

from P.D.

Memo. to Mr. Donnelly

Nov 13, 24

Situation

Donnelly? ^{moving} such as magazines, features editorials, trade papers, foreign language papers, ~~and~~

1. Mr. Smith is busy on newspaper publicity and writing of our three basic pamphlets: (1) Chasing the City; Dialogue with a Dean; Training of Teachers; Research. He has not been able to organize a department to cover the wide scope of our program. There are at present many gaps not covered.

2. To meet this situation we imported Mr. Tucker. But Tucker's whole time is now consumed on the Women's pamphlet and for at least four weeks on working out the arguments for our individual needs.

3. The result is that the Center for the production of our publicity program, aside from newspapers and a few pamphlets, has come down on me: ^{such as} all alumni letters, ^{writing of} "New Epoch", radio, movies, bulletins etc.

4. This has jammed me up so that I am unable to give study that I should to ^{many} problems arising every day such as the organization of the alumni, presentation of special gift work, meeting with Mr. Lament, studying the entire publicity program, the lists and quotes work etc.

5. This is a bad organizational situation and is not working to the best advantage.

and in getting a complete picture of our entire project.

57,000. -

31,339.92

25,660.08

7,000. -

18,660.08

18,660. -

and greatly expedite the production of our publicity.

6. Messrs. Sheres, Jones, Maule & Co. met on

Monday evening and the consensus was that by giving Mr. Tucker additional assistance, I could shift the publicity production to his shoulders. Mr. Jones has been here since Monday studying our situation and recommends the following recommendation.

$$\begin{array}{r} 225 \\ 225 \\ \hline 1350 \end{array}$$

$$\begin{array}{r} 225 \\ 45 \\ 225 \\ \hline 225 \end{array}$$

Recommendation.

That two additional publicity men from New York be obtaining as soon as possible to assist Mr. Tucker at a cost not to exceed \$225 per week plus traveling expenses from New York to Chicago and return, for a period of six weeks.

at an approximate cost of 1600. (total)

$$\begin{array}{r} 2,800.00 \\ 10,000.00 \\ \hline 12,800.00 \end{array}$$

~~These men would undertake under~~

The situation regarding funds available is as follows. The Committee has provided a total salary budget item of \$57,000 to run to Jan 30, 1925. We have requisitioned against this, also to Jan 30, 1925, \$31,339.92. We see now ^{probable} additional ~~changes against~~ this item of approximately 7,000, leaving, so far as we can see today \$18,660.08 available for the situation under

[The page contains extremely faint, illegible handwriting, likely bleed-through from the reverse side. The text is arranged in several paragraphs across the page.]

(3)

and difficulty of our suggested
Education

discussion: correct.

^{on this} You will desire to know our probable expenditures for publicity

Due to the many suggestions which have been
made recently ^(addition to) our 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 publicity and postage. Of this amount we have
requisitioned \$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.

[Faint, illegible handwriting on aged paper]

Donnelley

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 5, 1924

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Chicago

TEM:LC

Donnelley

October 15, '24

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.

D

Mr. Donnelly
R. F. Dunham
"Band" List

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names prepared by Mr. William Weil, of the Chicago
Band Association. I am returning this herewith.

October 15, '24

Donnelly

Donnelley

October 14, '24

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.

RFD/ED.

Copies to:

Messrs. Swift
Sherer
Moulas

October 14, '64

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R. F. Duggan

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RMV/ED

Copies to:

Messrs. Swift
Sherer
Molina

The · Lakeside · Press

R·R·DONNELLEY & SONS COMPANY

PRINTERS · BINDERS · ENGRAVERS · LITHOGRAPHERS

731 PLYMOUTH COURT · CHICAGO



October 4, 1924

THOMAS E. DONNELLEY, PRESIDENT
REUBEN H. DONNELLEY, VICE PRESIDENT
C. O. LITTELL, TREASURER
H. P. ZIMMERMANN, SECRETARY
I. A. MCKENNA, ASST. SECRETARY

Dec 10

Write Goodspeed

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,

T. E. Donnelly

TED/MCN

CHICAGO - KANSAS - ST. LOUIS

R. R. DONNELLY & SONS COMPANY

PRINTERS - BINDERS - ENGRAVERS - LITHOGRAPHERS

171 PLYMOUTH COURT - CHICAGO

October 4, 1934

W. F. Goodspeed

Mr. R. F. Duncan
1708, 1st 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,

W. F. Goodspeed

WFG

October 4, 1924

Mr. Donnelley

R. F. Duncan

"Educating for Life"

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, 1934

Mr. Donnelly

R. F. Danner

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stored, so that it will be behind us.

RFD/ED

Has Goodspeed finished
reading proof?

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

Oct 8
18

Donnelley

0.7
18

How Good-yeed Finner
vading proof?

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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 I of the Sketches and also on the Wilkins' manuscript.

Yours sincerely,

RFD-C

October 2, 1924

Mr. Dornmellely

R. F. Duncan

Johns Hopkins Pamphlet

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.

RFD/ED

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R. F. Duman

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RFD/ED

1703 Lytton Building
14 E. Jackson Blvd.

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

Sept 23

1703 Lytton Building
14 E. Jackson Blvd.

September 19, 1934

Mr. William A. Kittredge,
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731 Plymouth Court,
Chicago, Illinois

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204783

The Lakeside Press

R·R·DONNELLEY & SONS COMPANY

PRINTERS · BINDERS · ENGRAVERS · LITHOGRAPHERS

731 PLYMOUTH COURT · CHICAGO



September 15, 1924

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REUBEN H. DONNELLEY, VICE PRESIDENT
C. G. LITTELL, TREASURER
H. P. ZIMMERMANN, SECRETARY
I. A. MCKENNA, ASST. SECRETARY

Mr. R. F. Duncan
The Committee on Development
Room 1830, 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. Vittredge
Director of Design & Typography

27 2 1 2 5 1

R. R. DONNELLY & SONS COMPANY

PRINTERS BINDERS ENGRAVERS LITHOGRAPHERS

731 PLYMOUTH COURT CHICAGO

September 15, 1924



Mr. F. F. Fenton
The Committee on Development
Room 1830, Illinois Merchants Bank Building
Chicago, Illinois

Dear Mr. Fenton:

I am sending herewith four suggestions for
your "Committee on Development" letterhead. Two of these
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Sincerely yours,

William A. Fitch
Director of Design & Typography

September 29, '24

Mr. Donnelley

R. F. Duncan

Letter from Mr. Turner, Re Flood-Lighting

Do you care to get the new price?

September 29, '24

Mr. Donnelly

R. F. Dumas

Letter from Mr. Turner, Re Flood-lighting

Do you care to get the new prices?

The University of Chicago

The Committee on Development

ROOM 1830, ILLINOIS MERCHANTS BANK BUILDING, CHICAGO
TELEPHONE DEARBORN 9312

Published

*Superseded by
later story*

Interoffice Correspondence

Date: September 8, 1924

To: Mr. Donnelley

From: R. F. Duncan

Subject: Initial News Story

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

WKS

The University of Chicago

The Committee on Development
ROOM 1230, ILLINOIS MERCHANTS BANK BUILDING, CHICAGO
TELEPHONE DEARBORN 3412

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RFD/nd

Copies to
Messrs. Swift and Sherer

W. W. W.

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 its 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 deferred needs.* Our registration has increased 64 ~~***ordingly~~ per cent. in nine years. The population of the city has grown by half a million. Our resources have not kept pace with this ~~ter~~ 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 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.

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"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 \$12,500,000 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."

~~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.

"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 Universities 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 endowment follow:

Modern Language Building	\$1,000,000
Administrative Building	1,000,000
School of Education	
College Building	\$1,000,000
Gymnasium and	
Refectory	400,000
	1,400,000
Chemical Laboratory	800,000
Heating Plant	2,000,000
Dormitories	1,800,000
Colleges	
Central College	
Building	\$1,000,000
Endowment	500,000
	1,500,000

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~~entirely at the fact that we have one of the finest educa-~~
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Colleges	
Central College	
Building	\$1,000,000
Endowment	500,000
	1,500,000

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. ^a These plans are in line with the policy of the Board of Trustees in ~~planning~~ ^{foreseeing} ~~for~~ the requirements of the University ~~for~~ ^{in advance.} 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.~~ ^a 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

make it clear that these funds are in hand

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Handwritten note:
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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. McLaury
Herbert Zimmerman

John F. Moulds, Executive Secretary

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- Robert L. Scott
- Harold H. Swift
- L. G. Marshall
- Walker G. McHenry
- Herbert Zimmerman

John F. Moulde, Executive Secretary

Publicity

Supervised

Sept 11

September 8, 1924

Mr. Donnelley

R. F. Duncan

Initial News Story

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

Sept 11

September 8, 1934

Unpublished

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Copies to
Messrs. Swift and Shorer

Review with new Coal

Publicity

September 8, 1924

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Personality with new goal

September 8, 1934

W. L. Smith

Mr. Donnell

R. F. Duncan

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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 Shorer

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 its 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 ^{and} deferred needs. Our registration has increased 64 ~~astonishingly~~ per cent. in nine years. The population of the city has grown by half a million. Our resources have not kept pace with this ~~xxx~~ 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".

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"The common opinion that the University of Chicago has ample resources to meet its 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 ^{long} deferred needs. Our registration has increased 64 ~~thirty~~ 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 \$12,500,000 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."

~~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~~ 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.

"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 Universities 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 endowment follow:

Modern Language Building	\$1,000,000
Administrative Building	1,000,000
School of Education	
College Building	\$1,000,000
Gymnasium and	
Refectory	400,000
	1,400,000
Chemical Laboratory	800,000
Heating Plant	2,000,000
Dormitories	1,800,000
Colleges	
Central College	
Building	\$1,000,000
Endowment	500,000
	1,500,000

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spite of the fact that we have one of the finest educa-
tional equipments in America.

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College Building	\$1,000,000
School of Education	
Administrative Building	1,000,000
Modern Language Building	\$1,000,000

Suit 10

September 6, 1924

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

SWIT 10

September 6, 1934

Mr. Donnelly
R. F. Dunsen

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RED/ED

17

Sent ~~14~~ 15

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

2nd 1/2

September 6, 1934

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R. F. Duggan

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RFD/ED

The University of Chicago

The Committee on Development

ROOM 1830, ILLINOIS MERCHANTS BANK BUILDING, CHICAGO

TELEPHONE DEARBORN 9312

Interoffice Correspondence

Date: September 2, 1941

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?

D

The University of Chicago

The Committee on Development

ROOM 1820, ILLINOIS MERCHANTS BANK BUILDING, CHICAGO
TELEPHONE DEARBORN 3212

Date: September 2, 1934

Interoffice Correspondence

To: Mr. Donnelly

From: R. T. Bannan

Subject: Suggested Memorandum to Faculties and Administrative Staffs

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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 Faculties
and Administrative Staffs

September 1, 1934

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.

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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 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, 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.

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".....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.

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 subcommittees 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 chairmen 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 eastern friends and of the citizens of Chicago, the University's total resources today amount to about \$24,000,000. 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."

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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.,
Tel: Randolph 4474

Membership to be appointed

Alumni

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

Membership to be appointed

Faculty

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

W. D. Jones
G. J. Laing
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H. I. Markham
John Mentzer
Royal Menger
Adolph Pierrot
G. R. Schaeffer
Henry Suicer

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.
230 South Clark Street
Tel: Dearborn 9312

J. F. Moulds, Executive Secretary of Committee on
Development
1830 Illinois Merchants Bank Bldg.
230 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
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B. C. Bean, Member Publicity Staff
President's Office
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Sept 10

September 2, 1924

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

2nd 10

September 2, 1934

Mr. Donnelly

R. F. Dungan

Publicity Suggestions by Mr. Parker

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Do you think there is anything in the attached that we can use?

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Sent 10

August 28, 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

24 X 10

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REPLY

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

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Executive Secretary

JTF/EC

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,
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CLASS OF SERVICE	SYMBOL
TELEGRAM	
DAY LETTER	BLUE
NIGHT MESSAGE	NITE
NIGHT LETTER	N L

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.

WESTERN UNION TELEGRAM

NEWCOMB CARLTON, PRESIDENT

GEORGE W. E. ATKINS, FIRST VICE-PRESIDENT

CLASS OF SERVICE	SYMBOL
TELEGRAM	
DAY LETTER	BLUE
NIGHT MESSAGE	NITE
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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

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MYSTIC CONN 20

JOHN J MOULDS

UNIVERSITY OF CHGO 234 SOUTH CLARK ST CHICAGO ILL

CAN ATTEND MEETING OF COMMITTEE TUESDAY

T E DONNERLEY.

05 7 M9 05 JUL 43B

May 8, 1925

Mr. Donnelley

Mr. John T. Pirie

J. F. Moulds

It has been suggested that you take Mrl John T. Pirie as an assignment. The enclosed memorandum shows the information on file in our office regarding Mr. Pirie. You probably have much better information about him than any that we have. His name was mentioned at yesterdays meeting of the Trustees as a possible prospect for a Distinguished Service Professorship.

May 8, 1935

Mr. John T. Pirie

Mr. Donnelly

J. F. Moulde

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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, 1925.

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Mr. Thomas E. Donnelly.

- 2 -

April 28, 1925.

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.

April 28, 1925.

- 2 -

Mr. Thomas E. Donnelly.

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Chairman, Special Gifts Committee.

April 10, 1925

Mr. T. E. Donnelley

William O. Goodman

R. F. Duncan

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 6800.

RFD/ED

April 10, 1935

William O. Goodman

Mr. T. H. Donnelly

R. F. Duncan

This is to acknowledge and thank you for your
willingness to call on William O. Goodman with Pro-
fessor 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 appoint-
ment for you and Professor Manley to see Mr. Goodman,
make such an appointment, advising Mr. Manley in ad-
vance 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 appoint-
ment 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

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,

March 16, 1935

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,

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	Indicate by check
✓ Tuesdays	whole days
✓ Wednesdays	✓ half days <i>afternoons</i>
✓ Thursdays	_____ hours
Fridays	
Saturdays	

2 days

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

T. E. Donnelly

(Signature)

March 28, 1935

Mr. E. L. Peterson, Jr.

Chairman, Special Affairs 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.

Indicate by check

whole days

half days

hours

Mondays

Tuesdays

Wednesdays

Thursdays

Fridays

Saturdays

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

(Signature)

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731 PLYMOUTH



COURT · CHICAGO

March 6, 1925

THOMAS E. DONNELLEY, PRESIDENT
REUBEN H. DONNELLEY, VICE PRESIDENT
C. G. LITTELL, TREASURER
H. P. ZIMMERMANN, SECRETARY
I. A. MCKENNA, ASST. SECRETARY

Justed
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 C. Anschell 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.

b17 *b6*

Believe me,

Sincerely yours,

T E Donnelley

TED/MCN

Mr. Lathrop - Press

R.R. DONNELLEY & SONS COMPANY

PRINTERS-BINDERS-ENGRAVERS-LITHOGRAPHERS

131 PLYMOUTH COURT-CHICAGO

March 8, 1925

THOMAS E. DONNELLEY, President
RICHARD A. DONNELLEY, Vice President
J. J. LITTELL, Treasurer
W. E. LATHROP, Secretary
J. A. WELSH, Asst. Secretary

Dr. J. I. Alschuler
University of Chicago
1703 Lyden Building
Chicago, Illinois

My dear Dr. Alschuler:

I wonder if you have on your list Mr. Sidney C. Kinschall of the Universal
Theatre Concession Company, 588 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. Per-
haps Mr. Rosenwald or Mr. Felsenthal could give you the proper con-

Believe me,

Sincerely yours,

J. J. Lathrop

THD:WCH

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,

February 12, 1925.

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

My dear Mr. Donnelly:

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 im-
pression, which our literature is making
upon the citizens of Chicago.

Cordially yours,

The · Lakeside · Press

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731 PLYMOUTH COURT · CHICAGO



February 17, 1925

THOMAS E. DONNELLEY, PRESIDENT
REUBEN H. DONNELLEY, VICE PRESIDENT
C. G. LITTELL, TREASURER
H. P. ZIMMERMANN, SECRETARY
I. A. MCKENNA, ASST. SECRETARY

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.

*listed
a f*

Believe me,

Sincerely yours,

Thomas E. Donnelley

TED/MCN

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,

February 3, 1925.

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

My dear Mr. Donnelly:

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. Jewell,
Bus. W. 120th and So. Racine Ave.
Res. Stinson Hotel

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

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

Will you kindly check this list and advise
Mr. J. Y. Atchison 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,

The Lakeside Press

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731 PLYMOUTH COURT · CHICAGO



December 29, 1924

THOMAS E. DONNELLEY, PRESIDENT
REUBEN, H. DONNELLEY, VICE PRESIDENT
C. G. LITTELL, TREASURER
H. P. ZIMMERMANN, SECRETARY
I. A. McKENNA, ASST. SECRETARY

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. *OK-eg.*

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. *OK-eg.*

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. *OK-eg.*

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. *OK-eg.*

TED/MCN

Respectfully yours,

TO RECEIVE PROMPT ATTENTION ALL COMMUNICATIONS SHOULD BE ADDRESSED TO THE COMPANY
CABLE ADDRESS: "LAKEPRESS CHICAGO" CODES: A. B. C. 5TH EDITION AND WESTERN UNION

December 12, 1924

Mr. T. E. Donnelley
731 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,

December 12, 1924

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

My dear Mr. Donnelly:

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

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

Will you kindly send us a re-
port 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 coopera-
tion, we are

Very truly yours,

The Lakeside Press

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December 12, 1924

THOMAS E. DONNELLEY, PRESIDENT
REUBEN H. DONNELLEY, VICE PRESIDENT
C. G. LITTELL, TREASURER
H. P. ZIMMERMANN, SECRETARY
I. A. MCKENNA, ASST. SECRETARY

Mr. J. Y. Aitchison
University of Chicago
1703, 14 E. Jackson Blvd.
Chicago, Illinois

My dear Mr. Aitchison:

Listed You have on the list for special gifts Mrs. Keith Spalding, 2626 Prairie Avenue. The Spaldings spend most of their time in California and *Listed* 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. *eg.*

Listed Also have you on the list Mrs. ^{*Listed*} 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. *Listed* *eg.*

Believe me,

Sincerely yours,

Thomas E. Donnelley

TED/MCN

THE LANCET - PAPER

R. R. DONNELLY & SONS COMPANY

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731 PLYMOUTH COURT - CHICAGO

December 15, 1934

THOMAS R. DONNELLY, President
RICHARD H. DONNELLY, Vice President
J. A. DONNELLY, Secretary
J. A. DONNELLY, Treasurer
J. A. DONNELLY, General Manager

Mr. J. Y. Alderson
University of Chicago
1705, 14 E. Jackson Blvd.
Chicago, Illinois

My dear Mr. Alderson:

You have on the list for special gifts Mrs. Keith Spalding, 2838 Prairie Avenue. The Spaldings 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,

Thomas R. Donnelly

TED/MCN

STRAUS FIRM'S OLD HOME TO BE STONE BUILDING

The old Straus building at the northwest corner of Clark and Madison streets will be renamed the H. O. Stone building following its sale, it was announced today, and the real estate firm of that name will occupy the second, third and fourth floors of the building on a twenty-year lease, effective Feb. 16, 1925.

The building and leasehold was sold yesterday by S. W. Straus & Co. following negotiations extending over several months, the purchasers being Samuel E. and Hannah Zuker. The structure is one of the early loop skyscrapers, being built in 1895 by F. M. Atwood. The consideration was not disclosed.

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.

agch a
43d street.
driver, urged on by
nger, George Airey,
gas and almost bowled
s over. The robbers mad
apt 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 gal-
lons. 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 Ellis, 944 East
47th street, told the police he recog-

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THOMAS E. DONNELLEY, PRESIDENT
REUBEN, H. DONNELLEY, VICE PRESIDENT
C. G. LITTELL, TREASURER
H. P. ZIMMERMANN, SECRETARY
I. A. McKENNA, ASST. SECRETARY

Dr. Hutchinson

Listed

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

CABLE ADDRESS: "LAKEPRESS CHICAGO"

CODES: A. B. C. 5TH EDITION AND WESTERN UNION

The Lithographic Press

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731 PLYMOUTH COURT CHICAGO



inset file - P

later

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

November 25, 1924

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.	508 N. Dearborn St.
Rasmussen, George	1000 Crosby St.,
3400 Sheridan Road	
Thorne, Charles H.	30 N. Michigan Ave.,
George A.	"
James W.	"
Robert J.	"

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 ?

JYA:NG

1. The first part of the report is devoted to a general description of the project and its objectives. It is followed by a detailed account of the methods used in the study, including the selection of subjects, the design of the experiment, and the procedures for data collection and analysis.

2. The second part of the report presents the results of the study. This section is organized into several sub-sections, each dealing with a different aspect of the data. The first sub-section discusses the overall findings, while the subsequent sub-sections provide more detailed information about specific aspects of the results.

3. The third part of the report is a discussion of the results. In this section, the author interprets the findings in light of the existing literature and discusses the implications of the study. It also includes a section on the limitations of the study and suggestions for future research.

4. The final part of the report is a conclusion. This section summarizes the main findings of the study and provides a final statement on the significance of the results.

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, 508 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, 1934.

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

My dear Mr. Donnelly:

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,
508 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 23, 1924

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.

October 23, 1924

My dear Mr. Donnell:

Mr. Duncanson, representing the Committee on Development, desires that plans shall be prepared as rapidly as possible 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. Duncanson'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 28th 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. Norris 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 Belknap 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 Belknap Hall.

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

This, however, is only a suggestion. My real recommendation is that the whole problem of the School of Education buildings be reexamined 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. Howland 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:HG

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 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

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

September 2, 1924

Mr. Donnelly

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

September 2, 194

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?

D

September 2, 1941

Mr. Donnelly

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?

D

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

MEMORANDUM

August 27, 1934

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

R. F. Duncan

RTD/ED

Copies to Messrs. Sherer and Smith

Copy for Mr. Smith

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August 27, 1924

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

R. F. Duncan

RFD/ED

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

August 26, 1924

Mr. Donnelly

R. F. Duncan

Booked 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.

RTD/ED

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 specimens you sent are most presentable.

Sincerely yours,

Campaign Director

RFD/ED

August 22, 1924

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

Dear Mr. Donnelly:

Replying to yours of the 22d, enclosed
are the three dummies from Mr. MacFarland.
I should think this paper would be satis-
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to go to a limited number of special pros-
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paper, but to the ordinary run of pros-
pects and the alumni my opinion is that
the specimens you sent are most present-
able.

Sincerely yours,

Campaign Director

BTB/ED

MEMORANDUM

August 21, 1924

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 a 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

August 21, 1924

Mr. Donnelly:

Mr. B. O. 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.

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R. F. Duncan

RED/ED

The Lakeside Press

R·R·DONNELLEY & SONS COMPANY

PRINTERS · BINDERS · ENGRAVERS · LITHOGRAPHERS

731 PLYMOUTH COURT · CHICAGO



THOMAS E. DONNELLEY, PRESIDENT
REUBEN, H. DONNELLEY, VICE PRESIDENT
C. G. LITTELL, TREASURER
H. P. ZIMMERMANN, SECRETARY
I. A. MCKENNA, ASST. SECRETARY

August 21, 1924.

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 the 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

TO RECEIVE PROMPT ATTENTION ALL COMMUNICATIONS SHOULD BE ADDRESSED TO THE COMPANY
CABLE ADDRESS: "LAKEPRESS CHICAGO" CODES: A. B. C. 5TH EDITION AND WESTERN UNION

THE LANCING PRESS

R. R. DONNELLEY & SONS COMPANY

PRINTERS BINDERS ENGRAVERS LITHOGRAPHERS

771 PLYMOUTH COURT CHICAGO

August 21, 1924.

Mr. Robert F. Duncan,
University of Chicago,
1838 Illinois Merchants Bank Building,
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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. Hitherto I have divided the amount of the Development Committee luncheons among Messrs. Swift, Sherer, Donnelley, Bond, Scott, Ryerson, and Burton, respectively 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 the 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

TO RECEIVE PROMPT ACTION ON ALL COMMUNICATIONS SHOULD BE ADDRESSED TO THE COMPANY

August 20, 1924

Miss Alexandra Duncan
c/o Mr. ~~T. 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 \$73.50 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

August 30, 1934

Miss Alexandra Duncan
c/o Mr. E. Donnelly
731 Plymouth Court
Chicago, Illinois

Dear Miss Duncan:

Mr. Shorer 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. Donnelly'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. Donnelly sees any objection to this plan please let me know. I have just asked Miss Crater to send you a check for \$78.50 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 luncheons? I understand we have received none of these so far.

Sincerely yours,

Campaign Manager

RFD/EC

Aug 23
August 18, 1924

Mr. Donnelley:

I have been trying to analyze the publicity problem in at 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

Aug 23

August 18, 1954

Mr. Donnelly:

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

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 (1630 Illinois Merchants Bank Building) at 3.30 P.M. on Monday, August 25.

H. F. Duncan

D

Copies to Messrs. Sherer and Smith

MEMORANDUM

August 22, 1934

Mr. Donnelly:

This is to confirm our telephone conversa-

tion 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 27.

E. F. Duncan

Copies to Messrs. Sherer and Smith

18
Mr. Donnelley

August 18, 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

August 18, 1924

Mr. Donnelly

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 ad-
vance to all members of the Committee.

R. F. Duncan

RTD/ED

August 15, 1924

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?

Ref. & Publicity Committee

Lis

970.56
944.72

25.84

August 28, 1934

THE COMMITTEE ON DEVELOPMENT

Memorandum to Mr. Connelley:

The University of Chicago Press tells me that one thousand of the Goodspeed Bibles will cost \$150. This is 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?

0.01.00
4/11/34
10/1/34

Wm. L. Johnson
Wm

August 15, 1924

12
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?

August 15, 1924

12
Mr. Donnelly:

The University of Chicago Press tells me that one thousand of the Goodspeed Biographies will cost \$1380. 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?

THOMAS E. DONNELLEY

~~731 PLYMOUTH PLACE~~

CHICAGO

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,

Thomas E. Donnelley

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,

April 8, 1928.

Mr. Thomas H. 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,