HUBBARD, Charlotte

MSRC Staff

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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, WLIR “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,


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

Series Description

Series A  Personal
Box 54-1  Biographical material on Charlotte Moton Hubbard and Robert: Russa Moton, awards, photographs, and clippings.

Series B  Correspondence
Box 54-1 to Box 54-2  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  Career
Box 54-3  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  Organizational Affiliations
Box 54-5  Scripts from radio broadcasts with stations WOOK, and WOL during May, 1950 discussing the United Negro College Fund.

Series E  Programs
Box 54-5  Baccalaureate church inauguration programs and other activities where Mrs. Hubbard was either a guest or a guest speaker.

Series F  Manucripts
Box 54-5  Two typescripts written and/or compiled by Mrs. Hubbard: “Building a Nation,” (1947); “This World is Ours” (1948).

Series G  Reports
Box 54-5  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  Publications
Box 54-5  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  Tape Recordings
Box 54-5  Interviews and speeches with such notables as Stanley Gartenhaus, President Lyndon B. Johnson, and others during the years 1964-1969.

Series J  Notebooks
Item 54-6 to Item 54-7  Choreography notes of dance for the Hampton Institute Creative Dance Group.

Series K  Scrapbooks
## Container List

### Series A  Personal
Box

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

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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 |
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**Correspondence continued**

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**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 |

**WTIB, Washington, D.C.**

| 48 | WTIB, "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 |

**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 |
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- 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
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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  
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