Situation

Nov 13, 24

1. Mrs. Smith is busy on newspaper publicity and writing of our three Guye pamphlets. (1) China the City: Dialogue with a Dream; Training of Teachers; Research. He has not been able to organize a department to carry the wide scope of our program. Thus at present many gaps not covered.

2. To meet this situation we requested Mr. Tucker. But Tucker’s whole time is now consumed on the Women’s Student Union. His whole time is now consumed on the Women’s Student Union, but for at least four weeks on working out the argument for our individual needs.

3. The next thing is that the Council for the promotion of our publicity program, with four newspapers, and a few pamphlets, has come down on me: all alumni letter, new Epoch, radio, movies, bulletin, etc.

4. This has jammed me up so that I am unable to give study that I should to problem arise every day such as the organization of the alumni, presentation of special gift work, meeting with Mr. Beman, studying the entire publicity program, the let us quotes cards etc.

5. This is a bad organization situation and is not working to our advantage.
Our meeting was that by very Monday evening and the consensus was that any giving Mr. Tubbs, additional assistance, I cancel shift the publicity production to his shoulders. Mr. Jones has been

reseating since Monday studying our situation and recommends

make the following recommendation.

\[ \frac{2}{2} \cdot \frac{3}{3} \]

\[ \frac{1}{3} \cdot \frac{1}{3} \]

at an approximate cost of 1,600.

\[ \text{Total} \]

That two additional publicity men from New York be obtained on a possible to assist

New York at a cost not to exceed 225 per week.

Mr. Tuftes at a cost not to exceed 225 per week plus travel expenses from New York to Chicago and return, for a period of six weeks.

\[ 2,800 \]

These men worked under Gene

The situation regards funds available is a fallacy.

The Committee has provided a total salary budget item of 

\[ \$7,000 \] 

to run to Jun 30, 1925. We have requisitioned against this, also to Jun 30, 1925, 31, 339.92.

We see new additional charges against this item of 

\[ 7,000 \] 

costing as far as we can see approximately today \[ 18,660.08 \] available for the situation under
discussion. As a result, you will learn our probable qualifications for
the project.

In addition to the many suggestions which have been made recently, we are also trying to encourage a publicity program, it has been impossible to estimate the total cost of this program. The exact number of pieces is now under discussion. A total of $28,000 is at our disposal for payment and postage. Of this amount we have allocated $7,099.43, leaving a balance available of $20,900.57. Whether or not additional funds will be requested, depends entirely on the size of our program.
November 5, 1924

Dear Mr. Donnelley:

In accordance with the action of the Committee on Development at its last meeting you have been appointed Chairman of a special committee to pass upon the text of material for a pamphlet prepared by Mr. Wormser and his committee on tax matters. The other two members of the committee are Mr. Lamont and Mr. Swift. I have asked Mr. Wormser to let you know when he is ready to submit the material to you.

Yours very truly,

Mr. T. E. Donnelley
731 Plymouth Court
Chicago

JFM:LC
November 6, 1954

Dear Mr. Donnelly:

In accordance with the motion of the Com-
mittee on Development at the last meeting you
have been appointed Chairman of a special committee
to pass upon the text of material for a pamphlet
prepared by Mr. Woodrow and the committee on tax
matters. The other two members of the committee
are Mr. Lemmon and Mr. Swift. I have asked Mr.
Woodrow to let you know when he is ready to sup-
mint the material to you.

Yours very truly,

Mr. T. E. Donnelly
1st Plymouth Court
Chicago

[Signature]
Mr. Donnelley

R. F. Duncan

"Band" List

Thank you very much for the use of the list of names prepared by Mr. William Weil, of the Chicago Band Association. I am returning this herewith.
October 16, 1955

Mr. Dornan

"Ford" Flat

Thank you very much for the use of the flat at House by the Sea on Mr. William Watt at the Chicago Board of Education Association. I am returning this receipt.
Mr. Donnelley

R. F. Duncan

Initial News Story

I have talked to Mr. Smith in regard to the best date for the release of our initial news story on the coming campaign. In view of the delay in preparing the statement on the Athletic Program of Development, Mr. Smith believes that we ought not send out any story on the campaign until after the election, which is now only about three weeks away. I concur in this opinion and should be glad to have any comments from you on it.

Due to the time required for a story of this importance to be distributed by the Associated Press Mail Service, we could not expect the story to be released until about November 15, provided we did not mail it until after the election. The alternative policy of mailing the story now, for release immediately after the election, is open to some objection, owing to the possibility of the results of the election being undecided for several days.

RFP/ED

Copies to:

Messrs. Swift
Sherer
Moulès
In view of the recent development, the committee recommends the establishment of a new chapter of the organization, which will be known as the "Interim Board of Control." This move is in line with the committee's ongoing efforts to strengthen our organization and ensure its continued growth and development.

However, due to the time constraints, not all aspects of the report have been fully covered. The committee expects to take the necessary action to address these points in the future.

Copy to:

Messrs. Swift
Spector
Morales
October 4, 1924

Mr. R. F. Duncan
1703, 14 East Jackson Blvd.
Chicago, Illinois

My dear Mr. Duncan:

I am returning herewith your correspondence with Mr. Goodspeed. It seems to me the question of publication of Mr. Goodspeed’s second volume and the Wilkins’ manuscript is something that will have to come up before the Press Committee. I will talk to you more fully about this the next time I see you.

Believe me,

Sincerely yours,

[Signature]

TED/MCN
October 8, 1931

My dear Mr. [Name],

I am returning herewith your correspondence with Mr. [Name] and the enclosed typescript of Mr. [Name]'s speech. As you can see, the typescript was sent to me by Mr. [Name].

I hope you will find these materials helpful in preparing your speech. If there are any further questions or concerns, please do not hesitate to contact me.

Best regards,

[Signature]

[Date]
Mr. Donnelley

R. F. Duncan

"Educating for Life"

October 4, 1924

I send you herewith copy of Smith's revamping of Wilkins' material, which we have called--for lack of a better title--"Educating for Life".

Moulds and I are most enthusiastic about the way Smith has turned this around. Will you please send it to Smith with any comments?

The present schedule calls for distribution of this pamphlet in January, so there is no great hurry about it, but I should like to get it printed and stored, so that it will be behind us.

RFD/ED
October 4, 1938

Mr. Donnelly

R. E. D. Case

"An Ascetic for Life"

I sent you previously only a Smith's Remarking of
William's material, which we have added to the last of
a better quality--"An Ascetic for Life". Would you send
more and I am most enthusiastic about the new
Smith's pure country style... Will you please send

it to Smith with any comments?

The present speculative sale for gratification of
the bankrupt in Thomas so there is no great hurry.
Don't it part I would like to eat it without any
expense in your stead it will be paying me.
October 3, 1924.

Mr. Thomas E. Donnelley,
731 Plymouth Court,
Chicago, Illinois.

Dear Mr. Donnelley:

I enclose herewith a letter from Mr. Edgar Goodspeed dated the twentieth, my reply of the twenty-ninth, and a letter from the Press on the thirtieth, giving prices on the suggestions made by Mr. Goodspeed.

We are proceeding at once with the printing of 1000 copies of the "Biographical Sketches", Volume 1, at a total cost of $1390. The Press gives a price of $1830 for 1000 copies of Volume 2 when it is ready.

The cost of printing the Wilkins' manuscript in cloth binding is $3800.

I should be very glad to have your opinion on whether we should go ahead as soon as possible on Volume 2 of the Sketches and also on the Wilkins' manuscript.

Yours sincerely,

RFD-C
Mr. Thomas E. Donnellan

3510 Pinehurst Court
Chicago, Illinois

Dear Mr. Donnellan:

I receive herewith a letter from Mr. Baker,
Goodspeed House. The treasurer, by letter of the
twenty-first, indicates that the press is now in
print. The price on the subscription must
be Mr. Goodspeed.

We begin the press of Volume II, which will consist of Volume II, two thousand copies of the "Biographical Sketches". The press will be ready to receive Volume II, which comprises one thousand copies of Volume II, when it is ready.

The cost of printing the Willets' manuscript
in yellow printing is $800.

I hope to get this done as soon as possible.

Volume II of the Sketches will appear in the Willets' manuscript.

Yours sincerely,

[Signature]
Mr. Donnellley  

R. F. Duncan  

Johns Hopkins Pamphlet  

October 2, 1924  

I send you herewith copy of a pamphlet to be issued by our people at Johns Hopkins University. I wish you could look this over prior to our meeting with Mr. Smith this noon. Dr. Aitchison is very much impressed with it, and thinks we ought to have something like it. I think it is too long and heavy, but it strikes me as a splendid piece of work.
September 19, 1924

Mr. William A. Kittredge,
R. R. Donnelley & Sons Co.,
731 Plymouth Court,
Chicago, Illinois

Dear Mr. Kittredge:

We have received the four sample letterheads. The work you have done is much appreciated, and we shall get in touch with you shortly with further reference to this matter.

Sincerely yours,

D
September 12, 1939

Mr. William A. Kittredge,

R. R. Downey & Son Co.,

351 Montgomery Street,

Oakland, California

Dear Mr. Kittredge:

We have received the order you sent us for the work you have been suggesting. We are now ready to start it and we shall be in touch with you regarding the matter.

Sincerely yours,

D.
Mr. R. F. Duncan
The Committee on Development
Room 1850, Illinois Merchants Bank Building
Chicago, Illinois

Dear Mr. Duncan:

I am sending herewith four suggestions for your "Committee on Development" letterhead. Two of these are set in type, and two of them are hand lettered. If you will indicate which one you like best and return the sketch, I will see that the work is put through. Perhaps at the same time it would be well to indicate the quantity you will require, and the number and size of envelopes.

Be sure to let me know if I can assist you in this matter further.

Sincerely yours,

William A. Kittredge
Director of Design & Typography
Mr. Donnelley

R. F. Duncan

Letter from Mr. Turner, Re Flood-Lighting

Do you care to get the new price?
Letter from Mr. Turner, Re: Floor Lighting

Do you care to get the new fixture?
Interoffice Correspondence

To: Mr. Donnelley
From: R. F. Duncan
Subject: Initial News Story

Date: September 6, 1924

Here is an attempt at the initial news story which we have spoken of releasing about October 1. I have tried to keep the campaign out of the picture in this first announcement.

It seems to me important that we get into the minds of our prospects first the fact that the University is not wealthy—-that the demands being made on it are such as to require all the funds available, however large. If we can get that idea across, then we can show the needs and finally announce a campaign. My belief is that the announcement of a campaign for such a large amount of money, without some preliminary work as suggested, would get a cool reception.

I have talked to Mr. Smith in general about the story, and shall forward all suggestions and material to him as soon as I hear from you. Mr. Smith's opinion on all these points will be most valuable.

RFD/ED

Copies to Messrs. Swift and Sherer
Subject: Initial News Brief

Here is an attempt to keep the momentum of the first announcement. I hope to have a more detailed report next week.

It seems to me important that we get into the middle of the Spring catalog, which has been postponed due to the University's need to meet certain financial targets. However, if we can plan a series of events for the Spring semester, we can show the college community that we are working towards a competitive environment, not just one that is focused on bringing in a large number of students without providing quality education. If we plan well and are successful, many new students will be happy to join our institution.

I have talked to Mr. Smith in General about the plans.

Please send me any suggestions or comments that you may have. I want to make sure that we can make the most of these opportunities. I appreciate your input on all these issues.
Announcement that the University of Chicago must soon substantially increase its endowment, the number of its buildings and other educational facilities, if it is to meet the insistent demands of this community for higher education, was made yesterday by Harold H. Swift, president of the board of trustees, following a meeting of the board at the Union League Club.

"The common opinion that the University of Chicago has ample resources to meet it every need is not true," said Mr Swift. "In fact, such demands are being made upon us by more than 12,000 students that the board of trustees last winter realized that the time had come to make a careful study of our immediate and defreed needs. Our registration has increased 64 per cent. in nine years. The population of the city has grown by half a million. Our resources have not kept pace with this tremendous growth. The result is that we are barely able to accommodate our present enrollment. Many departments cannot accept more students."

"Accordingly, a Committee on Development was appointed last Spring and has been at work for many months. Its report has just been received, stating that a minimum of $15,500,000 must be added to our resources within 1925. If we can carry through that program, the city's university will rank second to none in America, if not in the world".
Announcement that the University of Chicago will soon substantially increase its enrollment because of the number of state employees and other employees of the community.

It is to be met by the immediate expansion of the community's facilities. If it is to meet the immediate demand of the community, the Higher Education Commission must make an adequate plan to meet the present and future needs of the Union League.

Chairman.

"The common opinion that the University of Chicago has done a great job of meeting the needs of the community as a whole is not true," said Mr. Smith. "In fact, many of the current students may not be able to afford the high tuition fees."
difficulty that we are able to care for our students in
spite of the fact that we have one of the finest educa-
tional equipments in America."

The most pressing need of the University, according
to Mr. Swift, is for $6,000,000 for endowment of profes-
sorships.  The income from this amount will be used to
increase certain salaries and to make possible the engagement
of the world's best teachers.  In this way the University
plans to raise even higher its standard of research and in-
struction, already one of the highest in America.

"Chicago must not only hold her great men, but must
draw others", said Mr. Swift in discussing the University's
plans.  "The salary scales at Harvard, Columbia, Yale,
and Princeton are higher than at Chicago.  The Universi-
ties of Michigan and Illinois operate on annual budgets
of about $6,000,000, almost double that of Chicago".

The other items in addition to the $6,000,000 for en-
dowment follow:

<table>
<thead>
<tr>
<th>Building or Equipment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Language Building</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Administrative Building</td>
<td>1,000,000</td>
</tr>
<tr>
<td>School of Education</td>
<td></td>
</tr>
<tr>
<td>College Building</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Gymnasium and</td>
<td></td>
</tr>
<tr>
<td>Refectory</td>
<td>400,000</td>
</tr>
<tr>
<td>Chemical Laboratory</td>
<td>1,400,000</td>
</tr>
<tr>
<td>Heating Plant</td>
<td>800,000</td>
</tr>
<tr>
<td>Dormitories</td>
<td>2,900,000</td>
</tr>
<tr>
<td>Central College Building</td>
<td>1,600,000</td>
</tr>
<tr>
<td>Endowment</td>
<td>500,000</td>
</tr>
<tr>
<td></td>
<td>1,500,000</td>
</tr>
</tbody>
</table>
The most pressing need of the University is that of money for completion of the buildings. The income from endowments will not be able to satisfy the increased costs of materials and labor. The University Board of Trustees has asked the University to raise an additional $100,000,000 for new buildings.

<table>
<thead>
<tr>
<th>Department</th>
<th>Funds Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Science</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Sociology</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>College Buildings</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>College</td>
<td>$1,000,000</td>
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<tr>
<td>College</td>
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</tr>
<tr>
<td>College</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

The total amount needed is $100,000,000.
These items total $15,500,000, of which $6,500,000 is for endowment and $9,000,000 is for buildings. Plans showing the location of all present buildings, several now under construction, the sites for those included in the above program, and others which will be constructed as funds become available, have been prepared and will be published shortly. These plans are in line with the policy of the Board of Trustees in providing for the requirements of the University for many years ahead. One of the most interesting features of the plans is the proposal to locate the new college buildings to the south of the Midway, allowing the territory to the north of the Plaisance to be used more and more for the graduate departments of the University. The buildings now under construction, or for which funds are now available are the Theology Building to be finished by August 1, 1925; the Rawson Laboratory at Wood and Harrison Streets on the West Side; the hospital group at Drexel Avenue and 58th Street; the Bond Chapel in connection with the Theology Building, and the New Chapel at Woodlawn Avenue and 59th Street. This program alone calls for the expenditure of some $7,000,000.

"In raising the $15,500,000 for our immediate needs", said Mr. Swift, "the University must rely largely on its alumni and the citizens of Chicago and the Middle West. Mr. John D. Rockefeller, who has been our greatest benefactor, made his last gift in 1910 with these words, "I am acting on an early and permanent conviction that this great institution being the property of the people should
be controlled, conducted and supported by the people, in whose generous efforts for its upbuilding I have been permitted to cooperate; and I could wish to consecrate anew to the great cause of education the funds which I have given, if that were possible; to present the institution a second time, in so far as I have aided in founding it, to the people of Chicago and the West; and to express my hope that under their management and with their generous support the University may be an increasing blessing to them, to their children and to future generations."

The personnel of the Committee on Development follows:

Albert W. Sherer, Acting Chairman
William Scott Bond
Ernest D. Burton
Thomas E. Donnelley
Julius Rosenwald
Edward L. Ryerson, Jr.
Martin A. Ryerson
Robert L. Scott
Harold H. Swift
L. C. Marshall
Walker G. McLeary
Herbert Zimmerman

John F. Moulds, Executive Secretary
none
Mr. Donnelley
R. F. Duncan

Initial News Story

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RFD/ED

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Announcement that the University of Chicago will soon reopen unexpectedly.

The common opinion that the University of Chicago has ample room.

The report has just been received, and we can certify to the accuracy of the city's estimate with a minimum of $1,500,000 more, as required, to operate for the current year. If we can certify to your request, it will not be necessary to pay for the work.
difficulty that we are able to care for our students in spite of the fact that we have one of the finest educational equipments in America.

The most pressing need of the University, according to Mr. Swift, is for $6,000,000 for endowment of professorships. The income from this amount will be used to increase certain salaries and to make possible the engagement of the world's best teachers. In this way the University plans to raise even higher its standard of research and instruction, already one of the highest in America.

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The other items in addition to the $6,000,000 for endowment follow:

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<tr>
<th>Item</th>
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<tr>
<td></td>
<td>1,500,000</td>
</tr>
</tbody>
</table>
The most pressing need of the University, recognizing that an endowment of $10,000,000 will be needed to meet exactly the income from this source will only possibly the establishment of the endowment, it is planned to raise even larger if the estimated of $2,000,000 for the University.

Attention, therefore, one of the biggest in America.

Opposition must not only be kept out but must not make any attempt to overcome the University.

The safety of Harvard and the University's line and function are higher than that of Chicago.

The other items in addition to the $2,000,000 for the

| Government Fellowship | 000,000,000
| College Building     | 1,000,000
| Administration Building | 000,000
| School of Education | 000,000
| College Buildings     | 2,000,000
| Gymnasium and Recreation | 000
| Department of Agriculture | 000
| Medical Library       | 000
| Administration Building | 000
| Central College Building | 000
| Endowment             | 000,000
Mr. Donnelley

R. F. Duncan

Don't you think the appearance of this cover would be improved if we left off the phrase "Shall They Advance Together" and spread the two upper lines? It seems to me that the two bottom lines detract somewhat from the force of the title.

RFD/ED
September 6, 1932

R.I. Donnelly

Don't you think the appearance of this cover worthy of improving? If we keep it the price "small ten advance together" any other way the two number issues. It seems to me that the two papers times go.

Great somerset from the vore of the site.

Rpped
September 6, 1924

Mr. Donnelley
R. F. Duncan

Letterhead for Committee on Development

I called at your office too late this morning to find you or Mr. Zimmerman or Mr. Kittredge. What I had in mind was to ask Mr. Kittredge if he would be kind enough to design a good-looking letterhead for us, using the copy on the enclosed. The head we are using now has little character compared with what I am sure Mr. Kittredge can suggest.

I hope you can do the whole job at your shop. If he will send me proofs, I shall estimate the number we need and give an order.

RFD/ED
September 6, 1934

Mr. Dommeren
R.G. Dunn

Letter re Committee on Development

I called at your office to let you know the meeting to be held on Sept. 12th.

Inform you of Mr. Kidder's. What I had in mind was to see Mr. Kiess and
receive a report of what he plans to do when the time comes. The payoff we are trying to
get is, we make the company with what we can face Mr. Kidder and
make a

I hope you can go the whole top of your report. If so, will send
the details. I shall estimate the number we need any give an order.
The University of Chicago

The Committee on Development
ROOM 1830, ILLINOIS MERCHANTS BANK BUILDING, CHICAGO
TELEPHONE DEARBORN 9312

Interoffice Correspondence

Date: September 2, 1924

To: Mr. Donnelley

From: R. F. Duncan

Subject: Suggested Memorandum to Faculties and Administrative Staffs

Do you think the attached memorandum could be sent to the members of the Faculties and Administrative Staffs?
Date: September 5, 1938

To: Mr. Donnelly

From: R. T. Deagon

Subject: Suggested Memorandum to Secretary and Administrative Staff

DO YOU THINK THE ATTACHED MEMORANDUM CONCERNING THE
MANAGEMENT OF THE SECRETARY AND ADMINISTRATIVE STAFF

EME Y
THE UNIVERSITY OF CHICAGO
THE COMMITTEE ON DEVELOPMENT

Memorandum

To All Members of the Faculties
and Administrative Staffs

September 1, 1924
THE UNIVERSITY OF CHICAGO

THE COMMITTEE ON DEVELOPMENT

Memorandum

To All Members of the Faculty

and Administrative Staff

September 7, 1954
Any discussion of the needs of the University and ways of meeting them are of interest to all members of the Faculties and administrative staffs. With the purpose of keeping the Faculties and staffs informed of important action of the Board of Trustees regarding future plans, the following statement is issued by the Committee on Development. Similar statements will be issued from time to time, as our plans mature.
And gratification of the needs of the
University and ways of meeting them are of
interest to all members of the Board of
administration alike, with the purpose of
keeping the faculty and students informed
of important action of the Board of Trustees
regarding future plans, the following have
been presented by the Committee on Develop-
ment. Similar statements will be issued from
time to time as our plans mature.
The University of Chicago aims to give the best type of education it is possible to develop. Through thirty-two years of successful operation it has led the public to believe that the educational standards maintained at the Midway are surpassed nowhere else in the world. If the University is to maintain this high position, if it is to keep faith with its founders, its many benefactors, and the public, it must guard with jealous care the standards which have been set up. It must be ever on the alert for the greatest teachers, the most effective equipment, and adequate quarters for its thousands of students.

It is safe to say that this thought has been uppermost in the minds of the members of the Board of Trustees for many years.

Discussion of the miscellaneous needs of the University last winter made it clear to the Board that the time had come to take the broadest possible view of the growing requirements of the University and to make a study of the best method of meeting them. Accordingly, the Committee on Development, consisting of the following members of the Board, was appointed in the Spring:

Albert W. Sherer, Vice-Chairman
William Scott Bond
Ernest D. Burton
Thomas E. Donnelley
Julius Rosenwald
Edward L. Ryerson, Jr.
Martin A. Ryerson
Robert L. Scott
Harold H. Swift

This Committee has been meeting almost weekly since May 1, with the result that a plan looking toward the raising of a large amount to meet the pressing needs of the University has been evolved and will be announced within the next few weeks. President Burton hinted at the nature of this announcement in his June Convocation statement when he said:

"...the University recognizes that it faces an urgent demand for a great development of its work of education and research, and that this in turn calls for a large increase of financial resources.
The University of Chicago aims to give the best type of service.

It is possible to develop through thirty-two years of success.

It is our objective to lead the public to believe that the acquisition of standard maintenance of the highest and unexceeded form of the position. If the University is to maintain this high position, the public must keep abreast with the demands, the many possibilities, and the market.

It must therefore with leisure, the standard which have been set up.

It must be ever on the alert for the greatest discoveries, the most exciting advancement, and the professional advance.

It is safe to say that this has been normal in the minds of the members of the Board of Trustees for many years.

The establishment of the Geoscholarship needs of the University.

The writer made it clear to the Board that the time has come to take the necessary measures to extend the University's immediate view to the existing conditions of the University. A commission was appointed to study the problem of the meeting of meeting. A committee on Development, consisting of the following members, was appointed to study:

Washington. A. Thompson
Vice-President

The committee has been meeting almost weekly since May 16, and the report that a plan looking toward the raising of a large amount of money has been prepared and presented at the next few meetings. It is expected that the announcement will be made within the next few weeks. The announcement will be made at the June Convocation.

The University of Chicago will be an asset.......

The University of Chicago will be an asset for the development of the work of education and research.
Thanks to the generous gifts of our eastern friends and of the citizens of Chicago, the University's total resources today amount to about $54,000,000. The studies of the last year make it unmistakably clear that to enable the University of Chicago to make its contribution to the work of education and research which the universities of the country must undertake, to the resources which we now possess there ought to be added within the next ten or fifteen years at least an equal amount, and that no small fraction of it should come to us within the next two years."

Already much progress has been made in carrying out the preliminary plans of the Committee. Several of the more important sub-committees have been appointed and the early Autumn should see a substantial increase in the scope of our efforts. No date for an intensive campaign has yet been set.

While the broader outlines of our plans have been decided upon, much of the detail remains to be filled in. Committee headquarters have been established in Room 1830, Illinois Merchants Bank Building, Telephone Dearborn 9312, in charge of Mr. Robert F. Duncan. Mr. Sherer is located in Room 1801 in the same building, Telephone Central 7366. The chairman of the various committees and their personnel are given below. Mr. Sherer, Mr. Duncan, any of the chairmen, or members of the Committee on Development, will deeply appreciate any criticism or suggestions.

The task ahead of us, involving many millions of dollars, is the largest and most important the University has ever attempted. Its outcome has a close relation to all members of the Faculties and administrative staffs.

The success of this vast project will be measured by the skill
Thanks to the generous gifts of our Wharton Trustees and to the offices of the University, your Board has made it possible for the University of Chicago to make its contribution to the work of education and research which we now possess. These contributions must be made, to the best of our efforts, if our educational institutions are to be equipped with the new few to fill the needs of the future. We are certain that the work of science, and that of small teaching at the finest university, cannot to any extent be carried on by a million or two hundred thousand dollars.

The next two years, already much progress has been made in carrying out the plan.

Immediate plans of the Committee: The Secretary of the Committee have been appointed, and the existing Board of Directors should see substantial increase in the scope of our efforts.

While the prospect of轮廓 of our plans have not been a failure, much of the actual work remains to be done. The following representatives of the Committee, have been appointed: Room 1820, University of Chicago, 540, 548, 549, 550, 551.

The work of the various committees and the personnel so given to the committee in the development will greatly appreciate any suggestions or suggestions of the committee.

The success of this new project will be measured by the skill.
with which we plan and execute and to no small degree by the enthusiasm and energy displayed by us in the initial stages. Any suggestions you have to offer at this time will be especially valuable.

COMMITTEE PERSONNEL

Publicity

Thomas E. Donnelley, Chairman
731 Plymouth Court
Tel: Wabash 2980

Benjamin F. Bills
Dr. Morris Fishbein
E. J. Goodspeed
E. T. Gundlach

G. J. Laing
Bruce MacLeish
H. I. Markham
John Mentzer
Royal Munger
Adolph Pierrot
G. R. Schaeffer
Henry Sulcer

Law

Leo F. Wormser, Chairman
105 W. Monroe St.
Tel: Central 4280

Laird Bell
Henry P. Chandler
John R. Cochran
J. Dwight Dickerson

Judge Hugo M. Friend
Alice Greenacre
Harry N. Gottlieb
Frederick C. Hack
Clay Judson
Judge Walter P. Steffen
Donald S. Trumbull

Special Gifts

E. L. Ryerson, Jr., Chairman
Joseph T. Ryerson & Son, Inc. Membership to be appointed
2558 W. 16th St.
Tel: Lawndale 1000

Lists and Quotas

Walker G. McLaury, Chairman
National City Bank
105 So. Dearborn St., Membership to be appointed
Tel: Randolph 4474

Alumni

Herbert P. Zimmerman, Chairman
R. R. Donnelley & Sons Co., Membership to be appointed
731 Plymouth Court
Tel: Wabash 2980

Faculty

L. C. Marshall, Chairman
Faculty Exchange
University of Chicago
Tel: Midway 0800

W. D. Jones
G. J. Laing
J. M. Manly
S. Mathews
with which we plan and execute and to whom we give credit for the outcome.

Team and energy displayed by us in the initial stages. Any success we enjoy you have to offer at this time will be especially welcome.

COMMITTEE PERSONNEL

Property

T. E. Donnelly, Chairman

W. E. Monano, Secretary

Tel. 3500

L. J. Gerber, Vice-President

D. R. Coe, Treasurer

E. G. Grandis, Secretary

H. N. Gollner

J. N. Horner

J. W. Dunlop

C. J. Lamb

A. C. Childs

M. Conners

E. G. J. L. Hurley

H. N. Gollner

E. H. Jackson

B. W. Flax

D. R. Coe

J. R. Cooper

J. P. McFarland

J. M. Richelson

Special Gifts

E. L. Reardon, Chairman

J. S. Garrett, Secretary

M. M. Donnelly & Son, Inc.

Tel. Lambale 1000

Membership to be supported

Life and Grubs

Walter G. McNaughton, Chairman

National City Bank

Tel. 427-D

Membership to be supported

Alumni

Herbert P. Zimmerman, Chairman

R. E. Donnelly & Sons Co.

Tel. 3500

Membership to be supported

Faculty

W. D. Jones

C. L. Loring

M. Manly

J. M. Heines

L. C. Metcalf, Chairman

Poultney Examiners

University of Chicago

Tel. Michigan 0800
Faculty (Cont.)

Dr. A. D. Bevan
Dr. Frank Billings
J. H. Breasted
H. G. Gale
W. S. Gray

Dr. F. C. McLean
F. R. Moulton
W. A. Nitze
H. G. Wells
F. C. Woodward

CAMPAIGN PERSONNEL

R. F. Duncan, Campaign Director
1830 Illinois Merchants Bank Bldg.
250 South Clark Street
Tel: Dearborn 9312

J. F. Moulds, Executive Secretary of Committee on
Development
1830 Illinois Merchants Bank Bldg.
250 South Clark Street
Tel: Dearborn 9312

H. J. Smith, Assistant to President Burton and Director
of Campaign Publicity
President's Office
The University of Chicago
Tel: Midway 0800

Russell Pierce, Assistant to Mr. Smith
President's Office
The University of Chicago
Tel: Midway 0800

Royal Munger, Member Publicity Staff
President's Office
The University of Chicago
Tel: Midway 0800

B. C. Bean, Member Publicity Staff
President's Office
The University of Chicago
Tel: Midway 0800
CAMPAIGN PERSONNEL

R. F. Dunstan, Campaign Director
1850 Illinois Metropolitan Bank Bldg.
650 South Clark Street
Tel: Department 8315

J. T. Montgomery, Executive Secretary of Committee on Development
1850 Illinois Metropolitan Bank Bldg.
650 South Clark Street
Tel: Department 8315

H. E. Smith, Assistant to Presidential Director and Director of Campaign Punctuation
Presidential Office
The University of Chicago
Tel: Midwest 0800

Russell Pierce, Assistant to Mr. Smith
Presidential Office
The University of Chicago
Tel: Midwest 0800

Hoyt Munster, Member Punctuation Staff
Presidential Office
The University of Chicago
Tel: Midwest 0800

O. D. Bean, Member Punctuation Staff
Presidential Office
The University of Chicago
Tel: Midwest 0800
Mr. Donnelley

R. F. Duncan

Publicity Suggestions by Mr. Parker

Do you think there is anything in the attached that we can use?
I should appreciate it if you will return this letter to me when you have read it.

D
August 23, 1924

Mr. Donnelley

R. F. Duncan

Printing of Goodspeed Biographies

I understand that you are now in favor of our giving an order for the printing of 1000 of the Goodspeed Biographies at a cost of $1360. Shall I go ahead with this order?

RFD/ED
Mr. Donovan
R. P. Dunham

Printing of Goodspeed Pictures

I understand that you eiter how to print or are giving suggestions for the printing of 1000 of the Goodspeed Pictures at a cost of $1.00 each. Spell it to speak with the accuracy required.

Refer
August 5, 1924

Mr. Thomas E. Donnelley
731 Plymouth Court
Chicago, Illinois

Dear Mr. Donnelley:

When Mr. Goodspeed wrote the enclosed letter he evidently thought that his appointment on the Publicity Committee was arranged automatically because of his position as Secretary to the President. This was not at all what I had in mind when I suggested his name. He will be a valuable man for the committee in many ways, particularly because of his splendid knowledge of the University and its history, his contacts with various publicity organizations and individuals, and his storehouse of ideas on the subject of publicity for the University. May I recommend therefore that you endeavor to hold him on the committee if you possibly can.

Yours very truly,

JFM/EC

Executive Secretary
August 5, 1924

Mr. Thomas E. Donnelly
EST. ACADEMY MEDICAL COLLEGE
Chicago, Ill.

Dear Mr. Donnelly:

When Mr. Goodspeed wrote the enclosed letter he
entirely forgot that the appointment on the Pulpit Board
Committee was entirely administratively because of the
position as Secretary to the President. This was not
at all what I had in mind when I suggested his name.
He will be a valuable man for the committee in many ways
particularly because of his special knowledge of the
University and the Medical Department's contacts with various
University organizations and Institutions and the scope
of these on the subject of pulpity for the
University. May I recommend therefore that you endeavor
go to good men on the committee if you possibly can.

Yours very truly,

Executive Secretary

[Signature]
July 23, 1924.

Dear Mr. Donnelley:

Some time ago you mentioned as a possible prospect Mr. Ball of Muncie, Indiana. Apparently the firm name is Ball Bros. Co. Can you give me the initials of the particular Mr. Ball whom you had in mind.

Yours very truly,

Mr. Thomas E. Donnelley,
731 Plymouth Court,
Chicago.
July 25, 1964

Dear Mr. Donovan:

Some time ago you mentioned as a possible prospect Mr. Bell of Marine Ingredients. Apparently the firm name is Bell Bros. Can you give me the initials of the gentleman Mr. Bell whom you had in mind?

You're very kind.

Mr. Thomas I. Donovan

V.F. Plymouth Camp

Chicago
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<th>CLASS OF SERVICE</th>
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If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

The filing time as shown in the date line on full rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received at 427 So. La Salle St., Chicago, Ill. Telephone, Wabash 4321.

1924 JUN 20 PM 7 20

NF179 6 NL

Mystic Conn 20

John J Moulds

University of CHGO 234 South Clark St Chicago Ill

Can Attend Meeting of Committee Tuesday

T E Donnerley.
May 8, 1935

Mr. Donnelley

J. F. Moulde

Mr. John T. Pirie

It has been suggested that you take Mr. John T. Pirie as an assignment. The enclosed memorandum shows the information on file in our office regarding Mr. Pirie. You probably have a much better information about him than any that we have. His name was mentioned at yesterday's meeting of the Trustees as a possible prospect for a Distinguished Service Professorship.
Mr. John T. P. Price

Mr. Donald

J. T. Moore

If you have been suggested that you take up John T. Price
as an employee, the enclosed memorandum shows the informa-
tion from our files in our office regarding Mr. Price. You properly
have much better information about him than any facts we have.

The name was mentioned at the request of the Treasurer
as a possible prospect for a cliffhanger service professorship.
April 28, 1925.

Mr. Thomas E. Donnelley,
731 Plymouth Court,
Chicago, Illinois.

Dear Mr. Donnelley;

After careful study, the Special Gifts Committee has assigned certain names to the Board of Trustees for canvassing. On the enclosed sheets we have attempted to provide all the necessary information on each of the persons assigned to you. There is also enclosed various pieces of publicity which should familiarize you with the more important phases of the campaign.

The time between now and July 1 affords us an unusual opportunity to obtain gifts for the University. The recent publicity which we have received has placed the University of Chicago before the public in a favorable light. The public gifts which have recently come to us are all in our favor, so far as public opinion is concerned. The alumni have, with strenuous efforts, raised more than $1,000,000. Our total of more than $6,000,000 in cash or pledges is a creditable showing.

For these reasons, we are asking each member of the Board to start work at once on certain names, and report to me at a buffet luncheon to be held at Headquarters at 12:30 o'clock on Thursday, May 7. Please note among your engagements that similar luncheons will be held every Thursday at the same time and place, up to and including June 25. It is most important that all of us report at these luncheons. The Special Gifts Committee will proceed on a similar schedule.

Headquarters stands ready at any time to be of every possible assistance in the canvassing of your names. Dr. Aitchison, Dean Filbey, and others will be available to call with you.
April 28, 1939

Mr. Thomas E. Donnelly

121 Pennsylvania Ave.

Washington, D.C.

Dear Mr. Donnelly:

After careful study of the full report of the Special Giffen Committee, the body of evidence presented and the recommendations of the Special Giffen Committee have been accepted as a basis for the future policy of the Corporation. We have been impressed with the necessity for adequate and efficient educational facilities to meet the needs of the institution. The request for the more important phases of the committee's recommendations have been accepted.

The time between now and July 1st for the building of the new facilities to accommodate the University and to carry out the recommendations of the Special Giffen Committee have recently come to our attention. It is for this reason that we have accepted your request for $750,000 to meet the cost of the new building.

In the matter of the pledge of $5,000,000, we feel that every effort should be made to secure the maximum amount. Please note carefully the following instructions:

1. To secure the maximum amount of the pledge, work must be done on all plans and reports.

2. To secure the maximum amount of the pledge, every organization at the same time and place, 6 p.m. Tuesday, June 2, 1939, will be held.

3. To secure the maximum amount of the pledge, a special dinner will be held.

4. A special dinner will be held.

These plans are subject to change at any time to preclude
an early possibility, and other matters will be available.

May God bless you.

Yours sincerely,

[Signature]
Headquarters maintains two sets of Special Gifts records: (1) an Assignment Book giving a detailed chronological record of solicitation on every prospect, and (2) a "Domesday Book" listing alphabetically every prospect, the person to whom it has been assigned and a chart showing briefly the progress made. Members of the Board are urgently requested to come into the office and examine these records in the hope that they can provide information not already on these books.

The Committee on Development has spent a large amount of time and money preparing the way for the canvassing which we shall do in the next nine weeks. Whether this expenditure yields a return to the University depends to a large extent on the energy and enthusiasm which we put into our work between now and July 1.

Sincerely yours,

Chairman, Special Gifts Committee.
Headquarters Maintenance two sets of special office

Regarding: 1) an establishment book giving a get-together appointment record or collection on every book or

appointment book "initial" initially etiological and any
2) a "department book" initial appointment as an

appointment indicates the purpose of the

committees showing partially the purpose made. Members of the

committees mentioned to come into the office

and examine those records in the hope that they can be

made information not necessary on those books.

The committee on development does spend a large

amount of time and money preparing the way for the case-

assumed which we are to do in the next nine weeks. With

the first example, please a member of the University

groupe to a large extent on the subject and curriculum

which we have a time on work between now and July.

Sincerely yours,

Chairman, Special Office Committee
April 10, 1925

Mr. T. E. Donnelley

R. F. Duncan

William C. Goodman

This is to acknowledge and thank you for your willingness to call on William O. Goodman with Professor Manley.

In attempting to make an appointment with Mr. Goodman it occurs to me that you may care to see Mr. Goodman prior to a call on him with Professor Manley. Will you be willing to decide which is the best method, and if it is merely a matter of obtaining an appointment for you and Professor Manley to see Mr. Goodman, make such an appointment, advising Mr. Manley in advance of the date?

Professor Manley says that he has pretty clearly in mind what he wants to ask Mr. Goodman to do, so that now it is merely a matter of getting an appointment and approaching Mr. Goodman in the right way. It might be wise for you to talk to Mr. Manley on the telephone, which can easily be done through Midway 0800.

RFD/ED
Wiltlemen to meet Mr. Coogan with whom I have an appointment.

He is.arange to make an appointment with.

Mr. Coogan is arrange to meet you may care to see Mr. Coogan prior to a call on him with Professor Miker.

Will you be willing to accept a matter of appointment on speaking

If it is a matter of accepting an appointment

Want your any interest in the matter to see Mr. Coogan

Make sure and appointment on speaking Mr. Miker in that case.

Professor Miker says that he is not present.

In mind want to meet Mr. Coogan to go so that you it is a matter of accepting an appointment.

Want my appointment with Coogan in the right way.

If might please you refer to Mr. Miker on the telephone which can exactly be gone forward Monday.
March 16, 1925

Mr. Thomas E. Donnelley
731 Plymouth Court
Chicago, Illinois

My dear Mr. Donnelley:

The enclosed handbook entitled "Workers Together" will be of interest to all those who are to have an active part in the solicitation of funds in connection with our Development Program.

Sincerely yours,
My dear Mr. Donnelly:

The enclosed handbook entitled "Workers Together" will be of interest to all those who are to have an active part in the implementation of plans in connection with our Development Program.

Sincerely yours,
March 12, 1925

Mr. E. L. Ryerson, Jr.  
Chairman Special Gifts Committee

In view of your request for information as to time available for canvassing important prospective donors during the next two months, I am indicating below those days of the week on which I can serve, and also the amount of time which I will devote to the work on those days.

Mondays
✓ Tuesdays 2 days
✓ Wednesdays
✓ Thursdays
Fridays
Saturdays

Indicate by check

whole days
✓ half days
afternoon

hours

Persons with whom I should like to be paired in this work are

________________________________________________________________________

________________________________________________________________________

( Signature )
In view of your request for information as to time available for consecutive important preoperative honors and the next two months I am interested only in the amount of time which I will be able to give to the work on these years.

I anticipate starting work on (insert name)

Preparation

Fall

June

September

February

December

Person with whom I expect to be working on this work is

(signature)
Dr. J. Y. Aitchison  
University of Chicago  
1703 Lytton Building  
Chicago, Illinois

My dear Dr. Aitchison:

I wonder if you have on your list Mr. Sidney G. Ansheell of the Universal Theatre Concession Company, 563 West Randolph Street. All I know about him is that he is a Hebrew who recently started this Company which has made a phenomenal success, and he has a lot of money. Perhaps Mr. Rosenwald or Mr. Felsenthal could give you the proper contact.

Believe me,

Sincerely yours,

[Signature]

TED/8CN
February 19, 1925.

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

My dear Mr. Donnelley:

In compliance with the request from those to whom prospects have been assigned for development of contact, we have secured reprints of the editorial which appeared in the Chicago Evening Post, February 11, 1925.

I am sending you herewith enough copies of this editorial for you to give to each of your prospects.

This editorial affords an unusual opportunity of calling attention to the impression, which our literature is making upon the citizens of Chicago.

Cordially yours,
Mr. T. E. Donnelly
Asst. President
Office: Illinois

May 4th, Mr. Donnelly:

In compliance with the request from
the President, the President of the
Chicago Examiner, I am sending you a copy of the said article.

Sincerely yours,

[Signature]

[Address]
Dr. J. Y. Aitchison  
University of Chicago  
1703 Lytton Building  
Chicago, Illinois

My dear Dr. Aitchison:

I find that Mr. Robert J. Thorne is in Europe and that Mr. Charles H. Thorne is in Honolulu and will not return to California until about the 20th of March. I will hold the printed matter for Mr. Charles H. Thorne until that time, but believe I had better hold Mr. Robert Thorne's until his return.

Believe me,

Sincerely yours,

Thomas Donnelley

TED/CGN
February 3, 1925.

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

My dear Mr. Donnelley:

You will find enclosed statement entitled "Policy of the Special Gifts Committee". This has to do with the cultivation of prospective donors of the University.

To date the following names stand on the records of the Special Gifts Committee as assigned to you for development of contact:

W. D. Boyce,
Bus. 508 N. Dearborn St.

John T. Llewellyn,
Bus. W. 120th and So. Racine Ave.
Res. Sisson Hotel

George Rasmussen,
Bus. 1000 Crosby St.
Res. 3400 Sheridan Road

Thorne, Charles H.
George A.
James W.
Robert J.
Bus. 30 N. Michigan Avenue

Will you kindly check this list and advise Mr. J. Y. Aitchison whether it is in accordance with your understanding? You will note also the request for stated reports from all those to whom assignments have been made.

Thanking you for your hearty cooperation in this great task which confronts us all, I am

Sincerely yours,
My dear Mr. Domellen,

You will find enclosed a statement indicating the progress of the Special Gifts Committee. This report is in accordance with the instruction of the President of the University.

To date the following names have gone on the records of the Special Gifts Committee as sustaining:

- W. M. Boyce
- R. S. Bode, Division St.
- J. W. Flannery
- W. N. Pope and Co. Read Ave.
- Neen Station Hotel
- George Reay
- Reed, 900 Eighth Street
- Thorne Quinlan H.
- House A. James
- House L.

And 30 N. Michigan Avenue

With you kindly expect full and early notice of X.Y. Affirmation meeting. You will note also the address of 40th report from Wlll Grove to Wlll Grove.

Estimates have been made.

Thanking you for your prompt cooperation in this great work I copy conforming to all I am.

Sincerely yours,
December 29, 1924

Mr. John Y. Aitchison
The University of Chicago
1703 Lytton Building
Chicago, Illinois

My dear Mr. Aitchison:

Referring to the various names that you gave me, I have this to say:

W. D. Boyce is a publisher of two yellow weeklies called the Chicago Ledger and The Saturday Blade. Both of them have large circulations in the country and are of very low grade. Mr. Boyce has made considerable money out of them and is an extremely hard man to interest in anything that he does not initiate himself. He has now gone to Africa on one of his exploration trips and probably will not be back for several months.

George Rasmussen, 3400 Sheridan Road. I do not know anything about him except that he is the president of the National Tea Company, which is an organization of chain grocery stores in Chicago and the suburbs. I understand that he has been very successful. I have no other approach to him. It might be that John Stuart of the Quaker Oats Company knows him.

Concerning Charles H., George A., James W. and Robert J. Thorne, I do not believe there is any possibility of any money from this direction. Mrs. Ward, their aunt, gave a very material amount to Northwestern University, which Mrs. Thorne supplemented. Their investments have been mostly in Montgomery Ward & Company stock, which for two or three years did not pay dividends, although it has now gotten on to a dividend-paying basis. I do not think they are A prospects.

Concerning Mr. and Mrs. Noble B. Judah, Mrs. Judah is the daughter of one of the Pattersons of the National Cash Register Company and is reported to have considerable money. Within the last two years they have built quite an elaborate home in Lake Forest and an apartment in the co-operative apartment building at 2450 Lakeview Avenue, which I understand cost more than $100,000. I, therefore, do not know whether their available funds are spent, or not, but they certainly should be seen. Mr. Judah is a nephew of Charles Hutchinson.

Respectfully yours,

TED/VON

TO RECEIVE PROMPT ATTENTION ALL COMMUNICATIONS SHOULD BE ADDRESSED TO THE COMPANY

CABLE ADDRESS "LAKEPRESS CHICAGO" CODES A, B, C, 9TH ENGLISH AND MATH.
December 12, 1924

Mr. T. E. Donnelley
751 Plymouth Court
Chicago, Illinois

My dear Mr. Donnelley:

At the meeting of the Special Gifts Committee held Wednesday evening, December 10th, the following name was assigned to you for development of contact:

Mr. and Mrs. Noble B. Judah
N. Green Bay Road
Lake Forest, Illinois

Will you kindly send us a report on this assignment at your very earliest convenience? Enclosed you will find a digest of the information we have in our office relative to this man.

Thanking you for your cooperation, we are

Very truly yours,
Mr. J. Y. Aitchison
University of Chicago
1708, 14 E. Jackson Blvd.
Chicago, Illinois

My dear Mr. Aitchison:

You have on the list for special gifts Mrs. Keith Spalding, 2826 Prairie Avenue. The Spalding family spend most of their time in California and will probably leave the middle of January. Mrs. Spalding is a sister of Morton D. Hull and has considerable means. Both Mr. and Mrs. Spalding were great friends of Mr. Salisbury.

Also have you on the list Mrs. Norris of St. Charles, Illinois, who was Miss Angell. She inherited $10,000,000 or $15,000,000 from John Gates, the steel magnate. She is a young woman, just recently married.

Believe me,

Sincerely yours,

[Signature]

TED/MCN
Mr. J. Y. Alexander
University of Chicago
1106 E. Jackson Blvd.
Chicago, Illinois

We Greatly Appreciate

You have gone to great trouble to
help stabilize, speed up
the training program, etc.,
and are eager to cooperate.

We have, therefore, set September 20
as the date for the first issue of the
new magazine.

Please keep in touch with
us.

Sincerely yours,

[Signature]
The old Straus building at the northwest corner of Clark and Madison streets will be renamed the H. O. Stone building following its sale. The building and leasehold, effective Feb. 16, 1925, was announced today, and the real estate firm of that name will occupy the second, third and fourth floors of the second.

The sale was a preliminary to the removal of S. W. Straus & Co. to its new thirty-two-story building at Michigan Avenue and Jackson Boulevard early in November.

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43d street.

driver, urged on by a stranger, George Arey, gas and almost bowled over. The robbers made an attempt at pursuit.

Steal Truck of Alcohol.

Other bandits stopped Valent Zabielski, a chauffeur for the Sta-Motor Delivery company, 1701 South Robey street, at Roosevelt road and Desplaines street, and robbed him of a truckload of alcohol, about 700 gallons. The bandits forced the driver to accompany them to 14th street and Clifton Park avenue, where they threw him off of the truck.

Three men and two women were arrested early today after they are alleged to have beaten the 60-year-old watchman of the Drexel Cleaning and Dyeing company, 4720 Cottage Grove avenue, into unconsciousness and stolen furs and dresses valued at $3,000.

Identify Band Member.

The watchman, John Ell's, 944 East 47th street, told the police he recognized...
R. DONNELLY & SONS COMPANY
Printers, Binders, Engravers, Lithographers
141 PLYMOUTH COURT, CHICAGO

[Handwritten notes and crossed-out text]
Mr. Thomas E. Donnelley  
731 Plymouth Court  
Chicago, Illinois

My dear Mr. Donnelley:

At the meeting of the Special Gifts Committee held Wednesday evening, November 19th, the following names were assigned to you for development of contacts:

Boyce, N. D.  
Rasmussen, George  
3400 Sheridan Road

Thorne, Charles H.  
George A.  
James W.  
Robert J.

508 N. Dearborn St.  
1000 Crosby St.  
30 N. Michigan Ave.  
"  
"

The following name was assigned to you in conjunction with President Burton. Will you kindly communicate with the President and make definite arrangements about your work and report on it?

Lawson, Victor  
15 N. Wells  
1500 Lake Shore Drive

Enclosed you will find a digest of the information which we have in our office concerning each of these people.

The next meeting of the Special Gifts Committee is to be held Wednesday evening, December 10th. It is desired that all reports on the assignments made at the last meeting be submitted in writing previous to that date.

We stand ready to assist you in every way in developing these contacts and if I can be of any assistance I hope you will let me know. Appreciating your cooperation in the great undertaking which we face together with courage, I am

Yours sincerely?

JX:NG
October 30, 1924.

Mr. Thomas E. Donnelley
731 Plymouth Court
Chicago, Illinois

My dear Mr. Donnelley:

At a conference of members of the Special Gifts Committee, held yesterday evening, the statement was made that you could give us definite information concerning W. D. Boyce, 503 N. Dearborn St. We have him on our list as a possible million dollar prospect.

Will you kindly advise me at your earliest convenience what would be the best method of approach to Mr. Boyce and what kind of a project you think would appeal to him?

Cordially yours,

Assistant to the President.

JYA: RB
October 30, 1936

Mr. Thomas E. Donnelly
Attn: President-General
415 Plymouth Court
Chicago, Illinois

My dear Mr. Donnelly:

At a conference of members of the Special Gifts Committee, the President-elect and the Secretary-General, same as you are an active member of the International Committee, "We have not been able to get any information concerning Mr. D. Ross, and we have made no effort to contact him as a possible million donor."

We would be pleased to have you advise us at your earliest convenience what you would be able to do. Please make a brief report of what you think would be the best course of procedure to "We have been unable to get any information concerning Mr. D. Ross, and we have made no effort to contact him as a possible million donor."
My dear Mr. Donnelley:

Mr. Duncan, representing the Committee on Development, desires that plans shall as rapidly as possible be prepared for the following buildings: The Administration Building, the Gymnasium and Refectory, the Mathematics and Astronomy Building, the central building for the Colleges, and the Residence Halls for the Colleges. What is in mind of course is not final drawings but simply something that will be near enough right to show to a possible donor and to include in a book of plans of desired buildings. I share Mr. Duncan's wish that this should be done as soon as possible.

On these buildings I make the following remarks: While it is very desirable to proceed far in any of these matters until the study which I asked the Board at its last meeting to authorize has been made, work might begin at once on certain of these buildings.

The Administration Building should without doubt be on the main quadrangle and on the 58th Street axis either at University Avenue or at Ellis Avenue. Plans might, therefore, be prepared for this building without determining on which of these two sides it is to be located. I suggest that Mr. Moulds be authorized to ascertain by consultation with the Departments concerned whether we have the requirements for this building sufficiently worked out to enable us to make a preliminary sketch. If this is found to be the case I suggest that Coolidge and Hodgdon, or some other architects, be authorized to prepare a rough floor plan and exhibition sketches of this building.

I am myself strongly inclined to feel that the Gymnasium and Refectory for the School of Education should not be placed on the block between Kenwood and Dorchester Avenues but somehow included in the main School of Education block. The plan most likely to work out is that the one-story Belfield Hall should be replaced by a three-story building, provision thus being made for the High School and perhaps for the Refectory. This in turn would make available for a gymnasium the space on the west side of Kenwood Avenue south of the east end of the present Belfield Hall.
Mr. President, I have the privilege to present to the committee the following

The American Telephone and Telegraph Company, the Western Union and

the Pacific} Western Electric Company, the Great Northern}

Railroad Company. We have the privilege of presenting to the committee

and the House of Representatives our joint committee, which, with the

favor of the members of both houses, will be made in the following:

In my capacity as a member of the committee, I have the privilege to present

the following remarks:

While it is my pleasure to announce that in the death of the

Western Union and the following:

The American Telephone and Telegraph Company, the

Great Northern} Western Electric Company, the Great Northern}

Railroad Company. We have the privilege of presenting to the committee

and the House of Representatives our joint committee, which, with the

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the following remarks:

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Western Union and the following:

The American Telephone and Telegraph Company, the

Great Northern} Western Electric Company, the Great Northern}
This, however, is only a suggestion. My real recommendation is that the whole problem of the School of Education buildings be restudied with a view to including the Gymnasium somewhere in the block between Kimbark and Kenwood Avenues.

Plans for a Mathematics and Astronomy Building corresponding to those for Chemistry and Physics should be made ready as soon as possible. Someone, perhaps Mr. Gale, has considerable material on this. I suggest that Mr. Moulds assemble this material and that we have it ready to put in the hands of the architects as soon as possible.

As respects the Colleges a considerable amount of material has already been assembled and is on file for the first educational building. The proposals in mind called for a two million dollar building. My suggestion would be that these be reduced to the capacity of a $1,000,000 building and that in consultation with Mr. Wilkins and others progress be made on this as soon as practical. This building is to stand on the block between Greenwood and University Avenues facing on 60th Street.

It seems to be rather more necessary that we get forward on the Residence Buildings since any day we may confront a donor who might be interested in these rather than larger buildings. I recommend that as soon as possible a study be made of the land which we own on 60th Street between University and Woodlawn Avenues and that a Residence Building probably divided into three units be planned for the land between the street and the alley but with a view to our possible acquisition of the whole block.

This letter as a whole is simply a record of the suggestions up-to-date. The recommendations on which I should like to have early action, perhaps while I am absent in New York, are the first one with reference to the assembling of the data on the administration building and the one with reference to the Mathematics and Astronomy Building.

Yours sincerely,

EDB;NG

Mr. Harold H. Swift
Union Stock Yards
Chicago, Illinois
October 3, 1924.

Mr. Thomas E. Donnelley
731 Plymouth Court
Chicago, Illinois

My dear Mr. Donnelley:

Enclosed find copy of extract
from the Hyde Park paper concerning
the new light which has been per-
fected by U. of C. chemists.

Cordially yours,

Assistant to the President.

JYA:RB
October 5, 1936

Mr. Thomas E. Donnelly
N.Y. Telephone Company
Chicago, Illinois

My dear Mr. Donnelly:

Precede this copy of express
from the huge Park Hotel concern-
ing the new hotel we hope has been per-

fectly set up at Calumet

Congress Tower

Arrangements to the Treatment

Yours,
September 2, 1924

Mr. Donnelley

R. F. Duncan

Flood Lighting of Harper Tower

You will remember that at the last meeting of the Publicity Committee we decided against the floodlighting scheme of Harper Tower on a large scale. You may, however, be interested in the excellent presentation made by the General Electric Company in the attached booklet. I suppose the proposition is too expensive.

RFD/ED
MT. Donnelly
R. L. Duncan

Looking Lighting of Hotel Tower

You will remember that at the last meeting of the Lighting Committee we received evidence of the excellent system of lighting the Tower on a large scale. You may now observe this system in the excellent demonstration made by the General Electric Company in the street lighting of Seattle. I suppose the proposition is too expensive.
Mr. Donnelley

R. F. Duncan

Suggested Memorandum to Faculties and Administrative Staffs

Do you think the attached memorandum could be sent to the members of the Faculties and Administrative Staffs?
Mr. Donovan
R. T. Dumen

Suggested Memorandum to facilitate any Administrative Staff

Do you think the attached memorandum can be sent to the mem-

pars of the practice and Administrative Staff?
MEMORANDUM

August 27, 1924

Mr. Donnelley:

You will see by the enclosed amended pamphlet program that the idea of our first pamphlet has been radically changed after consultation with the Faculty Committee. Their thought was that the outstanding work of the University of Chicago was research, and that our first important pamphlet should be along that line, rather than talking about the past and future of universities as a whole. It is quite possible that we are treading on dangerous ground in this respect, because other members of the Faculty may not be so keen for research. Of course, we are taking care of their side of the case under Section 2.

I propose to start Mr. Bean tomorrow on this first pamphlet, unless you see some objection to it. Of course, it will be several days before he can gather all his material, and he will not begin, certainly, until after our luncheon of tomorrow. Do you think we ought to invite him to that luncheon?

I shall bring this material to the Publicity luncheon tomorrow noon.

R. F. Duncan

RFD/ED

Copies to Messrs. Sherer and Smith
M. Donnelly:

You will see by the enclosed attached document that I have not yet received the list of the names of the members of the committee of the recent meeting. I have not yet heard from you in this regard, and I hope you will forward me the list of the names as soon as possible. If I am to be present at the meeting, I shall want to have the names of the members of the committee.

I am, of course, willing to resign my seat at the meeting if necessary.

Yours truly,

W. J. O'Donnell.
MEMORANDUM

August 27, 1924

Mr. Donnelley:

You will see by the enclosed amended pamphlet program that the idea of our first pamphlet has been radically changed after consultation with the Faculty Committee. Their thought was that the outstanding work of the University of Chicago was research, and that our first important pamphlet should be along that line, rather than talking about the past and future of universities as a whole. It is quite possible that we are treading on dangerous ground in this respect, because other members of the Faculty may not be so keen for research. Of course, we are taking care of their side of the case under Section 2.

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I shall bring this material to the Publicity luncheon tomorrow noon.

R. F. Duncan

RFD/ED
MEMORANDUM

AGENT SCH 1/28

Mt. Donovan:

You will see an enclosed sample of a tentative concept of the basic principles of what we are trying to accomplish. The basic principles are that the fundamental work of the University of Chicago and American higher education are important to the nation and the world. The fundamental principles of the University of Chicago may not be so clear to you at first, but I believe our members will understand the basic principles of the University as soon as we have the opportunity to present them. We are taking care of a number of essential matters and I hope you will not have too much trouble with the sample. I look forward to your cooperation.

I am pleased to state that the sample contains a tentative plan of the type that I believe you can appreciate. Of course, I will not begin to present it until after our presentation of the concept. Do you think we can send our sample of the proposal to you?

R. L. Dunea

Rec'd
August 26, 1924

Mr. Donnelley

R. F. Duncan

Docket for August 27 Meeting of Committee on Development

At Mr. Sherer's request, I am sending you herewith copy of the more important matters which should be taken up tomorrow at the meeting of the Committee on Development. If you would like to talk to me about any of these subjects prior to the meeting, just telephone my secretary, and I can meet you at any time during the morning.

RFD/ED
As per your request, I am sending you the report of the

At the request of the Committee, I have been informed that two important matters which should be taken up by the Committee of the Committee on Development. I am writing to inform you of the latest changes in the committee. I trust that you will find the report useful.

Please let me know if you have any questions or if you need further information.

Thank you,

[Signature]
August 22, 1924

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

Dear Mr. Donnelley:

Replying to yours of the 22d, enclosing the three dummies from Mr. MacFarland, I should think this paper would be satisfactory for some of our pamphlets, but many of the pamphlets will be illustrated, and I suppose that in that case we must have a coated paper.

I should think that where we are getting up a particularly fine piece of work to go to a limited number of special prospects, we should want to use a high-grade paper, but to the ordinary run of prospects and the alumni my opinion is that the specimen you sent are most presentable.

Sincerely yours,

Campaign Director

RFD/FD
August 21, 1924

MEMORANDUM

Mr. Donnelley:

Mr. B. C. Bean, who was recommended to me by the Executive Editor of "System", was in to see me recently, after which he saw Mr. Smith about pamphlet work. I feel sure that if we are going to get any quick results in this line we have got to get a man for the job, and Bean looks like a good one.

He is an older man with a great deal of general magazine and book experience with "System" and elsewhere. He has just returned from interviewing Luther Burbank, in California, and Mr. Ford, in Detroit. He is writing Burbank's biography and has something on it in this month's issue of "System".

We can get Bean for $125 per week, beginning next Monday, and Smith is anxious to have him start. We have no decision yet about Munger, but I shouldn't hesitate to take them both on.

My proposal is to take Mr. Bean, beginning next Monday, and put him on the first of our series of pamphlets—the one on the accomplishments of universities, which we discussed last evening—with the understanding that further engagement will depend on how we like his first pamphlet. He ought to be able to finish that pamphlet in two weeks, and if we can get a good one for $250, we shall be doing well. By the end of two or three weeks we shall know whether we can get Munger, and we can let Bean go if we do not wish to take them both.

Mr. Bean has work of his own waiting for him any time, so we are under no obligations to retain him for any length of time.

I should like to write Mr. Bean by Friday night, if convenient to you.

R. F. Duncan

RFD/ED
MEMORANDUM

Mr. B. C. Hess, M.D., Medical Director, is in charge of the Emergency Service of this Hospital. He has been here for several years and has won the respect of all who have had the privilege of working with him.

I believe that it would be of great benefit to the Hospital if Mr. Hess were to continue his work in the Emergency Service. He has been a valuable asset to the Hospital and his experience and knowledge of the patients he has treated have been of great value to the Hospital.

I am sure that Mr. Hess will be able to continue his work in the Emergency Service and that his presence will be a great asset to the Hospital.

I would appreciate it if you would consider my request.

Sincerely yours,
R. E. Duggan

R. E. Duggan
Mr. Robert F. Duncan,
University of Chicago,
1838 Illinois Merchants Bank Building,
Chicago, Illinois.

My dear Mr. Duncan:

Mr. Donnelley thoroughly approves of your plan for collecting for the Publicity Committee luncheons and suggests that the same method be used for the Development Committee luncheons. Heretofore I have divided the amounts of the Development Committee luncheons among Messrs. Swift, Sherer, Donnelley, Bond, Scott, Ryerson, and Burton, irrespective of who attended. In fact, I didn't know until Mr. Sherer told me that anyone else attended them. All of the Development Committee luncheons to date have been billed and checks received, so I think the matter can drop as to be past, as the luncheons have never amounted to $2.00 each, even though they were not divided among all those actually present.

Yours very truly,

Secretary to Mr. Donnelley
Mr. Donnelly

Request for information on the future plans of the company.

Secretary to Mr. Donnelly

To: R. Donnelly & Sons Company

From: MR. W. REED

Date: AUG 1944

1880 Illinois Metropolitan Bank Building

Chicaco, Illinois

Dear Mr. Donnelly,

I am writing to you to express my dissatisfaction with the current state of the company. As you know, we have been working hard to improve our efficiency and productivity, but I believe we need to make some changes in our current system.

I have been studying the latest developments in the industry, and I believe that we need to invest in new technologies to stay competitive. Without these investments, I fear that we will be left behind our competitors.

I would like to suggest that we consider investing in new equipment and software that could help us to improve our operations. This could include things like automated inventory management and better data tracking systems.

I also believe that we need to focus more on training our employees. With the current workforce, we are not able to meet the demands of the market. We need to invest in training programs to help our employees develop the skills they need to succeed.

I understand that these changes will require some financial investment, but I believe that the long-term benefits will be worth it. We need to take action now to ensure that we remain competitive in the future.

Thank you for considering my suggestions. I look forward to hearing your thoughts on this matter.

Yours sincerely,

[Signature]

Mr. W. Reed
August 20, 1924

Miss Alexandra Duncan
C/o Mr. C. E. Donnelley
731 Plymouth Court
Chicago, Illinois

Dear Miss Duncan:

Mr. Sherer and I have been discussing the best method for taking care of the expense of the luncheons. He would like to have the matter handled as follows:
The luncheon will continue in Mr. Donnelley's name, the statement will come to him, he will pay it, forward the statement from the Union League Club to us and we will reimburse him immediately for the full amount.
At the luncheons we will collect $1.00 from all members of the Publicity Committee who are not connected with University and at the meetings of the Committee on Development we shall collect $1.25. The balance between the amount collected and the bill will be paid out of our expense account. This will of course include the room charge.

If Mr. Donnelley sees any objection to this plan please let me know. I have just asked Miss Crater to send you a check for $75.50 covering the three statements for the Publicity luncheons of June 24, July 10, July 24 and the last statement which will be rendered September 1 for the Publicity luncheon August 14.

What about the statements from the Committee on Development luncheon? I understand we have received none of these so far.

Sincerely yours,

RFD/EC
Campaign Manager
Mr. Donnelley:  

August 18, 1924

I have been trying to analyze the publicity problem in an attempt to decide what we need in the way of pamphlets. The enclosed is the result. It is too elaborate, but will form a fair basis for discussion.

Would you like to have me send copies of this to all members of the Publicity Committee, so that it may be discussed at the meeting on Thursday, the 28th?

R. F. Duncan

RFD/ED
Mr. Donnelly:

I have been trying to resolve the property problem in an attempt to achieve what we need in the way of compensation. The encroachment on the easement is too severe, but will form a first basis for discussion.

Would you like to have a copy of this to read at the meeting of the Property Committee on Thursday, the 28th?
MEMORANDUM

August 22, 1924

Mr. Donnelley:

This is to confirm our telephone conversation of this morning, arranging a meeting of yourself, Messrs. Sherer and Smith, and myself in this office (1830 Illinois Merchants Bank Building) at 3:30 P.M. on Monday, August 25.

R. F. Duncan

Copies to Messrs. Sherer and Smith
Mr. Commissioner:

The 12:30 committee meeting for the morning is adjourned. The morning session will begin at 1:00 and we will meet at 1:30 in the members' room.

H. G. Dunlap

Copy for W. H. Reder and Smith
Mr. Donnelley

August 15, 1924

Here is a rough outline of the publicity program as I see it. I am sending a copy to Mr. Smith.

This represents a lot of work to be done. It might be well to bring this up at the next Publicity Committee meeting for discussion. If you say so, I shall send copies in advance to all members of the Committee.

R. F. Duncan

RFD/ED
Mr. Donnelly

Here is a rough outline of the publicity program as I see it. I am sending a copy to Mr. Smith. The expenses & job of work to be done. It might be well to print this up at the next publicity committee meeting for discussion. If you see one, I shall send copies in to a few free to members of the committee.

R. E. Dunn
THE COMMITTEE ON DEVELOPMENT

Memorandum to Mr. Donnelley:

The University of Chicago Press tells me that one thousand of the Goodspeed Biographies will cost $1360. This calls for the same sort of binding and finishing as on the original edition (with the gilt top). They tell me that the reason for this large cost is that they did not make plates on the original edition and that now what they have are the matrices from which they will have to cast. Do you wish to proceed with this order now or do you prefer to bring it up at the next meeting of the Publicity Committee?
THE COMMITTEE ON DEVELOPMENT

MEMORANDUM TO MR. DONALD:

The University of Chicago Press feels we should not proceed with the printing of the first volume of the sledological studies at this time. It seems wise to delay the printing of any of the material until some part of the object is printed and published. The editor and the committee for the purpose of the printing would be more careful in the editing and publishing the printed volume. This will be the best course and, I understand the editors and the committee will agree. Your decision will be a matter of the next meeting of the P M. Committee.
Mr. Donnelley:

The University of Chicago Press tells me that one thousand of the Goodspeed Biographies will cost $1360. This calls for the same sort of binding and finishing as on the original edition (with the gilt top). They tell me that the reason for this large cost is that they did not make plates on the original edition and that now what they have are the matrices from which they will have to cast. Do you wish to proceed with this order now or do you prefer to bring it up at the next meeting of the Publicity Committee?
Mr. Donnellan

The University of Chicago Press tells me that one of the Goodspeed Prose Studies will cost $13.80. This calls for the same sort of printing and binding as on the original edition (with the title page). They tell me that the reason for this large cost is that they had to make changes on the original edition and cost a third time and do not make changes on the original edition and cost a third time. They have the materials from which they will have to start. Do you wish to proceed with this project now or do you prefer to print it up at the next meeting of the Pulpithy Committee.
April Fourth
Nineteen Twenty-three

My dear Dr. Burton:

I am in receipt of your letter of April 3rd asking me to act as Chairman of a Committee on a Memorial to Mr. Salisbury. I wonder if you have made a good choice.

Nobody was fonder of Mr. Salisbury than I was and I also was very intimate with him, but I haven't the leisure to give either the time or thought to this enterprise, and I think if you could find somebody who could make this a major burden of activity, you would get further than you would with somebody who would just go through the motions, as I would have to do.

This is not a refusal to accept the position, if on further thought you think it wise to appoint me, but I really believe somebody else would do the job very much better.

Believe me,

Sincerely yours,

[Signature]

President Ernest D. Burton
University of Chicago
Chicago, Illinois
April 5, 1923.

Mr. Thomas E. Donnelley,
731 Plymouth Place,
Chicago, Illinois.

My dear Mr. Donnelley:

I thank you very much for your note of the 4th which I take the liberty of interpreting to mean that you will act as chairman of the committee on a memorial to Mr. Salisbury, but that Mr. Barrows will do all the work.

Very truly yours,