



Nina Heald Webber 1949 Archives
Dana Hall School
Wellesley, MA 02482

Helen Temple Cooke Collection, 1868-1981, bulk 1898-1959

COLLECTION OVERVIEW:

MAIN ENTRY: Cooke, Helen Temple Cooke, 1865-1955

SOURCE: Helen Temple Cooke Estate

ACCESSION NUMBER: RG 2.2.2

QUANTITY: 15 linear feet (15 boxes)

LOCATION: G 2.5

PROCESSED BY: Dorothy DeSimone, March 2014

LANGUAGE: English

RESTRICTIONS ON ACCESS: Collection is open for research

COPYRIGHT RESTRICTIONS: Copyright interests belong to the Dana Hall School

ABSTRACT: Helen Temple Cooke (1865-1955) was an educator and Principal of the Dana Hall School, 1899-1932, Principal of the Dana Hall Schools (including Tenacre, Pine Manor Junior College, and Dana Hall Junior School), 1932-1951, and President of the Board of Trustees, Dana Hall School(s), 1927-1955. The Helen Temple Cooke Collection consists of photographs, correspondence, personal belongings, press clippings, autographs, tributes and memorial writings, and the Helen Temple Cooke Birthday Book, compiled for her 90th birthday in 1955.

PREFERRED CITATION: Identification of item, Series number, Box number, Folder identification, Helen Temple Cooke Collection 1868-1981, bulk 1898-1959 (RG 2.2.2), Nina Heald Webber 1949 Archives, Helen Temple Cooke Library, Dana Hall School.

RELATED COLLECTIONS: Helen Temple Cooke, 1865-1955. Papers (A-15), Schlesinger Library, Radcliffe Institute, Harvard University, Cambridge, MA.

PROCESSING NOTES: Materials in the Helen Temple Cooke Collection that belonged to Helen Temple Cooke have been organized, researched, and commented on by a number of individuals over the years. Among these were persons close to Helen Temple Cooke, including her secretary Helen Hall, who organized some materials, contacted correspondents, and made retention decisions after Miss Cooke's death. Others, such as faculty member Dorothy Stanley, who worked at Dana Hall from 1946-1970 as Head of Studies, wrote explanatory notes on some of the materials. Mildred Grimes, English faculty from 1923-1967, left an extensive (unpublished) history of Dana Hall. In the course of her research, Grimes also left valuable notes and identifications amongst the materials. All of this commentary, as well as correspondence explaining the provenance of certain items, has been retained in the collection and, in many cases, included in the finding aid.

In the course of identifying Helen Temple Cooke's varied correspondents, the compiler created a spreadsheet entitled "Persons named in the Helen Temple Cooke Collection." While not exhaustive (especially regarding persons well known in the history of Dana Hall), this document may be of interest to researchers who wish background

information on many of the individual names represented in the Collection. Alternative names, dates, relationships with Helen Temple Cooke and Dana Hall, and brief historical identifications are included. Access to this spreadsheet may be available upon request. A folder of print materials with compiler research about a small number of individuals is also available in the Dana Hall Archives.

For the purpose of brevity, the name "Helen Temple Cooke" has been abbreviated to "HTC" in the labeling of individual folders and items in the Collection.

BIOGRAPHICAL SKETCH:

Helen Temple Cooke (1865-1955) was an educator and administrator whose leadership was responsible for the growth and success of the Dana Hall School. Although she was neither the founder nor the first principal of Dana Hall, her tenure with the school lasted over half a century, during which time she greatly expanded the campus, faculty and staff, enrollment, academic credentials and outcomes, and the prestige and influence of Dana Hall. She served in its administration for almost 56 years, and for most of that time she was its creative and driving force. Miss Cooke purchased the school in 1898 in partnership with Mr. Marcellus Wheeler, and from 1899 until 1932 she served as Principal. Later, she added schools for younger and older students, namely Tenacre, Pine Manor Junior College, and Dana Hall Junior School, and from 1932 until 1951 was Head of the Dana Hall Schools. When a Board of Trustees was appointed to help run the school in 1927, she served as President of the Board up until the time of her death in 1955, on the eve of her 90th birthday.

Miss Cooke was born in Rutland, Vermont on April 13, 1865 to Edmund Foster Cooke and Mary Anne Bardwell. She received her schooling in the Rutland Public Schools and at the age of 17 became a teaching assistant at a small private school located in the Rutland Firehouse. Several years later she became the head of this small school. In 1894, Miss Cooke accompanied one of her students, Helen Wheeler, to Wellesley, Massachusetts to begin her studies at Dana Hall, which had been opened in 1881 by sisters Julia and Sarah Eastman. Shortly thereafter Miss Cooke began taking courses as a special student at Wellesley College, and continued to do so for several years, but for unknown reasons she never received a Wellesley degree.

The Eastman sisters decided to retire and Helen Temple Cooke and Mr. Marcellus Wheeler purchased the school in 1898. Mr. Wheeler was the father of Helen Wheeler, and a successful businessman in Rutland. He provided the funding, and Miss Cooke paid him for her share over the following years. Their business partnership lasted until Mr. Wheeler's death in 1927. Almost from the moment she took the helm of the School, Dana Hall was transformed by the vision and leadership of Helen Temple Cooke. Building projects commenced soon after purchase, and in 1902 a very large addition to the old school was completed. It included a formal and stately living room, dominated by a fireplace, and furnished with antiques, rugs, and art purchased by Miss Cooke, whose skills as a collector and businesswoman were formidable. The campus was greatly expanded with school buildings, dormitories, faculty housing, and land as a result of her astute real estate investments. In 1918, Miss Cooke was the biggest taxpayer in the Town of Wellesley, and when she retired in 1951 from her position as Head of Schools, the campus had grown to include 70 buildings on nearly 100 acres. The number of students whose education and character she influenced is numbered at over ten thousand.

Helen Temple Cooke's devotion to education was not limited to academics. Just as she believed in surrounding students with beautiful objects, she also made sure they had opportunities to gain inspiration from musicians, poets, writers, politicians, scientists, religious figures, and philanthropists. Many of these distinguished individuals were guests of Miss Cooke in her own home, and with others she exchanged letters. Miss Cooke also maintained close relationships with generations of women, both students and staff, who passed through the doors of one of the Dana Hall schools, and corresponded with a great number of them. She was known both for the force of her personality and her great charm and elegance. In addition to her personal relationships, Helen Temple Cooke's interests in antiques, art, history, literature, (especially poetry), and religion are well represented in the Collection. Also evident in the materials is Miss Cooke's commitment to a code of moral behavior (temperance, for example), and also her firmly held and widely expressed belief in communication by and with the spirit world.

Miss Cooke died on April 12, 1955, the day before her 90th birthday. Tributes to her unique character, personality, and

influence are included in the Birthday Book compiled that year for a celebratory convocation, but are also present in the many letters, notes, and photographs sent to her during her lifetime.

Source: "Person of the Week : Helen Temple Cooke (1865-1955), April 10, 2006, Nina Heald Webber 1949 Archives.

SCOPE AND CONTENT NOTE:

The Helen Temple Cooke Collection is arranged in four series.

Series I contains four boxes (two are three-ring photographic boxes) containing photographs dating from c. 1868 to some snapshots collected for research in 1967. Included are photographs of Helen Temple Cooke as a child, as a young teacher, and with her classrooms of students. Also, the home she grew up in, the fire station housing her school, and other Rutland landmarks related to her family, such as the Bardwell Inn. There are a few pictures of her family (parents and sisters), and her adopted daughter and granddaughter. Also, two photos exist of a 1904 trip to Venice, Italy. A fairly large number are of pictures of Helen Temple Cooke's participation in school activities and traditions, with alumnae at reunions, and with distinguished guests invited to visit Dana Hall. Many are multiple copies of photographic portraits taken for Dana Hall and Pine Manor at several points in her career. There are pictures of her as the honored guest at anniversary and other celebrations late in life. . Finally there are photos of memorial services, the 90th Birthday Book, and research visits to Rutland, Vermont and Walpole, New Hampshire.

Series II consists of three boxes (one is three-ring album style) of personal items, c. 1882 to 1955 belonging to Helen Temple Cooke. Items in the albums are in unnumbered sheet protectors. Items in the series range from one of Miss Cooke's hairpins and her health insurance card, to newspaper clippings she saved, to gold-embossed leather-bound books given her as gifts, two books from her own library, and the decorated file folder that housed correspondence.

Series III contains four boxes of correspondence (two are three-ring album style boxes, two contain folders). Dates are from 1898 – 1955. In the albums, papers are housed chronologically in unnumbered sheet protectors. The albums contain correspondence to and from Helen Temple Cooke and related documents that the compiler deemed were appropriate for this type of container. Many represent items the compiler deemed were of "special interest." But many other items of great interest are in the folder boxes due to size, fragility, ease of organization, or space considerations. Included in album sleeves are: transcriptions of important and difficult-to-read letters, photographs that were included in cards or letters, other materials bearing a relationship to a correspondence, explanations of provenance, and compiler research about individual correspondents. Folders contain mostly correspondence/ photographs/related documents from alumnae, former faculty, and friends. Folders and letters are arranged chronologically. In addition to this personal correspondence, there are folders that contain official Dana Hall communications from Helen Temple Cooke. Other folders are devoted to topics of special interest to her (poetry, religion, spirituality), and some contain personal remembrances and tributes, both before and after Helen Temple Cooke's death.

Series IV consists of three boxes containing miscellaneous materials dating from April 1955 and later to current day, i.e. items not owned by Helen Temple Cooke herself, but that give insight into her life, family tree, character, interests, and collections. Printed tributes/recollections that do not relate to correspondence with/about Helen Temple Cooke are here, as are obituaries, later press clippings, and the 1959 Auction catalogs for the sale of Miss Cooke's American furniture and Persian art collections. Duplicates of many of the printed materials are housed in Box 3.

SERIES LIST

BOX TITLE, DATE

Series I: Photographs, c. 1868-1967

- 1 Photographs, c. 1868-c. 1918
- 2 Photographs, Feb. 1919-May 1950
- 3 Framed portrait of HTC, c. 1875-1880
- 4 Oversize photos of HTC, and her parents, c. 1880's-1939
- 5 Miscellaneous photographs, April 1955-1967

Series II: Personal Belongings, 1882-1955

- 1 Personal items (realia) of HTC, 1882-c. 1955
- 2 Personal items (ephemera) of HTC, 1901-1955
- 3 Newspapers and Newspaper and Magazine Clippings, 1929-1950

Series III: Correspondence, 1898-1955

- 1 Letters of special interest to/from HTC and related documents, 1898-1922
- 2 Letters of special interest to/from/about HTC and related documents, 1922-1955
- 3 Letters to/from/about HTC with photographs and related documents, including Poetry, Religion. and Spiritualism, 1909-1955
- 4 Letters to/from/about HTC, with photographs and related documents, 1924-1955

Series IV: Miscellaneous Items, 1955-to date

- 1 Helen Temple Cooke 90th Birthday Book, 1955
- 2 Materials about HTC created after her death, April 1955-to date
- 3 Duplicates of other materials in the Collection, 1955-1959

INVENTORY AND CONTAINER LIST

Series I. Photographs, c. 1868-1967

- Box 1.** Photos of Helen Temple Cooke, her childhood, Rutland VT homes and schools, trip to Italy, visitors, family, and portrait, c. 1868-c. 1918.
- Box 2.** Photos of Helen Temple Cooke, her Dana Hall life, homes, visitors, family and portraits, Feb. 1919 - May 1950
- Box 3.** Framed portrait of Helen Temple Cooke, c. 1875-1880
- Box 4.** Oversize photos of Helen Temple Cooke, and her parents, c. 1880's-1939
- Box 5.** Photos: Helen Temple Cooke 90th Birthday Book (1955); Memorial Services (1955-1958); and sites in Rutland, Vermont and Walpole, New Hampshire (most taken 1967)

Series II. Personal Items, c.1882-1955

Box 1. Personal Items of Helen Temple Cooke, c.1882-1955

1. Decorated (Madonna and child motif) file box that originally contained letters and memorabilia
2. Leather bound book presented to HTC on her 75th birthday in 1940 from the Dana Hall Club of Chicago
3. Leather bound book embossed "H.T.C." with reunion autographs [c. 1948 – 1961]
4. Handwritten decorated autograph album ("Miss Mary Briggs, Dedham" [1842-1852])
5. Address book of HTC c. 1940's
6. 1946 *Focus* (HTC's personal copy)
7. *The Little Book of Modern Verse*, published 1913 inscribed "Helen Temple Cooke June, 1915"
8. *Lucile*, by Owen Meredith, published 1882, inscribed "Helen Temple Cooke"
9. Queen Alexandra's Christmas Gift Book, published 1908. Inscribed "To Miss Mary Cooke, my dear friend and kind advisor, With love, Florence R. MacLean April 29th 1909." Includes 3 loose printed cards with drawings of English buildings by Muirhead Bone.

Box 2. Album: Personal items of Helen Temple Cooke, 1901-1955

- Sleeve
1. Miss Cooke's hairpin, envelope dated 1901
 2. Postcards with portraits of Mr. and Mrs. Henry Fowler Durant
 3. Wellesley College Alumnae Fund flier with portrait of Mrs. Henry Fowler Durant
 4. Extract of "*Yale Review*," Aug. 1922 with "Break of Morning," a Walter de la Mare poem; "An Uncharted Way" by Winston Churchill; and "Educating the Superior Child" by Donald Laird
 5. Handwritten mortgage agreement signed "Helen T. Cooke" April 19, 1923
 6. Automobile Legal Association card (c/o Mildred Temple) 1954/1955 ; Blue Cross/ Blue Shield ID card, effective 1952
 7. Certificate of Social Insurance Award (Old-Age Insurance Benefits) effective April 1952
 8. *The Metropolitan Museum of Art Bulletin*, April 1955

Box 3. Newspapers and Newspaper and Magazine clippings, 1929 – 1950

- Folder 1. "For Better Acquaintance: Helen Temple Cooke" *The Wellesley Times*, Nov. 1929
2. Portraits of HTC clipped from Dana Hall and Pine Manor publications (*Focus*, *Dana Hall Association Quarterly*, etc.)
 3. "Helen Temple Cooke Buys Dana Homestead and the Mountain" [S.n.] Vol. 1, no. 10, Nov. 8, 1929
 4. "The Dana Hall Schools" *The Townsman*, 25th Anniversary Number, April 3, 1931 [partial]
 5. "Who's Who Among Wellesley Taxpayers" *Wellesley Townsman*, Oct. 7, 1932 [HTC name/address stamp]
 6. "[Dana Hall] Gift Spares Town Tax Rise" *Boston Herald*, July 9., 1939 ; "No Tax But a Gift" [editorial, no date]
 7. "Dana Hall Schools Now Tax-Exempt..." *Wellesley Townsman*, no. 12, July [1939] [partial ; editorial on verso]
 8. Dana Hall ad, *Wellesley Townsman*, clipped from April 25, 1946 issue and used as a template for 1956 ad
 9. *Wellesley Townsman* April 25, 1946 section from which ad (Folder 9) was clipped
 10. *Wellesley Townsman*, 40th Anniversary Souvenir Edition, April 25, 1946
 11. "Citizens... [comment on proposed riding ring]" *Wellesley Townsman* [May 13, 1948] [partial]

Series III. Correspondence, 1898- 1955

Box 1. Album: Letters of special interest to and from Helen Temple Cooke, and related documents, 1898-1922

- Letter from Ellen F. Pendleton, Wellesley College Registrar (later President) re: HTC's entrance requirements, Jan. 10, 1898
- Mildred Grimes notes to "Alice" re: HTC's letter to her sister Miss Mary Cooke in Rutland, VT ; Envelope from HTC's letter
- [Transcription of letter from HTC to her sister, Miss Mary Cooke, Jan. 26, 1898](#) re: the progress of her Wellesley College requirements
- Letter from HTC to Miss Mary Cooke in Rutland, VT, Jan. 26, 1898
- [Transcription of 3 postcards sent by HTC to her sister Mary F. Cooke from Europe, Summer 1903](#)
- Postcards from HTC to her sister Mary F. Cooke from Europe, Summer 1903
- [Transcription of a letter from HTC to Mr. Marcellus Wheeler, May 17, 1904](#)
- Letter from HTC to Mr. Marcellus Wheeler, May 17, 1904
- [Transcription of birthday letter from HTC to her father, E. Foster Cooke, Aug. 16, 1904](#)
- Birthday letter from HTC in Florence, Italy to her father, E. Foster Cooke in Wellesley, Aug. 16, 1904
- [Transcription of a letter from HTC to Mr. Marcellus Wheeler \[undated\]](#)
- Letter from HTC to Mr. Marcellus Wheeler [undated]
- Empty envelopes with handwritten notes by HTC [one dated 1910]
- Thank you letter from Mary L. Kendrick, x1887 to HTC [dated "June 16"]
- Letter to HTC from John D. Rockefeller, Jr., Apr. 4, 1918
- Letter to HTC from Catherine Breshkovsky, Feb. 19, 1919
- Printed invitation from HTC to a lecture by Sir Oliver Lodge at Wellesley College, Jan. 17, 1920
- Newspaper clipping re: Lodge lecture [no date]
- Copy of HTC's typed introduction to Sir Oliver Lodge's lecture, Jan. 17, 1920
- Printout of Wellesley College News article, Jan. 22, 1920 (Compiler research)
- [Transcription of letter to HTC from Sir Oliver Lodge, Feb. 7, 1920](#)
- Letter to HTC from Sir Oliver Lodge to HTC, Feb. 7, 1920
- Compiler research about Sir Oliver Lodge
- Cover sheet: 9 thank you letters to HTC after the 1921 Reunion, which were then sent by HTC to Marcellus E. Wheeler [next 12 sleeves] ; Envelope sent to Mr. Wheeler, July 6 [1921]
- Letter (1) from Alma (Ward) Bristol, Class of 1911
- Letter (2) from Mary I. Denny, Class of 1911
- Letter (3) from Marion (Richards) Bronson, Class of 1912
- Letter (4) from Dorothy (Fuller) Hoffman, Class of 1913
- Letter (5) from Ursula (Jones) Sullivan, Class of 1915
- Letter (6) from Mary (Van Kleeck) Swift, Class of 1915
- Letter (7) from Marion D. Fiske, Class of 1916
- Letter (8) from Beatrice Harvey, Class of 1918
- Letter (9) from Georgiana C. Sherman x1920
- Letter to HTC from Marjorie Richmond Class of 1913, June 16, 1921
- Compiler research re: Dorothy (Blackall) Woodruff, Class of 1909
- Letter to HTC from Dorothy (Blackall) Woodruff, Class of 1909, June 21, 1921
- Letter to HTC from Helen S. Sheaffer, Class of 1909 (Compiler cannot verify alumna status), June 21, 1921
- Letter to HTC from Ellen (Sahlin) Hartshorne, Class of 1913, June 28, 1921
- Letter to HTC from Mitsu Motoda, Class of 1922, letter dated 1922

Box 2. Album: Letters of special interest to/from/about Helen Temple Cooke, and related documents, 1922-1961

- Christmas card from Mitchell Kennerly to HTC (includes a poem and photo of Bliss Carman), 1922
- Compiler research re: Mitchell Kennerly
- Compiler research re: Bliss Carman
- [Transcription of letters from Bliss Carman to HTC, Oct., 1923](#)
- Letter to HTC from Bliss Carman, Oct. 18, 1923
- Letter to HTC from Bliss Carman, Oct. 29, 1923
- Certificate presented to HTC on her 25th year at Dana Hall (1924) pledging to build an outdoor amphitheater with funds from the faculty, alumnae, and students of Dana Hall, Pine Manor and Tenacre ; Dorothy Stanley's notes on this
- Poem "The Listeners" on Dana Hall stationery, signed Walter de La Mare, Nov. 17, 1924
- Compiler research re: Walter de la Mare
- [Transcription of letter to HTC from Hugh Walpole, March 23, 1927](#)
- Letter to HTC from Hugh Walpole, March 23, 1927
- Typed memoir "dictated by Helen Temple Cooke" re: "The Browning Hands" sculpture donated to Wellesley College by HTC in April 1928 [undated]
- HTC letters to Helen Hall (who became her secretary, and later lived at Shamballah), 1928
- "Ramblings" : Helen Hall's memoir of HTC written in January 1961 (Correspondence about "Ramblings" is in Series IV, Box 2, Folder 9)
- [Transcription of letter to HTC from Hugh Walpole, Jan. 23, 1930](#)
- Letter to HTC from Hugh Walpole, Jan. 23, 1930
- [Transcription of letter to HTC from Hugh Walpole, Jan. 2\[8?\], 1930](#)
- Letter to HTC from Hugh Walpole, Jan. 2[8?], 1930
- Compiler research re: Hugh Walpole
- Explanatory letter (1997) of provenance of 6 letters (1930-1933) from HTC typed by her secretary Eleanor Bates, Class of 1930 (next 6 sleeves)
- Letter (1) from HTC to Hermione Heller, former German faculty at Dana Hall, Dec. 27, 1930
- Letter (2) from HTC to Mary (Symmes) Lawton, Class of 1901, March 15, 1932
- Letter (3) from HTC to "Ruth" (possibly Ruth Greenleaf Douglas of Asheville, NC), March 25, 1932
- Letter (4) from HTC to Margaret (Bird) Caldwell, Class of 1933, June 29, 1932
- Letter (5) from HTC to Raymonde (Shippey) Schobinger, Class of 1917 [undated]
- Letter (6) from HTC to Elizabeth Hunt, Class of 1924, March 30, 1933
- Martha Trimble Bennett's draft letter (on Western Union paper) to HTC on her 50th anniversary at Dana Hall, May 1931; Notes by Mildred Grimes
- Letter to HTC ("Nona") from her granddaughter, Helen Temple Baker (later Class of 1948 and Woolworth), 1938
- Photographs of Helen Temple Baker's 9th birthday party (were enclosed in the letter above)
- Letter to HTC from Ernest M. Hopkins, President of Dartmouth College, Feb. 8, 1940
- Letter to HTC from Dr. Tehyi Hsieh, Chinese author and statesman, Dec. 16, 1940
- Compiler research about Dr. Tehyi Hsieh
- Explanatory letter (Feb. 1998) of provenance of Letter from HTC to Constance (Noyes) Robertson, Class of 1916; Mildred Grimes letter to Mrs. Miles E. Robertson, April 10, 1968
- [Transcription of letter from HTC to Constance \(Noyes\) Robertson, Class of 1916, July 20, 1941](#)
- Compiler research about Constance (Noyes) Robertson, Class of 1916
- Letter from HTC to Constance (Noyes) Robertson, Class of 1916, July 20, 1941
- [Research and transcription re: a letter to HTC from Miss J. N. Dallas, former staff member, Aug. 28, 1945](#)
- Letter to HTC from Miss J. N. Dallas, Aug. 28, 1945

- Letter to HTC from Ileana (Hapsburg), Princess of Romania and P1952, May 29, 1950
- Letter to HTC from Flora Marguerite Ferguson, Clairvoyant, Oct. 9, 1952
- Letter to HTC from Flora Marguerite Ferguson, Clairvoyant, Nov. 4, 1952
- Letter to HTC from Frank N.D. Buchman, Founder of the Oxford Group, May 30, 1944
- Letter to HTC from H. Kennaston Twitchell, P1947, 1953 and Executive Director, Moral Re-Armament (MRA), May 19, 1953
- Letter to HTC from Margarita Filer, Pine Manor alumna interested in Moral Re-Armament, July 27, 1953
- Transcription of letter to HTC from Mrs. William Faulkner, June 26, [1953]
- [Letter to HTC from Mrs. William Faulkner, June 26, \[1953\]](#)
- Telegram from Roger W. Babson to HTC in hospital, April 3, 1955
- Letter from Helen Hall, Secretary to HTC, to Dr. J. B. Rhine, Director of Parapsychology Lab at Duke University, April 24, 1955
- Letter to Helen Hall from Dr. J. B. Rhine, April 27, 1955
- Letter from Helen Hall to Dr. J. B. Rhine, May 20, 1955
- Letter to Helen Hall from Dr. J. B. Rhine, May 25, 1955
- Letter (typescript) to Helen Hall from Mr. Ralph Harlow, former Smith College Professor of Bible and Philosophy, May 4, 1955
- Names and addresses of HTC's correspondents typed after her death (6 pages)

Box 3. Letters to/from/about Helen Temple Cooke, with photographs and related documents; Includes letters regarding her special interests: Poetry, Religion, and Spiritualism, 1909-1955

- Folder
1. Letters and photos from correspondents in Rutland, VT and Walpole, NH, 1932-1953
 2. Photos of the Temple family of Rutland, VT, 1899-1919
 3. Typed letters on DH letterhead. To alumna "Elizabeth" re: her daughter, June 22, 1925 ; To Mrs. Shattuck, grandmother of Janet Shattuck re: enrollment contract, July 12, 1955
 4. Letter to Dora Allen, offering a position of "Secretary to the Principal," 1937 (and Dora's memories of it years later)
 5. Photocopies of carbons typed by Eleanor Bates, Class of 1930 (Secretary to HTC), 1930-1933
 6. Materials relating to Alice F. Fitzgerald, who left Dana Hall c. 1915 in order to become the Edith Cavell Memorial Nurse, [1909-1916]
 7. Official mass correspondence from HTC to students, alumnae, parents and prospectives, 1912-1943
 8. Letters from Ruth Catlin (formerly of Rutland, VT) to HTC, 1953
 9. Letters and materials relating to HTC's interest in Poetry, 1915-1953, including a poem signed to HTC by Vachel Lindsey, March 22, 1915.
 10. Poems and letter from poet Edwin Markham, 1928
 11. Correspondence, pamphlets, etc. re: HTC's interest in Religion, 1929-1951
 12. Oliver Lodge lecture introduction by HTC, 1920 ; Correspondence re: HTC's interest in Spiritualism, 1940-1954
 13. Correspondence re: Finances, esp. of HTC's portrait by Edmund Tarbell, 1927-1929
 14. Loose photos sent/given to HTC, unidentified and mostly undated, 1898-1950's
 15. Miscellaneous card [unidentified, undated]
 16. Dorothy Waldo letter to Martha Bennett, 1931; Dorothy Waldo Vespers Address, 1933
 17. Correspondence with Douglas Sloane re: Cathedral in the Pines, 1952 – 1955 (some re: a memorial to HTC)
 18. Typed and printed tributes to HTC, 1949- bef. 1955 [some anonymous, undated]

19. Personal remembrances of HTC, written after her death, saved by Helen Hall, one from Lord Dunsany [undated], another anonymous, undated and partial
20. Names and addresses of HTC's correspondents, compiled after her death

Box 4. Letters to/from/about Helen Temple Cooke, with photographs and related documents, 1924-1955

- Folder 1. Letters from Dana Hall and Pine Manor Alumnae, 1946-1953
2. Christmas cards, notes, and photos from Dana Hall and Pine Manor Alumnae, 1926 -1953
 3. Photos and notes from Virginia (Newhall) Woods, Class of 1910, 1928-[undated, bef. 1936]
 4. Signed photograph and calling card from Grace Yang, Class of 1914 [undated]
 5. Photograph and note from Elisabeth Zulauf, Class of 1915, 1924
 6. Photographs, notes, letter from/about the Frances (Baldwin) Cameron, Class of 1922 family, 1948-1954
 7. Letter from Sumie (Seo) Mishima, Class of 1923, 1953
 8. Note/photos from Florida Friebus, Class of 1926 [undated]
 9. Letters and photographs from Shinaye Ozaki, Class of 1927, 1924-1927 ; Letter from Yei T. Ozaki [mother of Shinaye]
 10. Letters/notes/photos from former faculty of Dana Hall, Pine Manor, and Tenacre, 1934-1955
 - a. Martha Trimble Bennett, after 1924
 - b. Helen Hopekirk, Dec. 13, 1934
 - c. Mabel I. Jenkins, February 25, 1936
 - d. Helen Coates, [no date]
 - e. Photo from Helen J. Huebner, Aug. 1939
 - f. Gertrude E. Preston, Feb. 26, 1949
 - g. Eleanor (Gulick) Gutterson, Feb. 12, 1953
 - h. Phoebe Breyfogle, June 30, 1953
 - i. Hetty S. Wheeler, July 21, 1953
 - j. Helen A. Rowley, March 28, 1954
 - k. Phyllis Scoboria, May 28, 1955 [from abroad, she was unaware of HTC's death]
- Folder 11. Photographs of the Catlin/Smith/Rogers family sent to HTC (photos c. 1885-1933)

Series IV. Miscellaneous items, April 1955 to date

Box 1. Helen Temple Cooke 90th Birthday Book, 1955

Box 2. Materials about Helen Temple Cooke created after her death, 1955 to date

- Folder 1. Obituaries and other press clippings (*Wellesley Townsman*, *Boston Herald*, *New York Times*, [some unknown], 1955- 1990)
2. "With the Light of the Past" [June 1955] booklet by Alfred Tuxbury Hill (his personal copy, includes June 4, 1955 Convocation program)
 3. "A Memorial Tribute to Helen Temple Cooke" *Dana Hall Bulletin*, Vol. 17, no. 3, pt. 1 (June 1955)
 4. "Helen Temple Cooke, 1865-1955" *Pine Manor Bulletin*, Vol. III, no. 2, Supplement (July 1955)
 5. Typewritten reminiscences of HTC, 1955-1965

- a. "Some suggested copy for [1955] Convocation Booklet" April 20, 1955
- b. "Reminiscences of Helen Temple Cooke : a recapitulation of the Memorial Chapel Talk by E. B. Hinckley, April 13, 1959"
- c. Invocation by Judge Edmund R. Dewing, [1961]
- d. Reunion Weekend Program, April 24 1965. [Naming of Helen Temple Cooke Library]
- e. "Read at dedication of Library "On the Mountain" by Ellen (Sahlin) Hartshorne, '1913 [April 24, 1965]
6. Auction materials of the Helen Temple Cooke Art and Furniture Collections, 1959
 - a. Illustrated Catalog "Unreserved Auction of the American Furniture and Persian Art Collections of the late Helen Temple Cooke" No. 440: Copy of Doris C. Anderson, includes errata sheet, a newspaper clipping, a note about items purchased by Henry Du Pont from HTC, and a 1948 personal note from HTC to Doris Anderson regarding a desk.
 - b. Illustrated Catalog "Unreserved Auction of the American Furniture and Persian Art Collections of the late Helen Temple Cooke" No. 551: Copy of Helen Donnelly Leverett, includes newspaper clippings and a note from Jean McCarthy on its provenance.
 - c. Program of the Eldred Auction of HTC furnishings and art, August 19-20, 1959 at Bardwell Auditorium, Dana Hall School
 - d. "Helen Temple Cooke: An enigma unwrapped" [S.n. ; no date]
7. Negatives of May 1967 Rutland, VT and Walpole, NH photographs
8. Helen Temple Cooke Society [Development] Brochures [undated, from various eras]
9. Genealogical materials relating to the Cooke/Bardwell families
 - a. HTC Family Tree from Ancestry.com private tree
 - b. Bardwell family information from "Old Deerfield Epitaphs, 1924. Typewritten notes by Francis Nims Thompson [no date]
 - c. Death record of "Grandmother Bardwell" [great-aunt and step-grandmother of HTC] from Ancestry.com
10. Helen Hall correspondence regarding her memories of HTC, prior to writing "Ramblings" in 1960, 1961
11. Button: "I Knew Helen Temple Cooke" [1981 Centennial Celebration?]
12. Bookmark: "Helen Temple Cooke 125th Birthday Celebration, April 9, 1990"

Box 3. Duplicates of other materials in the HTC Collection, 1955-1959

- Folder 1. "A Memorial Tribute to Helen Temple Cooke, 1865-1955" *Dana Hall Bulletin*, Vol. 17, no. 3. pt. 1 (June 1955) – 5 copies
- Folder 2. "With the Light of the Past" booklet by Alfred Tuxbury Hill [June 1955] – 13 copies, 5 with June 4, 1955 Convocation program
- Folder 3. "Names and Addresses of letters to Miss Cooke" – 1 copy
- Folder 4. "Reminiscences of Helen Temple Cooke : a recapitulation of the Memorial Chapel talk by E. B. Hinckley at Dana Hall, April 13, 1959" – 1 copy