

THE UNIVERSITY OF KANSAS  
LAWRENCE, KANSAS

October 24, 1942

Fellow Faculty and Staff Members:

I am asking your assistance on the Community Chest drive — in making the canvass of the University faculty and employees. I appreciate that I should have called you by telephone or that I should at least be addressing this communication to you personally. But I haven't found time for this, and the drive opens next Tuesday. I know that you will pardon this impersonal approach — and will respond just as enthusiastically to the call for help.

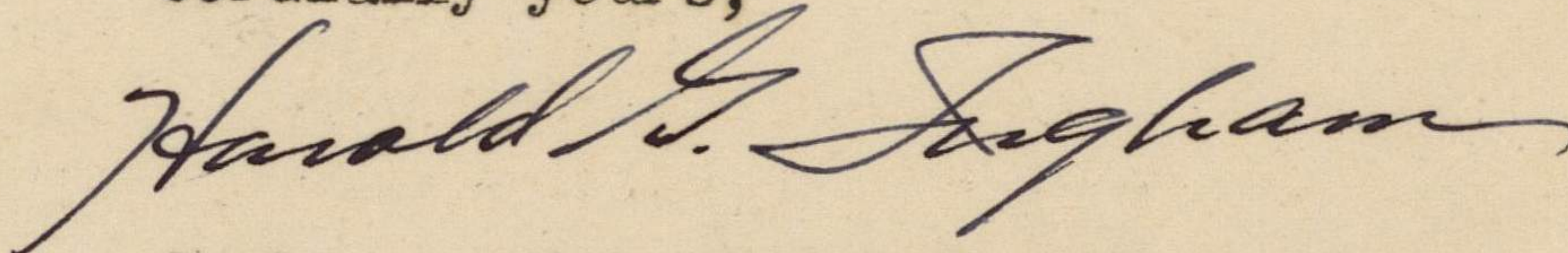
I recognize that you are extremely busy this year. We all are, especially those who have the reputation for getting things done. And, of course, that's the reason we need your assistance on this worthy project.

The task will be made as easy as possible for everyone this year. The first letter to faculty and employees will request their donation or pledge card by mail. So your responsibility will be limited to following up personally on those who fail to respond, and to giving information on the Community Chest to any individual on your list who requests a personal interview. Your assignment will be limited to a single department or staff, or to not more than twelve persons in case you consent to canvass more than one department.

We all believe in the Community Chest — certainly we do if we have had the experience in earlier years of soliciting funds for one of these causes after the canvass has been completed for several of the others. This is everybody's job, and I am hoping that we may count on your efficient assistance, as usual, in going "over the top" on this.

Please call my office, K.U. 87, Monday, in case you cannot serve. And if I do not hear from you immediately, I will know that you are awaiting your definite assignment.

Cordially yours,



Chairman, University Committee  
Community Chest Drive

HGI:dj

P.S. **IMPORTANT!** The Kick-Off Breakfast for workers will be held at the Eldridge Hotel on Tuesday, October 27, at 7:30 a.m. This will be your opportunity to get specific information on all of the activities included in the Community Chest this year and the need for the funds allotted to each. Please attend if you can conveniently arrange this.

"Phog":  
I'm asking you to take the responsibility for all staff members and employees (except students and janitors) in Robinson. However, I've also asked Shunk, Vic Hurt, and Miss Stapleton to help. If the mail response is good, there will not be many interviews needed. I'll call you to arrange the details. Harold.