

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)