treasurer’s Reports, estimated and projected budgets, documents concerning the
Gunild Keetman Scholarship Fund, *Orff Re-Echoes* business, invoices for editions of *The Orff Echo*; various pages of handwritten notes on AOSA business, list of teachers and respective areas of specialty, address of state arts agencies, list of Orff-related courses at Hartwick College, Oneonta, NY, map of contiguous USA, AOSA Executive Secretary’s Report (1979), information on summer training courses in Orff-Schulwerk (1979), Annual Chapter Report (1978), list of AOSA committees, (1979-80), Editor’s Report (1979), President’s End-of-Year newsletter (1978-79).

**folder 9** Minutes of AOSA Board and Committee Meetings, Correspondence, and Documents with Financial, Organizational, and Informational Content (1977-80 and 1983) (2 of 2): Minutes of Editorial Committee, Editorial Board Agenda (1979); Committee Correspondence; projected budget for 1979; Chapter Coordinator’s Report (1979), Editor’s Reports (1979), and list of articles subdivided into the categories: “Articles in Galley,” “Reviews in Galley,” “Reviews Received,” “Books Received,” “New Articles,” and “Articles Assigned.”

**Box 12**

**folder 10** Film Committee Materials (1984-86): Documents relating to AOSA film project “American Odyssey”.

**folder 12** Publicity/Public Relations Committee Documents (1984-87): Including reports, procedures, correspondence, Guest Administrator Program materials, and budget requests.

**folder 14** Library Committee Materials (1984-87): Documents including correspondence, notes, minutes, job descriptions, lists of publications, budgets, reports, and lists of holdings.

**folder 18** Editorial Committee (1982-84): Materials pertaining to publication *Orff Re-Echoes*, including correspondence; lists of publications rated by the committee; notes and agendas from meetings; editor’s reports; drafts of articles for possible use in *Orff Re-Echoes*; and example of article review form.

**Box 13**

**folder 8** Annual Business Meeting Documents (1986-89): Reports, correspondence, and minutes.

Box 14

folder 8  Foresight Committee Documents: Committee job descriptions; correspondence, and documents related to long-range AOSA planning.

folder 13  Correspondence and Informational Documents Pertaining to Copyright Issues and Related AOSA Ad Hoc Committee (1988-89).

Box 15

folder 3  Grants Committee Materials (1987-89): Agendas and Reports.

folder 9  Higher Education Committee (1987-88): Agendas; correspondence; AOSA guidelines for classroom teachers course; list of Orff-Schulwerk summer courses for 1988; list of institutions offering AOSA-approved Orff Certification courses for 1988; and list of AOSA-recommended introductory Orff-Schulwerk courses.

folder 17  Correspondence Pertaining to 1984 Meeting of the Ad Hoc Committee on Personal Relations Held at National Conference in Las Vegas (1985).

folder 34  Publicity/Public Relations Committee Materials (1987-89): Correspondence and informational documents on subjects including guest administrators for AOSA national conferences; possible designs for an AOSA banner; official receptions; workshop programs; P/PR agendas; guest educator program

Box 16

folder 2  Conference Committee (1990-91) (1 of 3): Correspondence; receipts of instrument purchases; proposed Denver conference budget; 1990 national conference chairperson’s final report; 1991 San Diego conference materials; AOSA committee report; and instrumentarium inventory and evaluation forms.

folder 3  Conference Committee (1987-90) (2 of 3): Denver conference report to the AOSA Executive Board; preliminary conference registration committee guidelines; proposed Denver conference budget; event planning correspondence; copy of AOSA conference hotel selection guidelines; summary of evaluations for
1989 Atlanta conference; 1990 conference evaluation form; outline of organization plan for AOSA national conferences; AOSA committee report; copy of policies for AOSA owned instruments; repro. of motion moved on September 9, 1990; final anticipated budget for 1988 Detroit conference; AOSA industry report; badge-related correspondence; 1987 budget revision; national conference VIP list; AOSA National Conference Board Report for 1987 Chicago conference; and handwritten notes.

**folder 4**  
Conference Committee (1985-90) (3 of 3): Executive Board meeting report; 1986 Boston conference projected budget; event planning correspondence; 1985 conference recommendations; handwritten notes; outline of 1985 Executive Board meeting; notes on Atlanta as possible 1989 conference site; Chicago conference feedback; outline of meeting with Minnesota chapter of the AOSA to plan for 1992 conference; instrumentarium inventory and evaluation form; and AOSA committee report.

**folder 17**  
Editorial Committee (1986-89): The Orff Echo Editor’s reports; correspondence; Interim Editor’s report; list of The Orff Echo advertising rates; job description; handwritten notes; and meeting agenda.

**folder 20**  

**folder 24**  
Finance Committee Documents (1984-90): Balance sheets; income statements; list of assets; proposed conference budget; budget worksheets; budget planning materials; repro. of treasury bond for the AOSA Keetman Fund; invoice for accountant services; and draft of The Dale Warland Singers’ “Report on Audits of Financial Statements for the years ended June 30, 1989 and 1988.”

**folder 25**  
Budget Committee (1989-92): Correspondence; budget planning documents; proposed budgets for Media Committee; expense totals for The Orff Echo; balance sheets; handwritten notes in outline format; MENC audit report balance sheet; and Publicity/Public Relations Committee Budget.

**folder 30**  
Media Committee (1985-91) (1 of 2): Correspondence; meeting agendas; AOSA video tentative timeline; AOSA video survey; committee reports; handwritten notes; overview of formation of Isabel McNeill Carley Library (IMCL); conference schedules; job descriptions; A/V Library report; list of video and film loans for March – September 1989; film library report; draft of AOSA film guide supplement to American Odyssey; budget proposal; and film committee report.

**folder 31**  
Media Committee (1984-89) (2 of 2): Correspondence; A/V Library reports; form for IMCL receipt of materials; video and film loans for November 1988 – March 1989; signed copy of Detroit AOSA conference videotaping contract; meeting
agendas; Orff-Schulwerk video information; IMCL report; minutes of Film Committee report; Film Committee Budget; and film and video list as of March 1987.

folder 32  Publicity/Public Relations Committee (1988-91): AOSA public relations manual; budget; meeting agendas; committee reports; AOSA Denver conference publicity board meeting report; copy of *Pi Lambda Theta Newsletter: National Honor and Professional Association in Education*, Vol. 34, No. 4, Spring 1990; copy of AOSA guest educator program applications for September 1989; and AOSA Atlanta conference publicity board meeting report.


folder 41  Ad Hoc Ethics Committee Guidelines and Notes (1977-81).

Box 17


folder 14  Foresight Committee Documents (1991-93): Including minutes of Board report; committee report; agendas; handwritten notes; and correspondence.

folder 40  Conference Committee Materials (1992-93): Regional conference report; Local Conference Committee timeline; correspondence; meeting agendas; and Committee report.

folder 42  Indianapolis Conference Committee (1992-93): Including correspondence; informational documents; draft of conference registration form; handwritten notes; list of presenters, honored presenters, and special guests; schedules for November 11-13; résumé of Jeffrey Hoover; composition contest proposal for Indianapolis conference; composition contest tentative projected schedule; composition contest guidelines; directory of new music service organizations; copy of article “New Music for Your Students: Sponsoring A Composers’ Competition,” by Jeffrey Hoover; list of library membership; list of music industry membership; Orff-Schulwerk bibliography; musical example with ranges of the barred instruments and recorders; progress report on the composition contest; and license agreement.

Box 18
folder 10  Process Video Ad Hoc Committee (1992): Correspondence; personnel list; and project prospectus.

folder 11  Professional Development Committee (1990-91): “Meeting of the Minds” meeting agendas; Task Force materials; and Classroom Teachers Guidelines

folder 12  Professional Development Committee Orff Apprenticeship Program (1990-92): Including information for press release; correspondence; description of program submitted to the AOSA National Board; application and related forms; musical example titled “Cup Passing Game”; committee agenda; “Meeting of the Minds” meeting minutes; description of level course apprenticeship program; list of criteria for Orff Schulwerk Teacher Training Courses; Task Force on Teacher Training and Certification meeting minutes; AOSA budget information; and handwritten notes.

folder 13  Publicity and Public Relations Committee (1992): List of guest educators for the National Conference in Minneapolis; correspondence; and committee report.

folder 14  Regional Representatives Committee Documents (1992-93): Including copy of Region II News: A Newsletter for AOSA Chapter Presidents, February 1993; meeting minutes; correspondence; meeting agendas; material from National for regional newsletter; National Annual Report summary; information regarding term of office for committee; copy of The Timpani: AOSA Newsletter for Region II Chapter Presidents, Vol. 1, No. 1, August 1992; timeline for chapter presidents’ newsletter; and information regarding an Advisory Board meeting on November 5, 1992.

folder 23  Personnel Committee (1990-93) Committee job description; correspondence; committee reports; committee policy and procedure; personnel evaluation forms; and handwritten notes.

folder 33  Membership Campaign Committee (1991-93) (1 of 2): Including correspondence; update on membership total; list of personnel on the Membership Campaign Steering Committee; transcript of conference call; committee reports; meeting agenda; committee projected activities; and AOSA membership flyer.

folder 34  Membership Campaign Committee (1990-93) (2 of 2): AOSA presidents’ letters to members; correspondence; and committee meeting minutes.

folder 36  Minority Advisory Ad Hoc Committee (1991-93): Including handwritten notes; meeting notes; list of committee members; correspondence; and committee suggestions for attracting members with culturally diverse backgrounds.

folder 37  Media Committee (1991-94): Including committee report; meeting agendas; Minnesota video project information; Publicity/Public Relations Committee
report; correspondence; A/V Library report; Media Committee proposed budget; report to annual business meeting; service agreement between AOSA and Kinsella Video Productions, Inc.; and personnel list for “Process Video” Ad Hoc Committee.

**Box 19**

**Folder 3** Personnel Lists and Information Pertaining to AOSA Ad Hoc Committees, including the Multicultural Committee, the Teacher Training Task Force Committee and its sub-committees, and the American Recorder Society/AOSA Joint Committee (1992-94).

**Folder 5** Budget Committee (1992-96): Including correspondence; budget information; finance committee and treasurer job descriptions; chart of accounts; balance sheets; budget meeting documents; chart of history of staff salaries; budget planning documents; chart for summary of AOSA unrestricted funds; and certificate of insurance.

**Folder 20** Foresight Committee (1991-93): Including meeting agendas; committee reports; guidelines for selection of AOSA-sponsored showcase presenters; and correspondence.

**Box 20**

**Folder 27** Conference Committee Documents (1991-97): Including music convention list for Fall 1996; agendas for Committee meetings; Conference Committee report; drafts of Instrument “Wish List” for Supplementation of Existing AOSA Instrumentaria; AOSA Committee Reports; correspondence; copy of generic budget worksheet; recommendations for future AOSA conference sites; AOSA 1995 national conference industry showcase room information; application form for AOSA industry showcase; timeline for exhibitor letter/industry showcase applications; form letter to AOSA exhibitors; draft of list of movement session leaders and headlines for future AOSA conferences; generic conference budget; copy of King Kong Kases agreement; conference planning timeline; and host chapter form letter.

**Folder 33** Executive Committee Miscellaneous Documents: Including items for discussion in 1993 meeting; overview of purpose of an executive committee; and list of motions current in September 1992.

**Folder 35** Financial Assistance Committee Documents (1991-97): Including
correspondence; committee reports; list of contributions to the Shields-Gillespie Scholarship and the Gunild Keetman Fund; meeting agendas; information on the TAP Fund; list of Keetman Assistant Fund applications; application checklist for Keetman Assistance Fund; list of Shields-Gillespie scholarship applications; Shields-Gillespie Scholarship application checklist; drafts of guidelines and policies for scholarship applicants; form for Keetman Assistance Fund celebration and memorial cards; informational brochure for special course by The Orff-Institute, Salzburg, Austria; list of recipients of the Keetman Assistance Fund; and form letters for TAP Fund correspondence.

folder 36  Foresight Committee Documents (1990-96): Including meeting agendas; information on the Cincinnati Insurance Company; Committee reports; and correspondence.

folder 39  Teacher Training Taskforce and Guidelines Ad Hoc Committee Documents Pertaining to Guidelines for Orff Schulwerk Training Courses (1992-97): Including address list for mailing of guidelines; correspondence; recommendations to the AOSA Board; recommendations for course organization; AOSA guidelines survey form; August 1993 working draft; informational outline titled “Schulwerk and the Elements of Movement/Dance”; teacher training guidelines revision outline; draft of diagram for teacher training guidelines; list of personnel on Movement Task Force Committee; agenda and personnel list for meeting of Movement Guidelines Writers Committee; list of movement session leaders and headliners for beginning-intermediate students for AOSA conferences; drafts of guidelines for movement in level training courses I-III; Movement Guidelines Committee report; 1996 revised edition of guidelines (69 pp. of text and music examples); music examples; and November 1994 draft 1 of guidelines.

folder 49  Multicultural Ad Hoc Committee (1991-96): Including correspondence; AOSA multicultural resource form; committee reports; outline detailing suggestions for attracting members with culturally diverse backgrounds; draft of financial assistance committee job description; and personnel list.

folder 57  Finance Committee (1990-97): Documents including corporate resolution for deposit account; correspondence; estimate procedure listing; example estimate calculation; committee reports; charts of AOSA fiscal years in review; AOSA Treasurer job description; AOSA income statement; handwritten notes; informational packet on proposals for structuring the finances of the AOSA; Alice J. Rucker curriculum vita; and committee meeting agenda.

folder 59  Outreach and Development Ad Hoc Committee (1996): Documents including promotional flyer for All Things Musical: The Yellow Pages for Today’s Music Educator; correspondence; handwritten notes; overheads and papers for AOSA Promotional Proposal 1997-98 with subcategories background material,
advertising ideas, advocacy tool ideas, and on-line research; and resource/contact directory.


**folder 63**  Media Committee (1991-97): Documents including correspondence; committee reports; meeting agendas; video production estimate; Committee proposed budget; and information on the Prospectus “Process Video” project.

**Box 21**

**folder 7**  Professional Development Committee Documents (1991-97): Including correspondence; list of institutions offering AOSA approved Orff-Schulwerk Teacher Training Courses; informational brochure on 1997 Teacher Training Certification Courses; Committee reports; meeting agendas; informational brochure on Southwest Texas State University; yearly participant totals for Teacher Training Courses; résumé for Maria Seeliger; handwritten notes; list of Orff-Schulwerk and Orff-related summer courses for 1993; blank apprenticeship program completion form; AOSA teacher training apprenticeship program application form and program description; list of ideas for contacting college music methods professors; and blank evaluation form.

**folder 8**  Publicity/Public Relations Committee (1990-97): Documents including correspondence; Committee reports; meeting agendas; sample sheets of logos; brochure advertisement of AOSA convention sale of instruments; Publicity/Public Relations guide for AOSA chapters; and Distinguished Service Award overview.

**folder 10**  Regional Representatives Committee (1995-96): Documents including guidelines; Committee meeting agendas; Advisory Board Recording Secretary job description; correspondence; and list of chapter information and proposed region alterations.

**Box 42**

**folder 25**  Ad Hoc Undergraduate Curriculum Reform Committee: Music educator survey materials designed by the committee.

**folder 26**  Advocacy Documents and Correspondence (1999-2000).

**folder 30**  Endowment Fund Committee Reports and Correspondence (1999-2001).
folder 33  Financial Assistance Committee Information and Correspondence (1999-2001).
folder 34  Foresight Committee Materials (2000-01).
folder 35  Media Committee Reports, Correspondence, Minutes, and Outlines (1998-2002).
folder 36  Multicultural Ad Hoc Committee and Minority Interest Group Documents and Correspondence (1991-98).
folder 37  National MENC Taskforce Correspondence (2002).
folder 38  Personnel Committee Agendas, Correspondence, and Reports (1999-2001).
folder 41  Professional Development Committee and Ad Hoc Committee for Post Level Three Study Materials: Correspondence, minutes, and related documents (1999-2001).
folder 43  Recorder Ad Hoc Committee Materials and Correspondence (1995-98).

subseries 15: administrative reports

Box 12

folder 3   Executive Secretary’s Reports (1979-87).
folder 4   Treasurer’s Reports (1986-87).
folder 30  Miscellaneous AOSA Documents: Personnel lists, correspondence, records of chapter events, description of personnel policy and procedure, “American Odyssey” news, chapter coordinator annual report for 1978, summer training
courses-related, past president workshop grant information, Advisory Board meeting minutes, Publicity Committee report, Executive Secretary’s reports, financial reports, Treasurer’s reports, Gunild Keetman Scholarship Fund information, Membership Committee report, description of regional representatives and areas, instrument price lists, and musical examples (1983-87).

**Box 14**

folder 1  Executive Secretary’s Reports (1987-89): Including AOSA membership data; financial information; conference information; and correspondence.

**Box 15**

folder 38  Treasurer’s Reports (1987-88).

**Box 16**


folder 40  Executive Secretary’s Reports and Accompanying Informational Documents (1987-90).

**Box 17**

folder 10  Committee Reports (1992-93).

folder 12  Committee Reports (1991-93).

folder 13  Executive Secretary’s Reports to the National Board of Trustees and Timeline for the Office of the Executive Secretary (1992).

folder 37  Committee Reports (1991-94): Including personnel lists for Board of Trustees Committees; correspondence; AOSA computer survey and results; and committee report form.

Box 20

folder 1  A/V Library Reports and Related Correspondence (1991-97).
folder 31 Editor Reports and Correspondence (1991-97).
folder 34 Executive Secretary Reports and Correspondence (1990-97).

Box 38

folder 14 Treasurer’s Reports 1969-1981
folder 15 Treasurer’s Reports 1996-1999

Box 41

folder 38 Employee Evaluation Reports, as administered through the Executive Board, 1999-2001.
folder 39 Executive Director’s Reports to the National Board of Trustees, 1999-2001.

Box 42


subseries 16: scholarships and funds

Box 12

147

folder 31  Documents Pertaining to the Gunild Keetman Scholarship Fund (1986-87).

Box 15


folder 37  Harriet Evans Shields Scholarship (1985-87): Correspondence, informational forms, donation forms, and draft of application form.

Box 17

folder 22  Gunild Keetman Assistance Fund (1992): General Letter to AOSA Members; donation form; and list of contributors to the Fund.

Box 19


Box 20

folder 37  AOSA General Giving Fund Correspondence, Related Notes, and Lists of Past Donors (1997).

Box 35

folder 4  Correspondence (RE: Keetman Fund – Old)

folder 5  Board Correspondence (RE: Keetman Fund)