May 23, 1925

Mr. Donnelley

J. F. Moulds

Your letter of May 22 addressed to Mr. Duncan enclosing a letter from Mr. Bean about plating "The Story of the University" has been handed to me in Mr. Duncan's absence. Unless there is need for immediate decision on this matter I should like to bring it up for discussion at the meeting of the Executive Committee of the Committee on Development on Wednesday and report the results of the discussion to you before your return the latter part of the week.
Mr. Connolly

I. F. Monte

Your letter of May 25 addressed to Mr. Daynes enquiring
a letter from Mr. Beevery pleasing "The Story of the University"
has been passed to me in Mr. Daynes absence. Unless there is
need for immediate decision on this matter I should like to
pride it up for discussion at the meeting of the Executive Com-
mmittee of the Committee on Development on Wednesday and report
the results of the discussion to you. Please your return the letter
part of the week.
Mr. John Y. Aitchison
University of Chicago
1705 Lytton Building
Chicago, Illinois

My dear Mr. Aitchison:

I just came across the memorandum on the question of a negro subscription, and I wonder if I have ever written you about it. The consensus of the Board was that they would be very glad indeed to accept a composite subscription from the wealthy negroes of Chicago, such as a distinguished scholarship or something of that kind, but they did not feel that they, themselves, should take a very active part in the solicitation. In other words, if we could start one or two prominent negroes to work it up, it would be all right, but for us to start out aggressively to do it might be a source of some embarrassment.

Believe me,

Sincerely yours,

[Signature]

TED/MCN
May 10, 1928

[Signature]

To: [Name]

I regret to inform you of the necessity of a leave of absence.

I have been instructed to remain on duty, but the situation is such that I must leave immediately.

Please accept my apologies for any inconvenience this may cause.

Yours sincerely,

[Signature]
April 25, 1925.

Mr. Donnelley

R. F. Duncan

Divinity Pamphlet

I assume that there will be no charge against our budget this fiscal year for the printing of the Divinity School pamphlet. We have already overdrawn our printing appropriation by a small amount and I should like to close the appropriation if possible.
April 26, 1933

Mr. Donovan
R.P. Dunne

I am sorry that there will be no change in our
budget next year for the printing of the Divinity
School bulletin. We have already arranged our printing
apparatus for a small amount and I am sorry like to
place the apparatus at your disposal.
April 9, 1928

Mr. Donnelley

J. F. Moulds

Negroes

Subscriptions

By way of reminder of our conversation this noon, I am writing this memorandum about our possible solicitation of our wealthy negroes in Chicago.

From two or three different sources it has come to our attention that Jesse Binga, the wealthy negro banker, is in the right frame of mind to make a generous contribution to the University. Mr. Binga is the uncle of Binga Dismond, an alumnus of the University and a very prominent athlete of a few years ago.

At our meeting of alumni workers last night Dr. Spencer C. Dickerson, a colored physician, who is an alumnus of the Class of 1897, offered to obtain for us the names of a number of wealthy negroes whom he thought could be interested in substantial gifts to the University. It has occurred to some of us that this group might be asked to contribute the necessary money to endow a Professorship at the University, possibly the Booker T. Washington, Distinguished Service Professorship. I believe there would be a great appeal to their race pride to do this for an institution like the University of Chicago. The question which I understand you are willing to raise at tomorrow's Board meeting is whether as a matter of policy the Board of Trustees approve of the idea and are willing to have us try it out.
By way of reminder of our conversation this morning, I am enclosing a copy of the memorandum upon our possible collaboration of our meeting in Chicago.

From two or three different sources I have come to learn that the President of the University of Chicago is the name of a prominent figure of a very prominent college of the University of Chicago, and a very prominent figure of a very prominent college.

I am writing this at our meeting of alumni workers last night.

C. D. K. asked me a number of questions, who was an alumnus of the Class of 1889. I believe that the answers to these questions are of some interest to the University. If we continue to solicit the necessary money to endow a professorship at the University of Chicago, the question of the endowment of the University of Chicago might be seen to contribute the necessary money to support a professorship at the University of Chicago.

I believe these would be a great advantage to their finance. To do this for an institution like the University of Chicago.

I am told that I understand you are willing to raise the Board of Trustees support of the fees and are willing to have us consider it.
Mr. T.E. Donnelley

Mr. R. F. Duncan

'Cut-Out at Quadrangle Club

What would you think of some kind of a cut-out at the Quadrangle Club, along the lines of the enclosed rough design, which might run about five feet high by seven feet long to show the progress of the campaign?
What would you think of some kind of a cut-out of the
Cambridge Clip, along the lines of the encyclopaedia
geological maps, which might show your feet atop seven feet
high to show the progress of the campanile?
Interoffice Correspondence

To: Mr. Moulds and Mr. Groonquist
From: R. F. Duncan

Subject: Attached Letter to Mr. Donnelley

Date: March 25, 1925

I think that in view of this situation regarding the printing appropriation we ought not order any more printing until we have had a talk with Mr. Donnelley or the Committee on Development.

RFD/ED
I find that some very insistent demands have been made on our printing account within the last few days, so that I am fearful that even without the Research Pamphlet we are going to exceed our appropriation.

As I said sometime ago, I knew we were going to have a tight squeeze on printing, but within the last week we have had the following insistent demands in connection with the Alumni Campaign, which, in the rush of our preparation we could hardly deny:

2500 additional Canvasser's Handbooks
Nearly 15,000 additional copies of the "Plan for Development" for the mail campaign and for distribution to parents and students
3000 additional "Dialogue with a Dean" for distribution to parents
11,500 additional "Men" for distribution to parents, students, and additional names on Public List
8,500 additional Arnett Letters for distribution to parents and students
Mail campaign designed by Mr. Trumbull's Committee, involving seven printed enclosures in one envelope
Increased expense on the Campaign Extra to alumni on account of additional cuts.

I fear that all this means that we have got to clamp down a tight lid on all additional printing, and that before we go ahead with the printing of "Research", or any other pamphlet, we ought to bring the matter to the attention of the Committee on Development.

Estimates and billing

RFD/ED
I think you may find your comments about the recent meeting very helpful, especially as they contain the information and instructions we have been discussing in our previous correspondence. Your points and suggestions will be valuable as we move forward with planning the next steps in our project.

As I stated earlier, I believe we should start by having a clear description of the project, including the goals and objectives. I suggest we prepare a detailed plan that outlines the tasks and responsibilities of each team member.

We have also identified some potential challenges that we need to address. These include:

- Limited resources and budget
- Time constraints
- Technical and operational issues

We will need to develop strategies to overcome these challenges and ensure the successful completion of our project.

I look forward to discussing these points further in our next meeting.

Best regards,

[Signature]
March 23, 1925

R. E. Duncan

Mr. Donnelley

Research Pamphlet

I am attaching a copy of "The Quest for Truth", mimeographed. I understand Mr. Tucker is sending you a copy of his pamphlet "Curiosity".

D
Map of 25,1968

Reese & Truluck

Mr. Dominguez

I am attaching a copy of "The Great Tex Trump" I incorporate Mr. Trump in a new book of "Outrageous" and a copy of this book is included.
Mr. Donnelley

R. F. Duncan

March 17, 1925.

Printing costs.

Will you please give me within the next day or two as close an estimate as you can for the total bill for the memorial book and container, the major pamphlet and container, and the lawyers' pamphlet and container. I ought to requisition these ahead of time so that I shall know about where we are going out on our printing appropriation. We are going to have a somewhat tight squeeze and I should like to know now the exact figures if possible.

E.
Will you please give me your final form next gen or two.

Will you please give me an estimate as you can for the copies to be printed and delivered to the printers. I am in the process of preparing a letter to the printers and would like to have the cost estimates as soon as possible. I have enclosed a copy for your reference.
March 14, 1925.

Mr. Donnelley

R. F. Duncan

Price of Memorials Book.

I have the enclosed note from Mr. Kittredge and find that the price for 1,000 copies is slightly more than the price you gave Mr. Moulds yesterday. Mr. Tucker tells me that the original estimate on this was about $1,300. No doubt this price has been increased by changes which have been made. Will you please let us have at your convenience, the final price?

E.
I have the enclosed note from Mr. Kennedy and
find that the price for $7500 copies is slightly more
than the price you gave Mr. Montes Presser. Mr. Tucker
sent me, that the original estimate on this was about
$7500. No doubt this price has been increased by changes
which have been made. Will you please let me have as
soon as possible, the final price.
March 4, 1925

Mr. Donnelley

R. F. Duncan

Dinner List

Here is the list which you requested yesterday.

This is our file copy, and I should appreciate it if you would return it.
Memorandum

To:

Concerning -

budget for publicity. The only way I can see when it will be cut down is -

Reduce. When I get the -

cake, desire your -
definite answer.

LDC

3/20

For Quality and Service Call Harrison 350

The Lakeside Press

R. R. Donnelley & Sons Company

Printers, Binders, Engravers, Lithographers

731 Plymouth Court, Chicago
Mr. T. E. Donnelley
R. F. Duncan
Major Pamphlet

I have just talked with Mr. Kittredge in regard to the Major Pamphlet, and have also read Mr. Tucker's letter to you, dated the 26th, on the same subject.

The main thing for us to keep in mind, I think, is that this book must be in the mails on March 17, or its value will be much decreased. We are hoping to open the alumni campaign on March 24, and even if we mail on the 17th, there will be none too much time for the pamphlet to "sink in".

We ought to have the envelopes for the mailing of the pamphlet by the 10th at the latest, and they should be shipped to Miss Watson in the Alumni Office.

Tucker has given you a corner card for these envelopes. Will you please add a small line under the card which he gave you, reading as follows:

Return postage guaranteed.
Mr. T. M. Donovan
R. P. Hambay

May 17th, 19__

I have just talked with Mr. Halsey in regard to
the Metax Bankupt, and have also read Mr. Tucker's Let-

ter to your father the Dept. on the same subject.

The main thing you need to keep in mind, I think, is
that the book must go in the name of Metax Pla in the
name with the may crescent. We are hoping to open
the company's account in Mexico by end of May, and even
if we must do the IREP, there will be more than enough time for
the pay-

We ought to have the paychecks for the mailing of
the Bankupt at the top of the list and get them pronto.

Please drop by the Western Union for the ACH office

Please be given to the Western Union for the ACH office.
Feb. 26, 1925.

Mr. Donnelley
R. F. Duncan

Printing costs.

The last statement from the business office showed a balance of $7,941.75 as unrequisitioned against our printing appropriation. In looking ahead, I find the following estimates for the pieces which have not yet been requisitioned:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Pamphlet</td>
<td>$2,500</td>
</tr>
<tr>
<td>Memorials Book</td>
<td>$1,500</td>
</tr>
<tr>
<td>&quot;Research&quot;</td>
<td>$2,500</td>
</tr>
<tr>
<td>Lawyer’s Pamphlet</td>
<td>$1,100</td>
</tr>
<tr>
<td>Canvassers’ Handbook</td>
<td>$300</td>
</tr>
</tbody>
</table>

Total: $7,900

This is going to make a very close squeeze on our printing. Of course we have a couple of thousand dollars in our Contingency Fund which can be used, but I believe that due to the various pieces of printing which are likely to come along in the next four months, we ought to try to cut down some of these prices. Both the Lawyer’s Pamphlet and "Research" are considerably above the amount we originally allowed. You will note that this does not permit of any allowance for Dr. Mathew’s pamphlet.

Of the above figures the Canvassers’ Handbook is accurate, "Research" is based on our dummy estimate, the Major Pamphlet the same and the Memorials Book is a guess on which I have no exact information. I wish it were possible to cut down some of these prices, either by sacrificing the material or cutting the distribution. As to cutting distribution, the only suggestion I have is to question the necessity of sending both "Research" and the Major Pamphlet to the entire alumni list of 26,100. The present opinion is that both should go to all the alumni.

I don’t believe that the total figure of $28,000 for printing in the large program we have undertaken is out of proportion, but the fact remains that if we go ahead along the line of the present estimates we are likely to run somewhat over our printing budget.

E.
The firm approach from the purchase office shows a

Decrease of 25% of all mechanical estimates on printing

Supposition. In looking over I find the following as-

Estimates for the press work were not yet been readjusted:

<table>
<thead>
<tr>
<th>Material</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotton</td>
<td>500</td>
</tr>
<tr>
<td>Textile</td>
<td>100</td>
</tr>
<tr>
<td>Paper</td>
<td>300</td>
</tr>
<tr>
<td>Trim</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>

It is agreed to make a very close scrutiny on our printing.

At present we have a couple of pressmen off on leave in our company.

Readily, what will be near at hand as I believe that to the

next year we will have to turn to the local printing companies for

various pieces of printing which will come to our press. The

next year will also see the increased and more accurate

presses. Both these factors, pressmen and equipment, will

cause a great increase on our outlay. We will note that

the cost of the pressman has been increased from 20 to 25.

This gives us a great amount of any inflow of work.

The payment of the pressman, hand-to-man, is

of course the lowest of any. The lockout on the.

Wastewater, 

But I see that we have a total figure of $2,000 for print.

I go for definite that the total figure of $2,000 for print.

is not the true Aunt. I have mentioned it out of proportion,

but the fact remains that it is too much time for the price of the

pressman estimates we see is likely to run somewhere over our printing

budget.
Mail Campaign

Feb. 24, 1925.

Mr. Donnelley

R. F. Duncan

As you requested of Mr. Gundlach, Mr. Enelow has conferred with us regarding the mail campaign to those people who cannot be reached by personal solicitation. Mr. Enelow has kindly consented to take care of this work, but Mr. Moulds believes that some member of our Publicity Committee will have to keep in touch with Mr. Enelow, work with him and see that the job is done.

Mr. Moulds believes that Mr. Schaeffer is the best man for this task, and we suggest that you call Mr. Schaeffer and ask him if he will not make himself responsible for the mail appeal to the many alumni who cannot be reached by personal canvass.

We have already separated in this office the cards of those alumni who cannot be reached personally, so that the task is clearly visible. Mr. Enelow has looked at these cards over and has an idea of what we must do.

But I believe Mr. Schaeffer ought to come over and talk to Mr. Moulds on this subject so that he can assume the full responsibility.

We are not calling much on Mr. Schaeffer nowadays.

E.

CC Messrs. Moulds
Zimmermann
Mr. Commissioner
R. D. Duncan

We have already emphasized in this office the space
of those stations who cannot be leased by
contract are subject to this appeal. Mr. Duncan had looked
into the matter and found that the station was
leased to another company.

I thought it necessary to bring this matter to your
attention so that we can proceed with the
necessary modifications.

We are not getting much on Mr. Secretary's
recommendations.

CO Mother's Home

Mr. Duncan
Mr. Donnelley

R. F. Duncan

Tour of University by Association of Commerce Committee on Illinois Relations

Sometime ago Dr. Butler suggested this tour, which has had the approval of Mr. Moulds. April is the proposed time, and Dr. Butler suggests that they should be invited to the University in the forenoon to take luncheon at our expense at the Quadrangle Club, requiring, of course, an appropriation. Would you care to bring this up at the next meeting of the Committee on Development?
Sometimes ago Mr. Potter suggested that you might be interested in the University of London to take informal or any other course that they might be interested in. After Mr. Potter's suggestion, you answered in the affirmative on the affirmative of the University of London in the affirmative to take informal or any other course that they might be interested in. You have agreed to retrieve this at the next meeting of the Committee on Development.
February 23, 1925

Dear Mr. Donnelley:

The University Press now has ready for the use of the Committee on Development 1,000 copies of The Story of the University by Dr. T. W. Goodspeed. This volume is a revised and abbreviated edition of the History of the University written by Dr. Goodspeed several years ago and now brought down to date.

The question now before the Committee on Development is how to make the best possible use of the thousand copies of this very attractive book. I am sending along with this letter a copy of the book for your review and would like very much to have your suggestions and advice.

I understand that the book is to be placed on sale by the Press at a price of $2 to the public and a special offer is being extended to alumni to purchase it at $1 per copy. This will likely result in the sale of many copies to alumni from the supply which the Press has on hand outside of the thousand copies available for our use.

Yours very truly,

Mr. T. E. Donnelley
731 Plymouth Court
Chicago

JFM:LC
Dear Mr. Connellan:

The University Press now have ready for the use of the Committee on Development 1,000 copies of the Story of the University written by Dr. W. Coophead. The volume is a revised and appreciative edition of the History of the University written by Dr. Coophead several years ago and now presented, how to judge, The question now before the Committee on Development is how to make the best possible use of this choice collection of the very effective book. I am sending along with this letter a copy of the book for your review and would like very much to have your suggestions and advice.

I understand that the book is to be placed on sale by the Press at a price of $2.50 to the public, and a special offer for sale is pending extension to students. This with frequent reprint is the sale of many copies to students from the supply which the Press now has on hand, a privilege for our use.

Yours very truly,

Mrs. T. E. Donnellan
New Bramford Convent
Chicago

[Signature]
Feb. 19, 1925.

Mr. Donnelley

R. F. Duncan

Major Pamphlet

Here is Mr. Parker's first draft of the major pamphlet. Our present plan is to make this a fairly simple booklet with illustrations spread through the text. Will you please read it and let me have your criticism as soon as possible, so that Mr. Parker can clean up the job and have the book in the hands of the alumni by March 20.

E.
Mr. Donnelley

R. F. Duncan

Mr. Koehl's compensation.

I am not entirely clear on what basis we expect to compensate Mr. Koehl for his layout work. Possibly it is not necessary that I know. I merely want to have a business-like arrangement with him if that is necessary. Mr. Schaeffer gave me to understand that he could get Mr. Koehl to do this work for nothing if we wanted it. I believe we ought to compensate Koehl on a fair basis rather than getting him to do the work for nothing.

E.
Mr. Donnelly

R. F. Dinan

Mr. Keely's conversation.

I am not entirely clear on what parts we expect
to cooperate with. Keely for his layout work. To co-operate
if it is not necessary that I know I merely want to
have a preliminary arrangement with him if it will in
necessary. Keely suggested Keely to go with work for Totman if we
would do it. I believe we ought to cooperate Keely on
a 50% basis rather than having him to go to the work
for Totman.
February 19, 1923

Mr. T. E. Donelley
731 Plymouth Court
Chicago, Illinois

Dear Mr. Donelley,

Your special delivery letter of last Saturday reached me Monday just before I had a chat of considerable length with John Moulds. Since I am rather print-shy it was perhaps easy for me to assume that this and perhaps other conversations constituted an answer to your very generous letter. I particularly hope that you have not thought me so discourteous as to be unwilling to reply to you directly. Association with you and the other men on the Committee on Development is of course to me a privilege, which perhaps I appreciate all the more because I think I should forego it. Please make allowances for my non-letter writing habits and forgive my apparent discourtesy.

May I hope that Mr. Zimmermann is having a complete and easy recovery?

Yours sincerely,

[Signature]

A. E. [Last name]
Here is Mr. Parker's first draft of the major pamphlet. Our present plan is to make this a fairly simple booklet with illustrations spread through the text. Will you please read it and let me have your criticism as soon as possible, so that Mr. Parker can clean up the job and have the book in the hands of the alumni by March 20.

E.
Date: Feb. 18, 1923

To: Mr. Donnelly

Subject: Mayor Lamprecht

From: R. L. Dickey

Here is Mr. Parker's letter of the market. We have been planning to make this a lively one. Parker is working with the reference board and will have your text. If you please look it over and let me know if you can accept it as soon as possible, so that Mr. Parker can get it typed up and have it back to me in time for the meeting. The summary of March 30.

E.
February 18, 1925

Mr. T.R. Donnelley
R.R. Donnelley & Sons Co.
731 Plymouth Court
Chicago

Dear Mr. Donnelley,

A man named Duke Hutchinson of Will Howell & Associates, who did the research pamphlet dummy which you have seen, came to this office yesterday to see whether or not we are going to accept his suggested layout. I told him that Mr. Olsen of your company has drawn us up, at your request, some costs on a dummy much simpler than his. Mr. Olsen's only art work color was apparently in the cover which was to be printed in two colors and in three display pages coming in the body. I should like to know your plan for the three display pages.

Mr. Hutchinson asked if it would be all right for him to see you and talk about the possibility of brightening up this booklet by the drawing of about a dozen spots to be used on every other page. He made a proposal that for $500.00 they would handle the art work for the cover, the twelve spots, the title page and the rest of the layout. I think this is pretty high but if he calls you up perhaps you will be willing to talk to him and see if there is any cheaper program of illustration that we could work out.

Sincerely yours,
Dear Mr. Donnelly,

A new name, Duke Research & Development, will enable us to offer a wider range of services. We are confident that this expansion will benefit your company by providing more comprehensive solutions to your needs. We are excited about this new venture and we are confident that it will be a success.

I look forward to hearing from you soon about the possibilities of this new partnership.

Sincerely,

[Signature]
February 6, 1925.

Mr. Donnelley

Mr. Parker's expenses.

R. F. Duncan

I want to raise again the question of the advisability of the University reimbursing Mr. Parker for the travelling expenses of his wife to Chicago and return.

Following your conversation with Mr. Sherer and mine with you, I found that Mr. Parker had discovered the situation at home to be such that it was either a matter of his going to New England or his wife's coming out here. Without consulting me he wired his wife to come and she is here now.

As Mr. Parker is absolutely necessary for the next three weeks in the production of our major pamphlet and memorial book, we cannot consider releasing him now.

Both Mr. Parker and Mr. Tucker are working day and night on our publicity and we must do everything possible to make them happy and to avoid anything which will take them off the main track of their work. They are doing good work and are deeply interested in turning out the best publicity possible.

At our last conference on this subject you thought we could let Mr. Parker go about February 21 and for that reason it would be unnecessary for his wife to come out. I doubt whether there is any chance of our releasing Parker without serious loss to us before March 15, as I understood at the last meeting of the Committee on Development.

In view of all these facts I strongly recommend that you authorize me to tell Mr. Parker that the University will be glad to pay the travelling expenses of his wife from New England and return.

E.

CC Mr. Jones

Sherer
In view of all these facts I strongly recommend that
you not proceed with the proposals for the
migration of the family to the United
States at this time. I am afraid that the
situation is such that the family will not
be able to find suitable employment at the
time.
Mr. Donnelley

R. F. Duncan

Training leaders for the churches

Feb. 4, 1925.

I hand you herewith copy of Dr. Mathews' pamphlet which he wants to have printed in connection with his attempt to raise $560,000 for the Divinity School.

As you know, we have no funds in our budget for this campaign. This matter was referred to our publicity committee at the meeting of the Committee on Development a week ago today.

Dr. Aitchison has read it over, liked it very much and thinks that we ought to have about 10,000 printed. This is, of course, an entirely extra proposition and I don't know much about it. Possibly you could bring the matter to the meeting tomorrow noon at this office at 12:30.

E.

P. Mathews is sending photos to Mr. Donnelly who has copy of pamphlet.
I enclose herewith a copy of the minutes of the meeting of the committee at the meeting of the committee on Development held a week ago today.

Dr. Coogan has asked me to say that I met with the committee at the meeting of the committee on Development held a week ago today.

I am sure that the committee will be interested in the report of the meeting held a week ago today.

Director of Development
Feb. 4, 1925

Secretary to Mr. T. E. Donnelley  

R. F. Duncan

Messrs. Arnett and Swift have asked me to see that they ultimately receive our reply to Miss Talbot's letter criticizing our publicity. If you will send me a copy of what Mr. Donnelley sent, I will see that these men receive copies unless you have already taken care of the matter. If you still have the suggested letter which I wrote I should like to have a copy of that too.
Replay to Miss Teipol's letter

Secretary to Mr. E. Donnelly

R. E. Dunce

Messrs. White and Smith have asked me to see that they immediately receive our reply to Miss Teipol's letter and apologize for any delay. If you will send me a copy of what Mr. Donnelly sent, I will see that these men receive copies unless you have already taken care of the matter. If you will have the suggested letter which I wrote I should like to have a copy of that too.
To January 1

Greenacre

MEMORANDUM

R. DONELLEY & SONS COMPANY
FOR QUALITY AND SERVICE CALL HARRISON 350
PRINTERS BINDERS ENGRAVERS LITHOGRAPHERS
734 PLYMOUTH COURT CHICAGO

[Handwritten text]

...you always did...

...was unafraid...

...wait...
To All Members of the General Alumni Committee:  

February 2, 1925.

We list below outstanding developments in connection with the University of Chicago Alumni Campaign:

1. We have a total of nearly 27,000 alumni, including graduates, Rush alumni, and ex-students, of these approximately 20,000 will be solicited through personal interviews and the balance by mail.

2. At the present time we have three alumni representatives engaged in setting up local organizations where volunteer workers are not available. To date nearly 100 local alumni organizations have been set up.

3. On November 7th, fifteen representative alumni from all parts of the country pledged themselves to be responsible for our Program of Development in the territories in which they are located.

   Mr. John Mentzer, '98, has been appointed Chairman of the Chicago District. Miss Helen Norris, '07, is Executive Secretary of his Committee.

4. It is expected that the alumni will contribute a total of $2,000,000, $1,045,000 of which is to be raised in Chicago.

5. At a meeting in Chicago on January 16th, fifteen representative alumni from the larger cities in Illinois pledged their enthusiastic support to the Program and agreed to organize local committees in their towns.

6. Mr. Earl D. Hostetter, '07, is Chairman of the sub-committee to handle our alumni in foreign countries.

7. Mr. Arthur A. Goes, '08, is Chairman of the sub-committee to handle special groups such as, "C" men, fraternities, etc.

Suggestions as to the conduct of the campaign or handling of specific situations with which you are familiar are at all times very welcome.

Respectfully submitted,

Herbert P. Zimmerman
Alice Greenacre

Arthur A. Goes.
THE UNIVERSITY OF CHICAGO

Committee on Development

1104 Illinois Building
1126 South Wood Street
Chicago, Illinois 60612

To All Members of the General Alumni Committee:

We are pleased to announce developments in connection with the University of Chicago Alumni Committee.

We have a total of over 5,000 alumni, including graduates of every school and program.

A letter by Mr. E. Alpert, "The Alumni Letter," has been approved, to be distributed on the Committee.

P.S. We have heard that our local chapters are making excellent progress.

Yours sincerely,

[Signature]

Alumni Committee
TWO MILLIONS PERMANENT ENDOWMENT FROM THE ALUMNI

Alumni Executive Committee
HERBERT P. ZIMMERMANN ’01, Chicago, Chairman
ALICE GREENACRE ’98, Chicago, Associate Chairman
ARTHUR A. GOES ’08, Chicago, Associate Chairman
GEORGE E. FULLER ’99, Chicago, Executive Secretary

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MORGANTHA, MAXIMILIAN, JR. ’97, New York City
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JOHN WRIGHT, Kansas City, Mo.

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NORRIS, MRS. HELEN,’70, Chicago
NUVEEN, JOHN, JR. ’79, Chicago
O’DONNELL, PAUL ’83, Chicago
PAGE, CICIL ’94, New York City
PALMER, MRS. MARION E. ’78, Chicago
PARKINSON, GEORGE D. ’75, Salt Lake City
PEACODY, MRS. SUSAN W. ’09, Chicago
PHEMISTER, MRS. KATHERINE G. ’90, Chicago
PERRITT, ADOLPH G. ’79, Chicago
PLESTON, KEITH ’79, Evanston
PULLUM, MARY LARKEN ’93, Bridgeport, Conn.
QUANTRILL, ERNEST B. ex’05, New York City
RAHLL, MRS. CLARA ALLEN ’52, Calabasas, N. J.
REEVE, R. B. ’73, Cedar Falls
RHODES, DR. JOHN E. ’86, Chicago
RILEY, JAMES B. ’05, Los Angeles
ROBINSON, FLORENCE RICHARDSON ’08, Chicago
RUSSELL, PAUL S. ’16, Chicago
SALLEY, J. SIDNEY ’21, Santa Fe
SASS, FREDERICK ’08, Denver
SCHEAFFER, GEORGE B. ’04, Chicago
SHERER, BENS L. ’05, Philadelphia
SHILL, HENRY CARLTON ’74, Tucson, Ariz.
SILLS, CLARENCE W. ’05, Chicago
SIMOND, MAYNARD E. ’21, Pittsburgh
SLAUGHTER, HERBERT E. ’58, Chicago
SLOSSON, EDWIN E. ’00, Chicago
SPRE, DR. FREDERICK A. ’05, Los Angeles
STEEL, CHARLES M. ’94, New York City
STEINER, WALTER F. ’08, Chicago
STEVENS, ERNEST J. ’94, Chicago
STEWART, ADELBERT T. ’04, Washington
SULCER, HENRY D. ’60, Chicago
SYNN, MRS. MARY K. ’01, Evanston
TEICHGRAEBER, RICHARD T. ’31, Empire, Ky.
TEMPLETON, FRANK H. ’95, Chicago
THOMPSON, MARTHA LANDERS ’03, Chicago
TOLMAN, EDGAR B. ’30, Chicago
TRUDE, DANIEL P. ex’08, Chicago
TRUMBULL, DONALD S. ’01, Chicago
TUCKER, DR. GEORGE E. ’00, Hartford
VALE, ARTHUR H. ex’09, Philadelphia
VAN HOFSEN, MRS. GEORGE ’41, Washington
VAN PATTER, LEROY A. ’79, New York City
VAUGHAN, L. BRENT ’97, Chicago
VERNON, LEROY T. ’06, Washington
WALLING, WILLIAM G. ’99, Chicago
WARD, FRANCES THOMAS ’35, New York City
WAREN, MRS. MAUDIE RADFORD ’54, Indiana
WAYMEN, MRS. AGNES ’08, New York City
WEB, DANIEL C. ’06, Knoxville
WHITING, LAWRENCE H. ex’95, Chicago
WILLET, HOWARD W. ’45, Chicago
WINSTON, CHARLES S. ’66, Long Island
WOOLLEY, MRS. HELEN THOMPSON, ’57, Denver
WOXNER, LEO P. ’06, Chicago
WRIGHT, WILLIAM E. ’08, Dallas
WRIGHT, JOHN STEPHEN, ’66, Kansas City
Jan. 29, 1925.

Mr. Donnelley
Memorials Book.
R. F. Duncan

Dr. Aitchison has read over the memorials book copy and agrees with you that the first part is too long. I also have read it over carefully three times this noon and while I think it is a little long, I think it is mighty well done and that it would be difficult to cut it down very much more without spoiling the whole effect. As you suggest, I have cut out several paragraphs. As we need this book very badly, I have sent the copy to Kittredge and told him to go ahead and give us galley-proofs as soon as possible. If we decide to cut the galley-proof further, we can do so.

In regard to the descriptions of the buildings at the back, I agree with you that these descriptions are inadequate and I am now obtaining from Dr. Aitchison the descriptions used opposite the photographs of the proposed buildings in the photofolio, specimen of which I enclose herewith. The enclosed is of course too long but it can easily be cut down to fit.

If we had a couple of months more to go over this book I think we could probably do a better job, but time is pressing and if we spend too much time fooling over these pamphlets, we shall never get them out. This thought applies just as much to Research as it does to Memorials but I believe that the memorials book is in very much better condition than Research. The story in the former may be a little bit long but the pictures are so good that the book is going to be a beauty. With Research, we have no illustrations, the copy is heavy and I feel very sure that we should not be justified in sinking $1,500 to $2,000 until we have better copy.

I enclose herewith copy of memorandum I sent H. J. Smith last week, following your conversation with him, in an attempt to explain just how Mr. Jones felt. I want to make every effort to keep Henry happy. He is of tremendous value to the University. But it seems to me I am equally anxious to turn out first class readable publicity for this campaign.

E.
Memorial Book

Mr. Donegan

R.I. Dimeo.

I have received your letter and would like to express my gratitude for your kind words. I am glad to hear that you have found the time to write. It is always a pleasure to hear from you.

I have been thinking a lot about your request for a copy of the book. I have been working on it for quite some time now, and I hope to have it ready soon.

In regard to the presentation of the illustrations, I will try my best to include them in the book. I agree with your suggestions, and I believe the presentation will make the book more enjoyable and informative.

I appreciate your interest in the book, and I hope that you will find it useful. I will keep you updated on the progress.

Thank you for your continued support.

Yours sincerely,

Sincerely,

[Signature]
January 17, 1925.

Mr. Donnelley.

Mr. Duncan.

I hand you herewith specimen covers for the inexpensive edition of "Men". Will you please advise me today, if possible, which of these three covers you prefer?

RFD: EL
Demara

Genoa, Nov. 1859

Mr. Dommeroy

Mr. Innes

I send you herewith a specimen case for the

imported advertisement of "Genoa". Will you please examine

me Jacob, if possible, with the above case, you

Recently

E.D.C.E.
January 16, 1925.

Memorandum from Office Manager.

Mr. Donnelley.

Mr. Duncan.

In accordance with the action of the Committee on Development at its Wednesday meeting, I herewith enclose copy of a memorandum received from Mr. Croonquist, our Office Manager, calling for two transfers in our budget, copy of which I also enclose.

As to the transfer to salaries, we are traveling on as thin ice as we possibly can, many of the force working Saturday afternoons, evenings, and sometimes Sundays.

Regarding the rent, I understand that this matter is now under negotiation between you and Mr. Arnett. We will need some additional space by February 15th at the latest to take care of several important increases to our staff occurring at that time.

RFD: EL

CC to Mr. Arnett.
In accordance with the request of the Committee on Development of the Washington Meeting, I find your request:

"a copy of a memorandum received from M. Gonnard, our Office Manager, calling for two transfers to our budget."

copy of which I also enclose.

As to the transfers to entitle us to continue our present expenditure in the same manner as prior years, we are preparing our statement of the present expenditure and have not yet received any information that this matter is under consideration. In the meantime, I understand that the transfer may be an item for which we should make provision. It will probably be of some advantage to know the current status of the project to take care of necessary expenditures in the first quarter of next year.

R. D. N.

cc to Mr. Aynsley
Jan. 15, 1925.

Mr. Donnelley

R. F. Duncan.

Memorials pamphlet

I hand you herewith copy of the finished product on Memorials. It is pretty long, but apparently this length is necessary to carry the large number of pictures Tucker desires to use. I think it needs just a little bit on two subjects:

(1) A short description of the Program of Development.

(2) Something on how gifts to universities are exempt from the large inheritance taxes.

Will you please read this at your convenience and send it back to Mr. Tucker with your comments. He is anxious to get this into type as soon as possible. We could use it now to great advantage.

E.
Mr. Dunsine

I have your parenthetical note of the 14th inst.
and your letter. I am perfectly satisfied
on memorandum. It is the best I have. But apparently
I need to "temporarily" to obtain the true number of planes

Tunabo, g��en, te. I think it needs just a little

pit on two respects:

1) A short exposition of the program of development.

2) Some points on how it fits into our maintenance and

Will you please keep this at your convenience and

send it back to Mr. Turner with your comments. He is

expecting to get this into type as soon as possible. We

courage you if you do great advantage.
January 14, 1925

Mr. Donnelley
R. F. Duncan

Publicity schedule

Here is our publicity schedule as it stands today.
January 17, 1832

Mr. Donnelly

H. P. Duncan

Here is our draft of specie as if astride stock.
January 12, 1928.

Mr. Donnelley:

The receipt of the photograph of the Harkness Tower from Yale and a photographic calendar from Johns Hopkins brings up the question of whether or not we might send to each subscriber to this Campaign some photograph of a subject at the University as an appreciation for the subscription and as a reminder of the University. If in some way a gift of this kind could be made every year to every person who gives money to the University, it might be possible to work up a feeling on the part of donors that they were becoming members of the Chicago family and that the remembrance from the University each year had a real value. It would, of course, be better if we could send something which could be hung in offices or rooms at home.

I have seen many schemes of this kind tried, especially or embellished forms of acknowledgment, but I have never seen a first class reproduction of a photograph or some sort of etching which has real value, used for this purpose. There would, of course, be much advantage to the University if we could have a number of such photographs or half tones appearing in many Chicago offices and homes.

I am sending a copy of this memorandum to various members of the committee so that the matter may be discussed at a coming meeting of the publicity committee.

CC to Messrs. Tucker, Schaeffer, Swift, Sherer
January 15, 1936

M. Donnelly:

The request of the President of the Homestead Tower
from Yale and a presentation of material at our meetings have
led to the formation of a group that we might call the Center of
the University as an expression of the University and as a re-
newal of the University. If we have not a real gift of this kind
many of the University, if it is to be possible to make any a leading on the
family and have the remembrance from the University so long lost
and to carry on in the tradition of our Chicago.

May, of course, be called the University.

I have seen many persons of this kind, chiefly especially
at our meetings of some of the kind that I have spoken
not being present to express the view that the President of the University
should have a member or more preferably a part of the
speech in many Chicago citizens and persons.

I am sending a copy of this remembrance to all those who are
part of the committee on the matter of the Chicago.

Sincerely,

CC to Messrs. Tucker

Sawyer

Ezell

Spear
Mr. R. F. Duncan  
1703 Lytton Building  
Chicago, Illinois

My dear Mr. Duncan:

Replying to your memorandum concerning the book published by Mr. Simpson, I would say that this was a small edition of books printed on handmade paper and bound by hand, and every copy was sent to Mr. Simpson. I am sorry I haven't a copy I can show you.

Believe me,

Sincerely yours,

[Signature]

TED/OCN
R. Donnelly & Sons Company
Printers-Binders-Engravers-Lithographers
43 Plymouth Court Chicago

January 6, 1926

Mr. R. P. Donovan
1205 Pulitzer Building
Chicago, Illinois

My dear Mr. Donovan:

I am writing to thank you for your excellent cooperation in printing the book as requested in the specifications.

I hope you will find the book in good condition when you receive it. We are working on the printing and binding to be completed as soon as possible.

I am sorry I haven’t a copy, but I can show you.

Sincerely yours,

[Signature]
January 2, 1926

Mr. T. E. Donnelly
Mr. Duncan

I enclose herewith a copy of a letter written to Miss Alice Greenacre by Miss Grace Leininger, 69 West Washington Street.

I should be glad to hear from you if anything in the above changes our former decision not to go into newspaper paid space.

cc to
Mr. Ray Schaffer
Mr. H. J. Smith
Mr. C. E. Tucker
Mr. A. W. Shorner
Miss Greenacre
And as part of the publicity program, it seems to me that small advertising space used consistently to put over one idea at a time will do more real good than whole newspapersful of publicity. I don't mean to use one or two full page spreads and then quit, but to hammer, hammer, hammer in little ads - 4 or 5 inches on every other day. Advertising is expensive but it is expensive because it gets results. Let the University which puts scientific methods to work elsewhere, demonstrate a knowledge of scientific publicity, instead of resting its whole case on printed matter to alumni, and the edited news reports in the news columns.

My idea is that those small ads, --4" on 1 col. which would cost daily in the Tribune $44.80 and scaled down in the other papers to $11.20 in the Evening Post, would be news ads as pointed and interesting as the best-written news skit.

I expect all these things have come up for consideration in the course of your committee's planning, --but they seem of vital importance to me, and possibly worthy of reconsideration.
Mr. T. E. Donnelley

Mr. Duncan

At the meeting of the committee yesterday mention was made of a small book which you printed from Mr. Simpson of Marshall Fields. Several people at the meeting said that this was a notable piece of work and made a fine impression on the leading citizens of Chicago. May I look at a copy?

G.
Mr. T. F. Donovan

Mr. Donovan

At the meeting of the committee yesterday mention was made of a small book which you brought from Mr. Simpson of Metallurgie Ferreux. Several people at the meeting made a note of this interesting note I took at the coffee

Teaing Office of Office.
The University of Chicago

The Committee on Development

ROOM 1703, LYTTON BUILDING, CHICAGO

Interoffice Correspondence

To: Mr. Donnelley
From: R. F. Duncan

Date: December 23, '24.

Subject: Letter of Mr. Swift regarding inclusion of parents of present students in general publicity.

I suppose this would involve 5,000 additional to our 11,000 mailing list. What do you say?
December 22, 1924.

Mr. Robert F. Duncan,
1703 Lytton Building,
14 East Jackson Blvd.,
Chicago, Illinois.

Dear Mr. Duncan:

Answering your memorandum of December 15 to Mr. Donnelley reference parents of present students:

I am rather keen to include them in our general publicity. Psychologically, I think they are at the time when we can make them boosters.

I think the question of cost of education is difficult and if a statement on this subject is sent out, it should be carefully worded. The fact that our college students have large classes under low cost instructors makes it questionable whether they don't almost pay their own way, and whether the fact is not that their tuition helps to pay the high salaries of the research men with whom they don't have contact. Suggest you watch your step if this sort of publicity is agreed upon.

Yours very truly,

(Signed) Harold H. Swift
December 28, 1928

To: Robert G. Dodson

From: [Signature]

Re: Inuro Tobacco Purchase

Please note the following:

1. The不知不rows of the purchase have been made. We are trying to get the best terms possible.
2. The decision on the purchase will be made soon.
3. The purchase will be profitable, I believe upon inspection.

I think the decision of course of action is difficult and will require careful thought and consideration. I hope you will make the best decision. I am confident that you will make the best decision for our company.

Yours very truly,

(Signature) Harold K. Swift
The University of Chicago

The Committee on Development

Room 1703, Lyttle Building, Chicago
Telephone Wabash 1924

Interoffice Correspondence

To: Mr. Donnelley

From: R. F. Duncan.

Subject: "Dialogue with a Dean" to the faculty.

Date: Dec. 20, 1924.

The enclosed memorandum from President Burton seems to indicate that he would like to have this piece go to the faculty with a note saying "sent to college alumni only". What do you think? The Arnett letter is just going out to the faculty now.
Date: Dec. 20, 1934

To: Mr. Donnelly
From: R. T. Kinney
Subject: "Discipline With a Dean" to the Faculty.

The enclosed memorandum from President Buffett seems to indicate that he would like to have this piece go to the faculty with a note saying "sent to college alumni only." What do you think? The President seems to think getting not out to the faculty now...
I understand that you do not feel we can afford to send our general publicity to the parents of undergraduates. I am asking the Dean whether we might not pick out the more well-to-do and send them our publicity and canvass them in the Campaign.

G
Subject: Attached Letter from Dean Wilkins.

To: Mr. Donnelly.
From: Mr. R. H. Duggan

I understand that you do not feel we can appeal to

our general publicity to the parents of undergraduates.

I am asking the Dean whether we might not bring out the more

well-to-do and send them our publicity and encourage them in

the endeavor.
Date: December 19, 1924.

Subject: Dummies for second edition of "New Epoch"

I hand you herewith three dummies for second edition of "New Epoch" to be mailed to our city list of 10,000 on January 7. I am changing the name. Will you please select the stock you prefer. I understand that this is the cheapest book paper available for this job. The 50-lb looks good to me. It is Warren Old Style.

Having no cover blank devoted to the 60 lb.

unless it increases the mailing cost. If it does use the 50 lb.
December 13, 19...
Dec. 18, 1924.

Mr. Donnelley.

R. F. Duncan.

Comments on "Men"

Just a line to remind you to let
Mr. Tucker have detailed comments on "Men"
as soon as convenient.

RE.
Dec. 18, 1924.

Mr. Donnelley

R. F. Duncan

Final Pamphlet and Publicity Program.

I hand you herewith an outline of the pamphlet program as finally adopted at the meeting this noon. I understand that it is your desire that we adhere as closely as possible to this program and that any applications for change be taken up with you before they are made. I am so informing various persons in the organization who have interest in this program.

We shall exert every effort to meet these dates with material which will be attractive.

RE.

GC to Messrs. Burton Marshall
Sherer Jones
Swift Tucker
Moulds Zimmermann
Dear [Name],

I hope you received the outline of the program sent yesterday at the meeting last week. I understand that all but one section of the program is ready for printing and should be completed this week. When the typewritten copy of the program is sent, I may be able to add a few other items. We may want to meet with you and the program committee to make any changes to the program. At that time we will go over each article to make those changes.

With warmest wishes,

[Signature]

Mr. Coordinator

Mr. Remington

[Other Signatures]
Mr. R. F. Duncan  
University of Chicago  
1703 Lytton Building  
Chicago, Illinois

My dear Mr. Duncan:

Replying to your memorandum - "Mailing pamphlets to parents of present students" - I believe that mailing these pamphlets would be pretty expensive and would not get to them the facts we want. If there is some way possible, I believe it would be better to get a list of the students who are not working their way through and whose parents are apparently in reasonably easy circumstances and then have a letter prepared by Mr. Arnett and sent to them. Of course, if the parents of any of our students are people who should come into our general list, they should be placed there. I will talk this matter over with you later.

I remain,

Respectfully yours,

[Signature]

TED/MCN

[Handwritten notes: New Epoch, Dialogue with Decem]
My dear Mr. Irrano:

University of Chicago
1055 E. 57th St.
Chicago, Illinois

I am writing to express my appreciation for the tuition. I believe that attending the University of Chicago was a significant step towards my future. I have been informed that I will be accepted into the graduate program. If possible, I would like to attend a few classes before the start of the program. If you have any recommendations or suggestions, I would be happy to receive them.

I look forward to hearing from you.

Sincerely,

[Signature]
Office of the President

Referred to................................................................................. 1924

Please

1. Dispose of as you think best.
2. Answer and retain in your files.
3. Answer and return with carbon of reply for our files.
4. Return with answer on President’s stationery for him to sign.
5. Return
   a) With information called for in writing.
   b) With suggestion of answer in writing.
   c) Comment in writing.
6. Return and arrange for personal interview.
7. Follow through—and report.
8. Initial and return (sent for information only).
10. Send to __________________________ with covering letter.
11. File under _________________________
12. Make __________________________ copies.
    Send to

Please

if correct or as you think best.

Answer and return with carbon or type for
our files.

Return with answer on President's stationery
for him to sign.

Return

(p) With information called for in writing.
(q) With suggestion of answer in writing.
(r) Comment in writing.

4. Return and arrange for personal interview.

5. Follow through—send report.

6. Initiate and return (see for information only).

Accept

with

10. Send to

cooperating

11. Make

copies

12. Remarks

Office of the President
Mr. Donnelley
R. F. Duncan

Mailing to parents of present students.

Will you please advise me whether you think we should consider the parents of present students when we mail out our property pamphlets. It has been suggested that these people should receive our publicity and that we should present to the parents of present students the facts in regard to the costs of educating their sons and daughters and attempt to get them to subscribe to the Campaign. I suppose this distribution of publicity would involve at least 5,000 additional pieces.

CC to Messrs. Sherer
President Burton
Swift

My dear Mr. Duncan. I do not know how Mr. Donnelley replied to this letter. But it occurs to me if 5000 pieces are to be sent to parents, it would be worth while to address something especially to them as parents. It might not be very different in substance from some of the rest of our literature but it would certainly be more effective if addressed specifically to parents. ED19
Dec. 16, 1924.

Mr. Donnelley

Mr. R. F. Duncan

Edition of "New Epoch"

Here is a suggested lay-out for the public edition of the "New Epoch" (11,000). We shall use a lighter weight paper at 9¢ per pound. We do not need to reset. What do you say?

G
The University of Chicago

The Committee on Development

ROOM 1703, LYTTON BUILDING, CHICAGO

Interoffice Correspondence

To: Mr. Donnelley

From: R. F. Duncan

Subject: Sending publicity to the Faculty.

Date: Dec. 15, 1924.

At the last meeting of the publicity committee it was voted to send all our publicity pamphlets to the Faculty. I understand that an exception to this is the forthcoming of the "Dialogue With A Dean". The "New Epoch" has gone to the Faculty and the Arnett letter has not. I understand you do not wish the Arnett letter to go to them.

CC to Messrs. Sherer
President Burton
Swift
Date: Dec. 16, 1934

Subject: seeking permission to use

To: Mrs. Donnelly

From: R. L. Donnel

Intimate Correspondence

At the last meeting of the University committee I was asked to see if our membership permits the faculty to use the "discretion" with a dean. The "new decor" has gone to the faculty and the president. I will tell you what I understand you do not wish the Alumni letter to go to them.

[Signature]

President Butler

Swift

CC to: Messrs. Shepley, Stearns
The University of Chicago
The Committee on Development
ROOM 1703, LYTTON BUILDING, CHICAGO

Interoffice Correspondence

To: Mr. Donnelley
From: R. F. Duncan

Date: Dec. 15, 1924

Subject: Attached letter from Professor Goodspeed.

As you know, we are proceeding with the publication of the Goodspeed biographies. The Wilkins' Boccaccio manuscript has never been brought before the publicity committee. It would cost $3200.00 and would be pretty expensive. Do you want it brought up at the next meeting or shall we just forget it?
As you know, we are proceeding with the publication of the Goodspeed programs. The Wilkin's programs are more advanced. It has never been possible before the publication committee. It would cost $3800.00 and many people of pretty experience. Do you want if program of the next meeting of special interests? It is very

[Signature]
Dec. 15, 1924.

Mr. Donnelley

R. F. Duncan

Will you please advise me whether you think we should consider the parents of present students when we mail out our publicity pamphlet. It has been suggested that these people should receive our publicity and that we should present to the parents of present students the facts in regard to the costs of educating their sons and daughters and attempt to get them to subscribe to the Campaign. I suppose this distribution of publicity would involve at least 5,000 additional pieces.

CC to Messrs. Sherer
President Burton
Swift
Dec. 15, 1924

Mr. Department

R. F. Dugan

Will you please have me acquire some skill in bookkeeping so that we may improve our bookkeeping practices? Our bookkeeping practices have been inefficient and I feel that our bookkeeping practices should be improved. I propose to let you know if I can improve our bookkeeping practices.

C. G. F. Secretary

President Burton

Swift
Mr. Donnelley

R. F. Duncan

Dec. 15, 1924.

Sending publicity to the Faculty.

At the last meeting of the publicity committee it was voted to send all our publicity pamphlets to the Faculty. I understand that an exception to this is the forthcoming of the "Dialogue With A Dean". The "New Epoch" has gone to the Faculty and the Arnett letter has not. I understand you do not wish the Arnett letter to go to them.

CC to Messrs. Sherer
President Burton
Swift
Senting bulletin to the

Property.

Mr. Donnelly

R. F. Dunne

At the last meeting of the University committee it was noted to
send all our University publications to the faculty. I understand
that an exception to this is the forthcoming of the "Diocesan
With A Denial." The "New Doctor" has gone to the faculty and the
Another letter from Y.I. I understand you go not with the another
letter to go to them.

CC to Messrs. Shepherd
President Hurley
Dec. 15, 1924.

Mr. Donnelley.

R. F. Duncan.

Leaflet reproducing editorials.

I enclose herewith proof of a small leaflet reproducing the editorials from four of the Chicago papers. Do you think this is large enough or would you make it a little larger and include editorials from the Kansas City Star, the Cleveland Times and Plain Dealer and the Providence Journal?

RE.
Dear Mr. Donnelly,

I appreciate your recent letter of February 18th. I was preparing to write you a letter of thanks for the assistance you received in the automobile industry. I am glad to see that our company is making progress in the field of automobile manufacturing. The sale of the Company's first automobile has been successful, and I am confident that we will continue to make progress in the future.

Best regards,

[Signature]
Mr. R. F. Duncan  
University of Chicago  
1703, 14 East Jackson Blvd.  
Chicago, Illinois  

My dear Mr. Duncan:  

I would suggest that you add the following paragraph to your memorandum to President Burton:  

"I realize, of course, that many emergencies may arise and no fixed procedure can meet all emergencies. If you find that occasions arise where the above plan is not flexible enough and will let Mr. Donnelley or me know, we will do everything we can to help you out."

I remain,  

Respectfully yours,  

[Signature]

TED/NCN
December 15, 1930

My dear Mr. Dunne:

I would suggest that you may like following paragraph to your report:

I am sure that you will find that the following departments are in need of men and you are urged to take every opportunity of filling them.

I remain,

[Signature]

Respectfully yours,

[Signature]
December 11, '24

Mr. Donnelley

R. F. Duncan

Letter on Publicity Procedure

If you approve of this suggestion to President Burton, please return to me to be sent, or amend as you desire. I wish to avoid, if possible, the hurried requisitioning of help which tends to disrupt our program.
December 31, 1954

Lester E. F. Donnelly

R. F. Mowen

If you approve of this suggestion to present our new program to the Senate as soon as you possibly can, please return to me to be sent a copy of it. I wish to emphasize the importance of rapid and effective action. If you agree to accept a draft of our program, it will be expedited and ready for discussion at the earliest possible date.
Dec 6, 1924.

T.E. Donnelley & Co.,
731 Plymouth Court,
Chicago, I11.

Gentlemen:

Will you please submit us a bid or estimate on 20,000 of the enclosed booklets, "A New Epoch at the University of Chicago. The book to be made up just as it now stands, without changes.

Yours very truly,

[Signature]

We don't want to do any printing for Development
Committee except under some special service.
As this is a definite line these three pages do it and
suggest that you get them figured.
December 4, 1924.

Mr. Donnelley.

R. F. Duncan.

"The University of Chicago in 1940."

Here is the finished copy of "The University of Chicago in 1940". We are all ready to go ahead with this when approved by you.

I am asking Mr. Tucker to submit several covers to you in addition to this attached herewith.

RE.
December 6, 1937

The University of Chicago
in 1890.

Mr. Donnelly,
R. R. Dowdell.

I am enclosing Mr. Turner's report on several courses
you referred to this afternoon.

R.
December 4, 191

Mr. Donnelley

R. F. Duncan.

Progress on Research. Pamphlet.

I don't know whether it is wise or practicable to get Mr. Smith to give us an outline in the form of a brief on his research pamphlet, but I have found such a summary of great advantage before writing an important pamphlet. It might do very well if Mr. Smith could submit such an outline to you in advance, we could go over it and suggest topics and illustrations of a nature which would enable us to complete the pamphlet here in rather short order.

I suggested to Mr. Smith such an outline on his Training for Teachers Pamphlet, and I believe if one had been submitted before he began to write, a great deal of time would have been saved. I am all for these preliminary outlines, I think it clarifies ones thought in excellent fashion.

RE.

CC Mr. Tucker.
December 4, 1927

Mr. Dexter

He, the President

I don't know whether it's wise or

practically to let Mr. Smith, Smith to give an outline

in the form of a part of the research paper,

but I have found such a summary of research

particularly written in important percentage.

It might go very well if Mr. Smith could submit such an outline
to your turnaround, we could go over it and suggest
topics and illustrations of a nature which would

enable us to complete the paper or here in return

more order.

I suggest to Mr. Smith such an outline

on two transition for teaching templet, and I believe

if one has been submitted before to begin to write.

a great deal of time would have been saved. I think it would

be a great benefit in excellent teaching.
Nov 19, '24

Mr. Donnelley

R. F. Duncan

Preparations for Campaigns

You may be interested in the attached from our men at Johns Hopkins.
November 16, '26

Mr. Donnelly
R. F. Dunne

Preparations for Competition

You may be interested in the attached from our men at

John Hopkins