

November 22, 1940

Mr. W. A. Schaal
Campaign Chairman
Lawrence Community Chest
Lawrence, Kansas

Dear Mr. Schaal:

I feel at this time, since we are ready to close up the First Annual Lawrence Community Chest Drive, that it is perfectly fitting and proper that we should give a report of the workers here on the Hill and the amount of money that they collected.

I might also outline the policy that I pursued in organizing the Drive. First, I wrote a personal letter to each individual that the Special Gifts Committee of the Lawrence Community Chest allocated to me. I set out the fact that the Community Chest was an incorporated body, authorized under the Laws of Kansas with a constitution and by-laws. The officers were then listed, and the total budget for Lawrence was given. I indicated the purposes of the drive, the date the drive was to begin, the beneficiaries of the plan and the dead-line or the date the pledge cards were to be returned. I also explained why the Red Cross and the K.U. YMCA and YWCA were not included among the beneficiaries.

A letter was then written to the following workers, who as individuals were to be responsible for soliciting either the members of special departments, or parts of a building which might be allocated to them, or even in some cases a whole building, if the task was not too large.

Prof. Leonard Axe - West Frank Strong Hall
Mr. C.M. Baker - Watson Library
Rev. Harold Barr - Myers Hall (School of Religion)
Miss Florence Black - East Frank Strong Hall
Dr. A.W. Davidson - Bailey Chemistry Laboratory
Mr. K.W. Davidson - Journalism Press
Mr. Burt DeGroot - Robinson Gymnasium
Mr. George O. Foster - Central Frank Strong Hall
Mr. Lee Gemmell - Extension Division, Correspondence Study Bureau,
Home Economics Department (all in Fraser Hall)
Dr. Kenneth Landes - Haworth Hall
Dean Paul B. Lawson - East Frank Strong Hall
(Dean Lawson was called out of town, but Mr. Guy W. Smith,
Miss Florence Black and Mr. J.J. Wheeler did the job)
Dean F.J. Moreau - Green Hall
Mr. F.O. Russell - Oread Training School
Dr. Nobel P. Sherwood - Anatomy Building, Watkins Memorial Hospital,
Watkins Nurses Home
Dr. D.H. Spencer - Pharmacy Department (Bailey Chemistry Laboratory)
Mr. Guy W. Smith - East Frank Strong Hall
Mr. Verner Smith - Marvin Hall
Mr. John G. Stutz - German Department, Latin Department, League of
Kansas Municipalities (Fraser Hall)

Dr. J.W. Twente - School of Education (Fraser Hall)
Mr. John Virtue - English Department, (Fraser Hall)
Dr. J.J. Wheeler - East Frank Strong Hall
Dr. Laurence Woodruff - Snow Hall

One man, who is not included in the above list, refused his assignment.

We pointed out the important and convincing requirements of this very necessary project, giving the dates and other important data as well as the officers of the organization, and so forth. The general facts that were covered in the first letter were also given in this one. We emphasized the complimentary breakfast for the downtown workers in the Eldridge Hotel, Tuesday morning at 7:30, and insisted these workers avail themselves of the opportunity to be present to receive the necessary inspiration which would enable Lawrence and Mount Oread to go over the top in keeping with the ideals and practices of free America. We also stated that the chairman would write a special campaign letter to all members of the faculty and endeavor to make the solicitation somewhat more efficient and easier. We pointed out the fact that an individual may deduct 15% of his net income under the Federal and State Income Tax Law. This information was to be passed on to the individuals solicited, hoping that the contributors would give freely, but I admonished all of them not to oversubscribe.

Then the third letter was written to each and every faculty member and employee of the University of Kansas. In this letter we endeavored to stimulate the patriotism and the responsibility that all of us feel at the present time in contrast to the misery and want in the European countries. We did not mention that, but we did call attention to the old English slogan: "There will always be an England", and we paraphrased that with "There will always be an America and an England."

I said, "Home and neighbor are the warp and the woof of American virility and democratic hospitality. We recognize the needs of our neighbors and we unflinchingly respond to these needs founded upon helpful service. The Community Chest idea is founded upon the principles of democracy. Each of us give to a fund where all beneficiaries are aggregated and one single drive is made. For some of these activities it is thinkable that in the past we have made no contribution; for others we give annually. A budget has been made and I am enclosing it herewith to show you the beneficiaries of the plan."

I then set out in the body of the letter the general data that I had emphasized heretofore; namely, the incorporation data, the officers, the date of the drive, the total budget, including the Christmas Program and the Fourth of July Celebration, listed separately, and the explanation why the K.U. YMCA and YWCA and Red Cross were not included, and so forth.

I devoted a paragraph to the Kansas City, Missouri Community Chest campaign and manifested the splendid response that the Missourians had made to such a worthy cause. I noted that there would be no pressure exerted here in Lawrence on anybody by anyone; in fact, we stated that we desired that the individuals give only as their conscience and their pocketbook dictated. I also mentioned the fact

that Chancellor Malott had approved the Community Chest Drive here on the Hill. The letter than stated, "The Chairman is asking one of the following group of faculty members to call upon you in your building in an effort to make your solicitation somewhat easier and more efficient." A list of the solicitors followed. The letter was ended with: "In the name of some of those less fortunate than we, I am, Sincerely yours, Forrest C. Allen, Chairman, University Committee."

This letter was delivered to the University postoffice the night before the drive started so that it would get into the 8:00 A.M. mail. It was planned that this letter would be opened by the faculty members and the employees at the eleventh hour prior to the workers presenting their pledge cards on the opening day of the drive.

We then personally contacted every solicitor over the telephone, pointing out the necessity of getting on the job and staying with it until we had gone over the top, if possible, the first day. I am now listing the names of the workers together with the amount of the donations that they turned in at the office of the Physical Education Department, which was our headquarters for the drive.

<u>Name</u>	<u>Amount Subscribed</u>	<u>Amount Paid</u>	<u>Balance Due</u>
Forrest C. Allen (Misc. group)	\$ 70.50	\$ 65.50	\$ 5.00
Forrest C. Allen (Special Gifts)	239.00	154.00	85.00
Leonard Axe	94.50	94.50	
C.M. Baker	55.50	49.50	6.00
Harold Barr	21.00	13.50	7.50
Florence Black	98.00	68.00	30.00
A.W. Davidson	75.50	54.85	20.65
K.W. Davidson	28.00	22.00	6.00
Burt DeGroot	37.00	22.00	15.00
George O. Foster	61.00	52.50	8.50
Lee Gemmell	69.50	69.50	
K.K. Landes	60.50	46.60	14.00
F.J. Moreau	39.50	10.00	29.50
F.O. Russell	18.50	9.50	9.00
Nobel P. Sherwood	34.50	32.50	2.00
D.H. Spencer	38.00	36.50	1.50
G.W. Smith)			
J.J. Wheeler)	122.00	73.50	48.50
Verner F. Smith	138.00	133.00	5.00
John G. Stutz	38.00	23.00	5.00
J.W. Twente	60.00	40.00	20.00
John Virtue	93.50	93.50	
Laurence Woodruff	72.50	52.50	20.00
	<hr/>	<hr/>	<hr/>
Totals	\$1554.50	\$1216.35	\$338.15

Note: The Lawrence Chamber of Commerce has credited us with \$10.50 more; doubtless some of the collections were sent directly to the Chamber of Commerce and we did not know about them.

Besides the usually strong and capable workers in this group of outstanding men who did a wonderful job of soliciting from a consistency and stick-to-itiveness standpoint were:

Dr. A.W. Davidson of the Chemistry Department; Dr. D.H. Spencer of the Pharmacy Department; Mr. J.J. Wheeler, Mr. Guy Smith and Miss Florence Black who assisted Dean Lawson; Mr. C.M. Baker, Director of Libraries; Dr. John Virtue of the English Department; Dr. Verner Smith of the School of Engineering; Mr. John G. Stutz, who can always be depended upon; Mr. Leonard Axe of the Economics Department; and the old stand-by, George O. Foster, who, even in his later years gives you 100% cooperation.

I am not mentioning some of the war horses who can always be depended upon for a good job, but Lee Gemmell, Laurence Woodruff, J.W. Twente and K.K. Landes also did a man-sized job. The other men not mentioned are too well known to need any additional comment regarding their cooperative facilities.

I desire to thank the officers and the office help of the Community Chest Drive for their kindness and courtesy in endeavoring to soften the rougher spots of a campaign that worked wonderfully well for the first effort of such a civic venture. The job of assembling these contributions was an unusual task and Mrs. Humphrey and her assistant did a wonderful job.

However, I believe next year that the miscellaneous group, which included so many divergent interests and heterogeneous groups could be broken down into a more efficient and workable plan. In this miscellaneous group I found the School of Medicine, which we asked Dr. Noble P. Sherwood to handle. He also accepted the hospital personnel and the Watkins Nurses Home group. The Physics Building (Blake Hall) could have been and should be allocated next year to Dr. Stranathan or Dr. Kester. I took that building as part of my miscellaneous group. All the halls, such as Corbin, I think, should be handled by Miss Zipple; also Watkins Hall and Miller Hall. Either Miss Zipple or John J.O. Moore could take charge of the Union Building. Also from the miscellaneous group we picked out the ministers at Myers Hall and asked Rev. Barr to handle those for us. I am enclosing a copy of the letter that I have written these workers which can be included in your files.

All the miscellaneous group was handed to me unexpectedly and instead of doing a good supervisory job I was forced to get out over the campus past the twelfth hour and get these cards into the hands of the workers. It was such an overwhelming job that I wrote personal letters to each one of these individuals and sent them through the University mail at once.

Another idea for the halls, I believe, would be to ask each one of the matrons to solicit their building, even though they and one or two other employees are the only ones listed therein. This would allow the disposition to be handled efficiently and it would also impress those people with their responsibility of getting the job done.

Mr. Schaal

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Nov. 22, 1940

I believe that I have covered almost every detail that I can think of regarding this drive, and I trust that this information may be helpful for the job of my successor next year.

Very cordially yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

Enc.

cc: George Hedrick
A. E. Westemeyer

EXPENSES FOR COMMUNITY CHEST DRIVE

Stenographic assistance; - - - - - \$10.57

Stamps - - - - - .28

Materials - - - - - 1.10

Journalism Press - addressing
envelopes to
faculty &
employees - - - - 1.50

\$13.45

1272.41
1288.35
1290.50

1292.22
1298.84
1300.47
1303.32

323.68
1

1.10

8.50
1.35

1.50

1216.35
1216.35
85

1003.85
1.50
4.35

12.45

1216.85
1216.85
1558.00
1554.50
3.50

LETTERS FOR COMUNITY GREAT BRIT

Stenographic assistance

Stamps

Materials

Journalism Press - addressing envelopes to faculty & employees

employees

CHAMBER OF COMMERCE

W R E N B U I L D I N G
L A W R E N C E , K A N S A S .

Officers

GLENN E. CHARLTON, PRESIDENT
WALTER KEELER, 1ST VICE-PRESIDENT
JUNIUS UNDERWOOD, 2ND VICE-PRESIDENT
WALTER A. SCHAAL, TREASURER

GEORGE HEDRICK, SECRETARY

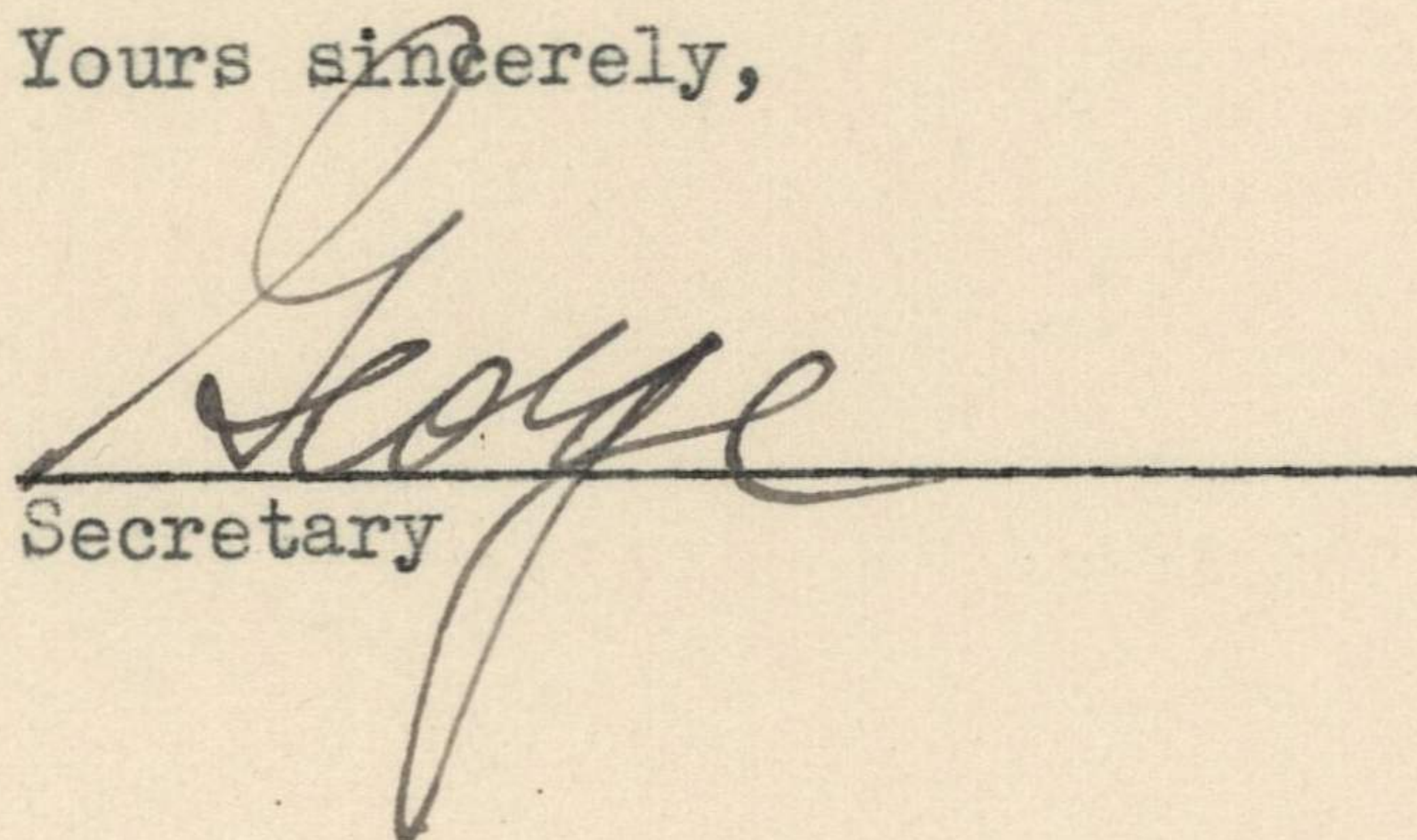
October 17, 1940

Dr. Forrest C. Allen
Kansas University
Lawrence, Kansas

Dear Phog:

As per your request,
attached is the list of faculty members
who are active in some of the Chest
organizations.

Yours sincerely,



GH:d

Secretary

Board of Directors

JOHN BRAND
JOHN T. ANDREWS
EDWIN F. ABELS

H. C. BRINKMAN
EARNEST BOYCE
R. R. JACKMAN

GLENN CHARLTON
E. L. HAYNES
HARRY NEVIN

EMIL HECK
JUSTIN HILL
FRANK T. STOCKTON

WALTER J. KEELER
W. H. RUESE
WALTER VARNUM

WALTER A. SCHAAL
G. WARREN SPAULDING
ART WEAVER

JUNIUS UNDERWOOD
R. H. WAGSTAFF
ROGER WILLIAMS

MEMORANDUM FOR DR. ALLEN

Faculty Members
Who Have Been Active in Organizations
Participating in Chest

BOY SCOUTS

Earnest Boyce
Professor Viesselman
K. K. Landes
Verner Smith
F. A. Russell
John Stutz
J. W. Twente

SOCIAL SERVICE LEAGUE

Albert Martin
W. J. Baumgartner ?

SALVATION ARMY

Professor Viesselman
Verner Smith
R. J. Koopman
Wm. Baumgardner
Elmer Engel
C. Riggs
Waltermaier Geltch
Henry Werner
Mrs. E. Weeks

October 23, 1940

Mr. A.E. Woostermeyer
Peoples State Bank
Lawrence, Kansas

Dear Westy:

Dean Paul B. Lawson will be leaving town on the 29th, but he states that he will be glad to accept the solicitation for Central Frank Strong Hall, if he can make his solicitation on the 28th. Perhaps we can have Dean Lawson start on the 28th and have Guy Smith finish the rest of the week.

Would it be possible to send Dean Lawson's cards earlier than the rest?

I am sending you a list of my workers. All of these men have not agreed to help me, but most of them have. I believe we will have a good working force.

The workers are as follows:

- C.M. Baker	- Laurence Woodruff
- C.G. Bayles	- Verner Smith
- John G. Stutz	- Fred Moreau
- Leo Gemell	- Kenneth Landes
- J.W. Twente	- Burt DeGroot
- John Virtue	- Paul B. Lawson
- George O. Foster	- A.W. Davidson
- Leonard H. Axe	- D.H. Spencer
- K.W. Davidson	

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

Lawrence, Kansas
October 23, 1940

Dear Fellow Faculty Workers:

Fred Moreau	A.W. Davidson
Kenneth Landis	D.H. Spencer
Burt DeGroot	K.U. Davidson
Paul B. Lawson	

The Lawrence, Kansas Community Chest Campaign is to be inaugurated on October 29, 30 and 31. The Community Chest is an incorporated body authorized under the laws of Kansas with a constitution and by-laws. The officers are Mr. George Lowman, Prof. J.O. Jones, Messrs. Ruben Fox, F.C. Whipple and Charles Louk.

A complimentary breakfast is to be held for you and the downtown workers at the Eldridge Hotel, Tuesday morning at 7:30 A.M. We sincerely trust that you will avail yourself of the opportunity to be present to receive the necessary inspiration which will enable Lawrence and Mount Oread to go over the top in keeping with the ideals and practices of Free America.

The total budget for Lawrence and the year is \$7515. The Christmas program and the Fourth of July Celebration will be listed separately and is not incorporated in the financial estimates on this statement; rather there will be a perforated card attached. The giving for these two items will be entirely optional.

You can see by the list enclosed that the K.U. "Y.M." and "Y.W." are not included. The executives stated that it was their hope next year to have these two hill organizations included. The Red Cross desires not to be included. I understand their organization is opposed to such an arrangement.

Cards bearing the names of all of the people that you are to solicit will be furnished you by the organization committee.

The chairman will write a special campaign letter to all members of the faculty in an endeavor to make your solicitation somewhat more efficient and easier.

I thank you for your cooperation.

Sincerely yours,

Enc.

The Beneficiaries of the Community Chest and
the Budget are as follows:

Hi-Y - - - - -	\$175.00
Girl Reserves - - - - -	100.00
Girl Scouts - - - - -	700.00
Boy Scouts - - - - -	1200.00
Social Service League - - - - -	1050.00
Salvation Army - - - - -	2790.00
4-H Club Fair - - - - -	300.00

6315.00

Administration - - - - -	360.00
Campaign Costs - - - - -	240.00
Shrinkage - - - - -	631.00

Total \$7546.00

Community Activities

Christmas Program - - - - \$1200.00)	Separate cards for these items;
4th of July Program - - - 700.00)	not a part of the Lawrence
)	Community Chest budget.

Total \$1900.00

COMMUNITY CHEST PARTICIPANTS

Social Service League

Salvation Army

Boy Scouts

Girl Scouts

Hi-Y

Girl Reserves

4-H Club Fair

Christmas Program

4th of July Celebration

List Names

Dear Fellow ^{Faculty} Workers -

The Lawrence Kansas
Community Chest Campaign is to be
inaugerated on October 29, 30 and
31st. The Community Chest is an incorporated
body ~~authorized~~ ^{under} the laws of Kansas with a
constitution and by-laws. The officers are
Mr. Geo. Lawman, Prof. J. O. Jones, ^{Miss} Ruben Tier,
F. C. Whipple and Charles Louk.

A complimentary breakfast is to
be held for you and ^{the} downtown workers
at the Eldridge Hotel Tuesday morning
at 7³⁰ AM. We sincerely trust that you

will avail yourself of the opportunity to be
present to receive the necessary inspiration
which will enable Lawrence and Mt.
Oread to go over the top in keeping with
the ideals and practices of Free America.

The beneficiaries of this anniversary (fest) are the following - (pls. list them)

You can see by the above list that the K.K. "Y.M." and "Y.W." are not included. The ~~sponsors~~ ^{executives} stated that it was the hope next year to have these two hill organization included. The Red Cross desires not to be included. I understand their organization is opposed to such an arrangement.

Cards bearing the names of all of the people that you see to solicit will be furnished you by the organization ^{Committee}.

The Chairman will write a special campaign letter to all members of the faculty in an endeavor to make your ~~selection~~ ^{work} somewhat more efficient and easier.

I thank you for your cooperation.
Sincerely Yours

Lawrence, Kansas
October 23, 1940

Dear Fellow Faculty Workers:

Fred Moreau	A. W. Davidson
Kenneth Landis	D. H. Spencer
Burt DeGroot	K. U. Davidson
Paul B. Lawson	

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I thank you for your cooperation.

Sincerely yours,

Enc.

Lawrence, Kansas
October 23, 1940

Mr. C.M. Baker
Director of Libraries
Watson Library
University of Kansas

Dear Mr. Baker:

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Having tried several times to get you over the phone to ask your assistance, in the work for which Chancellor Malott has given his approval, I am resorting to this method of communication. I trust that you will accept this responsibility along with your other manifold duties. The territory you are to cover will be the Library.

The total budget for Lawrence and the year is \$7515.00. The Christmas program and the Fourth of July Celebration will be listed separately and is not incorporated in the financial estimates on this statement; rather there will be a perforated card attached. The giving of funds for these two items will be entirely optional.

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I thank you for your cooperation.

Sincerely yours,

Enc.

Lawrence, Kansas
October 23, 1940

Dear Fellow Faculty Workers:

C.M. Baker - Library
C.G. Bayles - Buildings and Grounds Department
John G. Stutz - League of Kansas Municipalities and German Dept.
*Leo Gemmell - Extension Division, Correspondence Study Department,
and the Home Economics Department*
J.W. Twente - School of Education
John Virtue - English Department
George O. Foster - Center of Frank Strong Hall
Leonard H. Axe - West Frank Strong Hall
Laurence Woodruff - Snow Hall
Overner V.M. Smith - Marvin Hall
D.H. Spencer - Pharmacy Dept.

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Having ~~tried~~ ^{yes} several times to get you over the phone to ask your assistance, in the work which Chancellor Malott has given his approval ~~to~~, I am resorting ^{ing} to this method of communication. I trust that you ^{will} accept this responsibility along with your other manifold duties. ~~Your assignment~~ ^{The territory you are to cover} is listed by your name at the top of this letter.
7515

The total budget for Lawrence and the year ~~is~~ \$7500. The Christmas program and the Fourth of July Celebration will be listed separately and is not incorporated in the financial estimated on this statement; rather there will be a perforated card attached. The giving of funds for these two items will be entirely optional.

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I thank you for your cooperation.

Sincerely yours,

Lawrence

LAWRENCE
COMMUNITY CHEST BUDGET

union share

Hi-Y - - - - -	\$ 175.00 ✓
Girl Reserves - - - - -	100.00 ✓
Girl Scouts - - - - -	700.00 ✓
Boy Scouts - - - - -	1200.00 ✓
Social Service League - -	1050.00 ✓
Salvation Army - - - - -	2790.00 ✓
4-H Club Fair - - - - -	<u>300.00</u> ✓
Chest Total - - - - -	6315.00 ✓

Community Activities	
Christmas Activities - -	1200.00 1200.00
4th of July Celebration -	<u>700.00</u>

Total \$8215.00

- Administration
- Campaign Costs
- Shrinkage

~~400.00~~ 360.00
~~200.00~~ 240.00
 60.00

* 1200

~~7515.00~~
7546.00

\$9,446.00

grand total

Handwritten mark

COMMUNITY CHEST REPORT

11-1 --- 4,175.00
Girl Reserves --- 100.00
Girl Scouts --- 700.00
Boy Scouts --- 1,500.00
Social Service League --- 1,050.00
Salvation Army --- 2,750.00
A-F Club Year --- 300.00
Total --- 10,575.00

Total 10,575.00

Administration
Campaign Costs
Expenses

8,512.00

2,063.00

10,575.00

Handwritten signature or initials

6

Lawrence, Kansas
October 23, 1940

Mr. C. M. Baker
Director of Libraries
Watson Library
University of Kansas

Dear Mr. Baker:

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I thank you for your cooperation.

Sincerely yours,

Enc.

6 1.0 0

3 8.0 0

5 5.5 0

3 7.0 0

9 8.0 0

2 1.0 0

6 0.0 0

1 2 2.0 0

7 5.5 0

9 4.5 0

7 2.5 0

1 8.5 0

9 3.5 0

3 4.5 0

6 9.5 0

2 8.0 0

2 3 9.0 0

7 0.5 0

1,2 8 8.5 0 *

1,0 0 3.8 5

2 8 4.6 5

1,2 8 8.5 0 *

1,2 8 8.5 0

6 0.5 0

2 8.0 0

1 3 8.0 0

3 9.5 0

1,5 5 4.5 0 *

3.5 0

~~5 5 8.0 0~~

~~1,1 1 6.3 5~~

~~3 3 8.1 5~~

~~1,4 5 4.5 0 *~~

1,0 0 3.8 5

4 6.5 0

2 3.0 0

1 3 3.0 0

1 0.0 0

1,2 1 6.3 5 *

2 8 4.6 5

1 4.0 0

5.0 0

5.0 0

2 9.5 0

3 3 8.1 5 *

WORKER'S REPORT

LAWRENCE COMMUNITY CHEST

Workers..... and

Date..... Captain..... Team No.....

NAME	Amount Subscribed	Amount Paid	Balance Due
> Geo. O. Foster	61.00	52.50	8.50
> D. H. Spencer	38.00	36.50	1.50
> C. M. Baker	55.50	49.50	6.00
> Burt Mc Grout	37.00	22.00	15.00
> Florence Black	98.00	68.00	30.00
> Harold Barr	21.00	13.50	7.50
> J. W. Inwente	60.00	40.00	20.00
> J. J. Wheeler } > G. W. Smith }	122.00	73.50	48.50
> A. W. Davidson	75.50	54.85	20.65
> Leonard Ape	94.50	94.50	
> Lawrence Woodruff	72.50	53.00	23.00
> F. O. Russell	18.50	9.50	9.00
> John Virtue	93.50	93.50	
> Dr. N. P. Sherwood	34.50	32.50	2.00
> Lee Hamnell	69.50	69.50	
> K. W. Davidson	28.00	22.00	6.00
> F. C. Allen (Special Dift.)	239.00	154.00	85.00
> F. C. Allen (Misc. FF)	70.50	65.50	5.00
Total Reported	1292.00	1004.35	287.65

Number of Subscriptions in this Envelope.....

N.B. \$3 check from Ruth Orcutt counted both on Black's + Ape's lists.

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C. M. BAKER, DIRECTOR

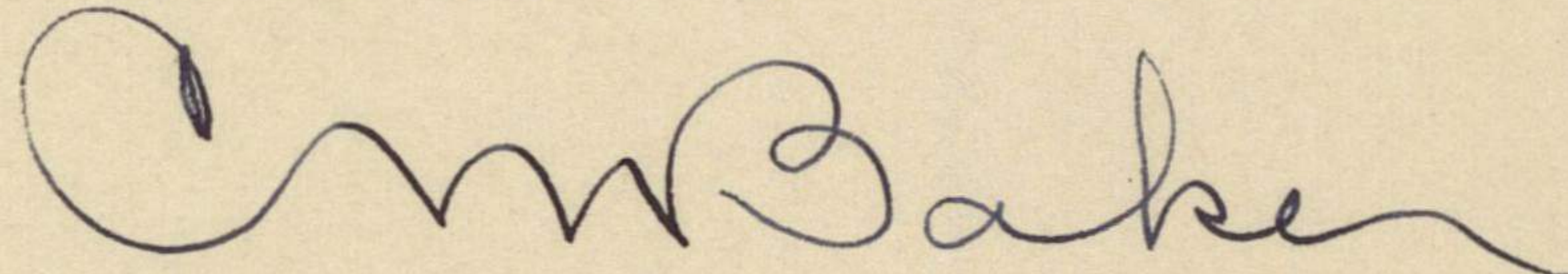
October 24, 1940

Mr. Forrest C. Allen
105 Robinson Gym.
K.U.

Dear Sir:

I accept the task of rounding up the Library for
the Community Chest Campaign.

Very truly yours,



Director of Libraries.

CMB:M

Dr. Allen
for your reply

← Lawrence, K.
Oct. 24-1940

Deane W. Malott, Chancellor
E.B. Stouffer, Dean
Paul B. Lawson, Dean
Raymond Schwegler, Dean
Frank T. Stockton, Dean
• Donald M. Swarthout, Dean
F.J. Moreau, Dean
W.L. Burdick, Dean
J.J. Jakosky, Dean
Allen J. Reece, Dean
George O. Foster, Registrar

Karl Baldwin, Colonel
Karl Klooz, Bursar
C.M. Baker, Librarian
Gwinn Henry, Director of Athletics
C.G. Bayles, Superintendent of
Buildings and Grounds
Forrest C. Allen, Director of Physical
Education.

Gentlemen:

The Special Gifts Committee of the Lawrence Community Chest Inc. have presented me with pledge cards. I have been asked to hand these to you, but I prefer to send them through the mail so you can have more time to meditate before making your gift. *that*

I would appreciate it if you would return the card to me through the University mail. The deadline is Saturday noon. If the card is placed in the mail by Saturday noon it will be possible for me to make my report to the Special Gifts Committee ~~by Monday morning~~ the first thing Monday morning.

The Special Gifts Committee desires that a report be made to them before actual solicitation begins on Tuesday morning the 29th of October. The drive among the townspeople and the faculty members on the Hill will last three days, the 29th, 30th and 31st.

Please refer to the perforated
On the table on the card entitled "Subscriber's Receipt", the Committee desires to call attention to the fact that "An individual may deduct 15% of his net income under the ~~SAME~~ Federal and State Income Tax Laws."

Thanking you for your careful consideration in making this pledge, I am,

Sincerely yours,

OK

Forrest C. Allen

Chairman, University Committee

Lawrence, Kansas
October 24, 1940

Deane W. Malott, Chancellor
E. B. Stouffer, Dean
Paul B. Lawson, Dean
Raymond Schwegler, Dean
Frank T. Stockton, Dean
Donald M. Swarthout, Dean
F. J. Moreau, Dean
W. L. Burdick, Dean
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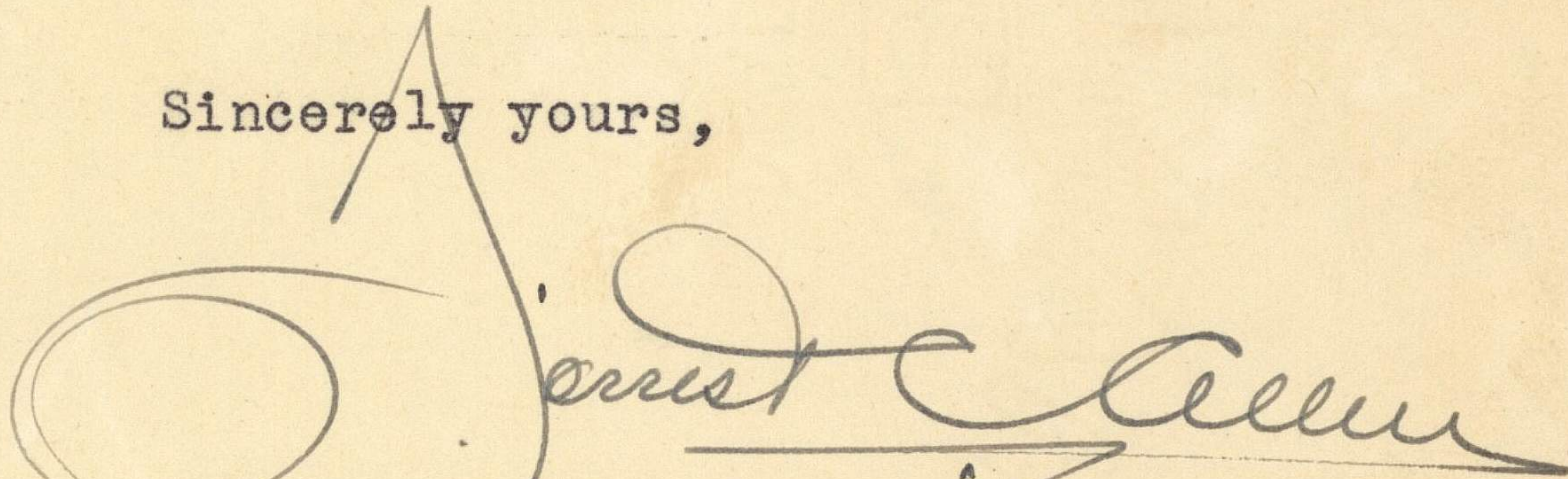
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