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CHARLOTTE MOTON HUBBARD PAPERS
Collection 54-1 to 54-13

Prepared by Denise Harbin
June 1980
Revised by Greta S. Wilson
January 1981

MANUSCRIPT DIVISION

Scope Note

The Charlotte Moton Hubbard Papers document her career in the fields of education and public relations in the private sector and in the federal government. The papers consist of biographical data about her father, Robert Russa Moton, former Principal of Tuskegee Institute, along with correspondence, photographs, scrapbooks, tape recordings, invitations, organizational materials, programs, clippings, press releases and manuscripts.

The strengths of the papers are in Charlotte Moton Hubbard's activities with the Creative Dance Group of the Hampton Institute and her career as Deputy Assistant Secretary of State for Public Affairs during the years 1963-1970. The correspondence is primarily congratulatory generated upon her appointment to this prestigious position.

There are fragments of information pertaining to her many other jobs and organizational affiliations as Recreation Representative for the Federal Security Agency, Office of Community War Services; Community Relations Advisor for the Girl Scouts of America; Director of Field Relations, Commercial Dietetics Department of Tuskegee Institute; Host of the radio program,, WLIB "Washington By Line"; Community Service Director of WTOP-TV Washington, D.C. and Public Relations Staff Assistant for the United Givers Fund. Materials in this collection were deposited in June, 1971 by Mrs. Charlotte Moton Hubbard. The collection measures 3 « linear feet.

Biographical Sketch

- 1912 November 27 Born to Robert Russa Moton and Jennie Dee Booth Moton, Hampton, Virginia.
- 1931 Received Certificate in Home Economics, Tuskegee Institute,
- 1934 Received B.S. from Boston University in Education and Physical Education. Attended Chillis School of the Dance, Boston.
- (1934-41) Employed as Instructor of Health and Physical Education, Hampton Institute, Virginia.
- 1935 1936 (Summers) Completed graduate studies, Boston University.
- 1938 (Summer) Attended Bennington College, School of Dance,
- 1942-1945 Served as Recreation Representative, Office of Community War Services, Federal Security Agency, Washington, D.C.
- 1945- 49 Served as Community Relations Advisor, Girl Scouts of America, National Staff,
- December 29 Married Maceo Hubbard,
- 1950-52 Director of Field Relations, Commercial Dietetics Department, Tuskegee Institute, Washington, D.C.
- 1952 Host: WLIB "Washington By-Line."
- 1953-63 Public Relations Staff Assistant, United Givers Funds, Washington, D.C.
- 1963 Officer-in-Charge of Community Meetings, Bureau of Public Affairs, U.S. Department of State.
- Coordinator of Women's Activities, Office of Community, Advisory Services, U.S. Department of State.
- 1965 Received Honorary degree, Civil Law, New England College, Henniker, New Hampshire. Recipient of Outstanding Alumni Award, Tuskegee Institute.

Biographical Sketch

1963-1970 Deputy Assistant Secretary of State for Public Affairs, U.S. Department of State.

Series Description

- Series A**
Box 54-1
Personal
Biographical material on Charlotte Moton Hubbard and Robert: Russa Moton, awards, photographs, and clippings.
- Series B**
Box 54-1
to Box 54-2
Correspondence
Primarily congratulatory letters upon her appointment as Deputy Assistant Secretary of State, Department of State, Washington, D.C. Greeting cards, invitations, secretarial notes and telegrams are also included.
- Series C**
Box 54-3
Career
Fragments of her activities with the following organizations: Hampton Institute, Federal Security Services, Girl Scouts of America, Commercial Dietetics Department of Tuskegee Institute, WLIB, CIO-PAC, WT0P-TV, United Givers Fund and Department of State. Includes programs, reports, scripts, photographs, clippings, memorabilia and correspondence pertaining to Mrs. Hubbard's affiliation with these organizations.
- Series D**
Box 54-5
Organizational Affiliations
Scripts from radio broadcasts with stations WOOK, and WOL during May, 1950 discussing the United Negro College Fund.
- Series E**
Box 54-5
Programs
Baccalaureate church inauguration programs and other activities where Mrs. Hubbard was either a guest or a guest speaker.
- Series F**
Box 54-5
Manuscripts
Two typescripts written and/or compiled by Mrs. Hubbard: "Building a Nation," (1947); "This World is Ours" (1948).
- Series G**
Box 54-5
Reports
A chronology of key Black appointments at the State Department between 1869-1969; an annual report from Tuskegee Institute, 1964-1965; and a proposal to develop a communication program at Hard University.

Series Description

- Series H**
Box 54-5 **Publications**
A booklet entitled "20 day's Negro Americans and their contributions to their country Vol. 2 Presented by the Mott Adult Education Program in Association with Ebony Magazine.
- Series I**
Box 54-5 **Tape Recordings**
Interviews and speeches with such notables as Stanley Gartenhaus, President Lyndon B. Johnson, and others during the years 1964-1969.
- Series J**
Item 54-6
to Item 54-7 **Notebooks**
Choreography notes of dance for the Hampton Institute Creative Dance Group.
- Series K**
Items 54-8
to Item 54-13 **Scrapbooks**
Photographs, U.S. Tuskegee, 1945 and photographs clippings, correspondence and documents of State Department trips and affairs, 1964-1970.

Container List

Series A

Personal

Box

Folder

54-1

- 1 Biographical
- 2 Moton, Robert Russa
- 3 Photographs - Charlotte Moton Hubbard
- 4 Photographs - Charlotte Moton Hubbard and others
- 5 Delta Sigma Theta Sorority, Inc. May 17, 1969
- 6 "Salute to Women Who Work Week" March 12-13, 1967
- 7 "S. S. Tuskegee Victory Launching" June, 1945
- 8 Theta Sigma Phi; May 6, 1969
- 9 Clippings

Series B

Correspondence

54-2

- 10 Correspondence - A
- 11 Correspondence - B
- 12 Correspondence - C
- 13 Correspondence - D
- 14 Correspondence - E
- 15 Correspondence - F
- 16 Correspondence - G
- 17 Correspondence Ha
- 18 Correspondence He-Hz
- 19 Correspondence I
- 20 Correspondence J
- 21 Correspondence K
- 22 Correspondence - L
- 23 Correspondence - M
- 24 Correspondence - N
- 25 Correspondence - O
- 26 Correspondence - P
- 27 Correspondence - Q
- 28 Correspondence - R
- 29 Correspondence - S
- 30 Correspondence - T
- 31 Correspondence - U
- 32 Correspondence - V
- 33 Correspondence - W
- 34 Correspondence - X,Y,Z
- 35 Correspondence - Secretarial Notes
- 36 Correspondence, First Name Only
- 37 other Correspondents

Container List

Series B **Correspondence** continued

- Box Folder
54-2 38 Memoranda
 39 Telegrams
 40 Greeting Cards
 41 Invitations

Series C **Career**

- 54-3 Hampton Institute Creative Dance Group
42 Hampton Institute Creative Dance Group - Clippings
43 Hampton Institute Creative Dance Group - Letters
44 Hampton Institute Creative- Dance Group - Programs
- Federal Security Agency, Community War Services
45 Community War Services - reports, clippings, job description
- Girl Scouts of America
46 Girl Scouts of America - International Girl Scout: Encampment Camp Barree,
 PA.
- Tuskegee Institute, Commercial Dietetics Department
47 Commercial Dietetics Department - Reports
- WLIB, Washington, D.C.
48 WLIB, "Washington By-Line" - Interview, Programs, Press Release, Clippings
- CIA-PAC
49 CIA-PAC - Report of Work, Newsletters
- WTOP-TV
50 WTOP-TV Interview, Program, Press Releases, Clippings
- 54-4 United Givers Fund
51 United Givers Fund - Campaign Kit, Speaker's Handbook
- Department of State
52 Department of State - Clippings,
53 Department of State - Bryant Volunteer Awards
54 Department of State - Performance Ratings
55 Department of State - Press Releases
56 Department of State - Programs

Container List

- Series C** **Career** continued
Box Folder
54-4 Department of State
57 Department of State - Introduction of Charlotte Moton Hubbard
58 Department of State - Introduction by Charlotte Moton Hubbard
59 Department of State - Schedules of Engagement
60 Department of State - Southern Baptist Convention - Ridgecrest, N.C. October
23-31, 1970
61 Department or- State - Southern Baptist Convention - Speech
62 Department of State – Virginia Baptist Student Union Convention - Speech
63 Department of State Ugandan Bark Cloth Project
64 Department of State Viet-Nam Trip
- Series D** **Organizational Affiliations**
54-5 65 United Negro College Fund - Scripts
- Series E** **Programs**
66 Programs
- Series F** **Manuscripts**
67 "Building a Nation" 1947
68 "This World Is Ours" - October 22,1948
69 "A Chronology of Key Negro Appointments in the Department of State
1869-1969." February 1969
- Series G** **Reports**
70 Proposal to develop and strengthen the communication program at H.U.
71 Tuskegee Institute Annual Report1964-1965
- Series H** **Publications**
72 Today's Negro Americans and their contributions to their country - Vol. 2
- Series I** **Tape Recordings**
a Gartenhaus Interview - September 8, 1966 - 1 reel
b Gartenhaus Interview - April 21,1968 - 1 reel
c Gartenhaus Interview - April 21,1968 - 1 reel
d Radio Release No. 21 – President Lyndon B. Johnson, Robert Weaver
and Charlotte Moton Hubbard May 11, 1964 - 1 reel

Container List

- Series I** **Tape Recordings** continued
Box Folder
54-5 e Interview - December 12, 1969 1 reel
 f Interview- May 3, 1966
 g Stanley Gartenhaus Interview -September 25, NY
 h Brigette Lay - Voice of America
 i. Southern Baptist Convention Ridge Crest, N.C. - September,1970 August 28-31,
 1970
 j Bernidine Washington - WVON
 k Trip to Vietnam
- Series J** **Notebooks**
Item 54-6 Choreography notebook from Hampton Institute Creative Dance Group Notebook 1
Item 54-7 Choreography Dance notebooks Notebook 2
- Series K** **Scrapbooks**
Item 54-8 Scrapbook #1 Explanation of dance - (1935) interpretation by Negro - typescript
Item 54-9 Scrapbook #2 Photos U.S.S. Tuskegee Launching WW II - 1945
Item 54-10 Scrapbook #3 Doc't of State Department Appointment Clippings and Photos - 1964-
 1967
Item 54-11 Scrapbook #4 Delta award - State Department affairs - other affairs attended
 and programs of events which she participated - correspondence, telegrams,
 clippings, photos
Item 54-12 Scrapbook #5 Continuation of State Department Affairs - 1966-1967
Item 54-13 Scrapbook #6 Trip to South Vietnam (1967' Visit to National Training Center
 for Revolutionary Development - Vung Tau, November 28, 1967