



## Archives and Research

### Finding Aid

**COLLECTION NUMBER:** Coll. 29  
**TITLE:** SpeakOut Records

#### COLLECTION SUMMARY

**Creator:** SpeakOut  
**Title:** SpeakOut Records  
**Extent:** 5 boxes (5 linear feet)  
**Date Span:** 1977-2005  
**Repository:** The History Project, Archives and Records Department

Finding aid prepared for The History Project, Archives and Records Department, by GSLIS student Sara Beneman, March-May 2012.

#### SUBJECT TERMS

##### *Subject Names:*

SpeakOut  
Gay and Lesbian Speakers Bureau  
Governor's Commission on Gay and Lesbian Youth

##### *Subject Topics:*

Bisexual youth -- Massachusetts.  
Bisexual youth -- Services for -- United States -- Massachusetts.  
Gay college students -- Massachusetts  
Gay youth -- Massachusetts.  
Gay youth -- Services for -- United States -- Massachusetts.  
Gender identity -- United States.  
Lesbian youth -- Massachusetts.  
Lesbian youth -- Services for -- United States -- Massachusetts.  
Transsexual youth -- Massachusetts.  
Transsexual youth -- Services for -- United States -- Massachusetts

#### ADMINISTRATIVE INFORMATION

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## **HISTORICAL ABSTRACT**

SpeakOut's roots trace back to 1972, when the Daughters of Bilitis and the Homophile Union of Boston joined forces to create the Gay Speakers Bureau. Since then, the organization has evolved and expanded to reflect the rich diversity of the GLBT community, including bisexual, transgender and intersex people. SpeakOut was known as the Gay and Lesbian Speakers Bureau throughout the 1990s.

SpeakOut works to create a world free of homo-bi-trans-phobia and other forms of prejudice by telling the truths of people's lives. Its main activities are training speakers to use public speaking as a means of creating positive cultural change by sharing their lives and experiences and sending those speakers to schools, businesses, churches, and other institutions in order to educate people about lesbian, gay, bisexual, and transgender lives and issues.

(The above adapted from the SpeakOut website, [speakoutboston.org](http://speakoutboston.org))

## **SCOPE AND CONTENT NOTE**

This collection is primarily comprised of speaker training materials and audience evaluations of speakers. It also contains grant applications, financial information, committee meeting minutes, workshops, resource packets, project planning papers, and the SpeakOut newsletter *The Speaker*.

SpeakOut visited a large number of schools and other institutions in the Boston area throughout the 1990s and early 2000s. These included Brookline High School, Emerson College, Merrimack College, General Electric, Camp Atwater, Berklee College of Music, Lexington High School, Randolph High School, Stonehill College, and dozens of others. The audience was asked to fill out anonymous evaluations each time, and they were painstakingly collected and saved to improve future presentations.

Training and evaluation materials which fall under a more specific category are filed with that category; for example, training for the Youth Speak Out project is filed in Series II, Projects. Evaluations of training exercises are filed within Series VI, Training.

## **DESCRIPTION OF SERIES**

**Series I:** Administrative (records pertaining to the running of SpeakOut).  
Alphabetical order.

Subseries A: Committees (committee meetings and minutes)

Subseries B: Grants (applications and information about grants)

**Series II:** Projects (specific projects undertaken by SpeakOut, including the Governor's Commission on Youth). Alphabetical order.

**Series III:** Publications (primarily *The Speaker*, the SpeakOut monthly newsletter) Alphabetical order.

**Series IV:** Resources (primarily information for dealing with LGBT issues and different religions). Alphabetical order.

**Series V:** Speaking Engagements (records of speaking engagements; primarily evaluation forms filled out by audience members). Chronological order.

**Series VI:** Training (documents relating to training staff and speakers, including manuals). Chronological order.

## **SERIES AND FOLDER LIST**

### **Box 1**

#### **Series I: Administrative**

Folder	Name
1	Administrative and Blank Forms
2	Advertising
3	Annual Report, 1996
4	Board of Directors, 1996-1998
5	Board of Directors Minutes, 1996
6	Board of Directors Minutes, 1997
7	Board of Directors Minutes, 1998
8	Board of Directors Minutes, 1999
9	Board of Directors Workshop, 1999
10	Board of Directors Minutes, 2000
11	Board of Directors Minutes, 2001
12	Board of Directors Retreat, 2001
13	Board of Directors Elections, 2002-2003
14	Board of Directors Minutes, 2002
15	Board of Directors Retreat, 2002
16	Board of Directors Team Reports, 2002
17	Board of Directors Minutes, 2003
18	Board of Directors Manual, 2004-2005
19	Board of Directors Minutes, 2004
20	Budget, 1993
21	Business Plan, 1995
22	Bylaws, 1977-1995
23	Bylaws and Mission Revision, 1998
	<b>Subseries A: Committees</b>
24	Continuing Education Committee, 1995
25	Development Committee, 1997
26	Development Committee, 2001-2002

Folder	Name
27	Fundraising Committee, 1993-1994
28	Fundraising Committee, 1993-1995
29	Ongoing Training Committee, 1994-1995
30	Procedures Committee, 1997
31	Staff Committee, 1997
32	Staff Committee, 1997-1998
33	Steering Committee, 1993-1994
34	Steering Committee, 1995
35	Correspondence, 1990-1993
36	Diversity Advisory Group Budget, 2001
37	Diversity Advisory Group Grants, 2000
38	Diversity Advisory Group Development, 2000
39	Diversity Advisory Group Tasks, 2001
40	Diversity Advisory Group Workshop, 2001
41	Department of Public Health, 2000-2001
42	Department of Public Health Contracts, 2001-2003
43	Donations, 1997-1998
44	Electronic Speaking
45	Funding, 2002
46	Fundraising, Comedy, 2001-2002
47	Fundraising Strategy, 2002
	<b>Subseries B: Grants</b>
48	Bank Boston Grant, 1998
49	Boston Foundation Grant, 2000
50	Fleet Boston Grant, 1999
51	Forest Foundation Grant, 1998
52	Grass Roots Gay Rights Fund, 1997
53	Grass Roots Gay Rights Fund, 1998-2001
54	Haymarket Grant, 1998
55	Hiring, 1996-1998
56	IRS Exemptions, 1983, 1992
57	Long Range Plan, 1995
58	Long Range Planning, 1995

**Box 2**

Folder	Name
59	Miscellaneous
60	Outreach, 1997-1999
61	Photographs
62	Police Outreach, 2001
63	Press
64	Promotional Materials
65	Religious Outreach Intern
66	Sample Membership Forms
67	Survey of Members

## Series II: Projects

Folder	Name
1	Altogether.com, 1998
2	The Answer Channel, 1993-1999
3	Boston Living Center Thanksgiving, 2000
4	Governor's Commission on Gay and Lesbian Youth: Making Schools Safe, 1993
5	Governor's Commission on Gay and Lesbian Youth: Making Colleges and Universities Safe, 1993
6	Governor's Commission on Gay and Lesbian Youth: Prevention of Health Problems, 1994
7	Governor's Commission on Gay and Lesbian Youth: GSA Support, 1996
8	Governor's Commission on Gay and Lesbian Youth, 2002-2003
9	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Grant, 1998
10	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Manual, 1998
11	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Report, 1999
12	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Training, 1999
13	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Training, 2000
14	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Outreach, 2001
15	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Training Evaluations, 2001
16	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Training Materials, 2001
17	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Training- Small Groups, 2001
18	Governor's Commission on Gay and Lesbian Youth: Youth Speak Out Training- Speaker Summary Forms, 2001
19	Greater Boston PFLAG, 1999
20	Melrose Project, 2001
21	Outreach Project, 1994
22	Pride, 1997-1999
23	Safe Neighborhoods, 1994-1996
24	Safe Neighborhoods, 1995-1996
25	Safe Neighborhoods, 1998
26	Sexual Minority Youth Prevention, 2002-2003
27	Trans* Education, 1996
28	Video Project, 1991
29	Wellness Commission, 2002-2003
30	Youth Pride, 1995

### **Series III: Publications**

Folder	Name
1	Brochures
2	<i>The Speaker</i> , 1998, 1991
3	<i>The Speaker</i> , 1992
4	<i>The Speaker</i> , 1993
5	<i>The Speaker</i> , 1994
6	<i>The Speaker</i> , 1995
7	<i>The Speaker</i> , 1996
8	<i>The Speaker</i> , 1997
9	<i>The Speaker</i> , 1998
10	<i>The Speaker</i> , 1999
11	<i>The Speaker</i> , 2000
12	The Stories We Tell, 1998 (cassette tape)

### **Series IV: Resources**

Folder	Name
1	Baptist Resources
2	Bisexuality Resources
3	Catholic Resources
4	Episcopal Resources
5	Gay-Straight Alliance Resources
6	Health (GLBT) Resources
7	Jewish Resources

### **Box 3:**

Folder	Name
8	Lambda Directory
9	Methodist Resources
10	Metropolitan Community Church Resources
11	Presbyterian Resources
12	Protestant Resources
13	Religious Resource Packet
14	Student Resource Guide
15	Trans* Resources
16	Unitarian Universalism Resources
17	United Church of Christ Resources
18	Workplace Resources
19	Youth Resources

### **Series V: Speaking Engagements**

Folder	Name
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Folder	Name
1	Evaluations, Pre-1993
2	Evaluations, January-March 1993
3	Evaluations, April-June 1993
4	Evaluations, July-September 1993
5	Evaluations, October-December 1993
6	Evaluations, January-April 1994
7	Evaluations, May-December 1994
8	Evaluations, 1995
9	Evaluations, 1996
10	Evaluations, 1997
11	Evaluations, February-June 1998
12	Evaluations, July-November 1998
13	Evaluations, November-December 1998
14	Evaluations, December; Miscellaneous 1998
15	Evaluations, Greater Boston Business Council, 1998-1999
16	Evaluations, January-February 1999
17	Evaluations, February-March 1999
18	Evaluations, March-April 1999
19	Evaluations, April-August 1999
20	Evaluations, October 1999
21	Evaluations, November-December 1999
22	Evaluations, January-March 2000
23	Evaluations, April-May 2000

**Box 4:**

Folder	Name
24	Evaluations, November-December 2000
25-29	Evaluations, 2001 (4 folders)
30-31	Evaluations, 2002 (2 folders)
32	Evaluations, January-March 2003
33	Evaluations, April 2003
34-38	Evaluations, May 2003 (5 folders)
39	Evaluations, June-December 2003
40	Evaluations, 2004
41	Evaluations, Undated
42	Evaluations, Blank Forms

**Series VI: Training**

Folder	Name
1	Manual, 1988
2	Training, 1990
3	Training, 1991
4	Manual, 1992
5-6	Manual, 1993 (2 folders)

Folder	Name
7	Training, 1993
8	Training, March 1994
9	PFLAG Training, April 1994
10	Annual Training, October 1994
11	Training, February 1995
12	GLBSB Training for Maine Speak Out Project, 1995
13	Maine Speak Out Project Training, 1995
14	Fall Forum, October 1995
15	Creating Change, 1995
16	Fall Forum, 1996
17	Staff Manual, 1996
18	Fall Forum, 1997
19	Fall Forum Evaluations, 1997
20	Training Materials, 1998
21	Evaluations, 1998

**Box 6:**

Folder	Name
22	Fall Forum, 1999
23	Fall Forum Evaluations, 1999
24	Fall Forum, 2000
25	Fall Forum Evaluations, 2000
26	Fall Forum Speaker Evaluations, 2000
27-28	Fall Forum Manuals, 2000 (2 folders)
29	Fall Forum Workshops, 2000
30-31	Fall Forum, 2001 (2 folders)
32	Fall Forum Evaluations, 2001
33	Fall Forum Panel Evaluations, 2001
34	Fall Forum Speaker Evaluations, 2001
35	Fall Forum Workshop Evaluations, 2001
36	Fall Forum Training Packet, 2001
37	Spring Training, 2002
38	Summer Training, 2002
39	Fall Training, 2002
40	Fall Training Evaluations, 2002
41	Fall Training Speaker Evaluations, 2002
42	Fall Training Small Groups, 2002
43	Training Manual, 2003
44	Training Manual, 2004
45	Speaker Evaluations, n.d.
46	Religious Workshops, n.d.
47	Training Materials, n.d.