

The original documents are located in Box 23, folder “United Way, 1973-1974” of the Stanley Scott Papers at the Gerald R. Ford Presidential Library.

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AUTOMATION INDUSTRIES, INC.
VITRO LABORATORIES DIVISION

14000 GEORGIA AVE.
SILVER SPRING, MARYLAND 20910
(301) 871-2401

OFFICE OF THE PRESIDENT

July 26, 1973

(Please see attached list for Addressees)

Dear _____:

This year the United Way will bring together in the Washington Metropolitan Area the UGF, United Black Fund, American Red Cross and Health and Welfare Council.

Progress toward the 1973 Campaign in October has been outstanding. The Honorable Stanley S. Scott, Special Assistant to the President, has agreed to be chairman of the Local Governments Section.

An important meeting and training session for United Way volunteers will be held at 10:30 a.m., August 9th at UGF Headquarters, 95 M Street, S. W., Washington, D. C.

You are requested to attend or send a representative who will be the keyman solicitor in 1973 for the employees of your Government.

Please advise the UGF, Mrs. Clara Pierce, telephone 488-2021, of the attendance of your keyman by August 7th.

Thank you.

Sincerely yours,

Wayne G. Shaffer

Wayne G. Shaffer, Chairman
Services and Local Governments Division

WGS/jj

cc - Hon. S. S. Scott ←
Mrs. Clara Pierce



July 20, 1975

LOCAL GOVERNMENTS SECTION

Mr. Wayne F. Anderson
City Manager
City of Alexandria, Virginia
125 North Royal Street
Alexandria, Virginia 22313

Ms. Betty T. Johnson
Arlington Government
City Hall
Court House
Arlington, Virginia 22210

*Mr. Joseph P. Yeldell
District of Columbia Gov't.
District Building
Washington, D. C. 20004

Mr. Richard Henry
Fairfax County Government
4200 Chain Bridge Road
Fairfax, Virginia 22030

Mr. Irving G. McNayr
City Manager
Fairfax City Government
101 Armstrong Street
Fairfax, Virginia 22030

Mr. Harry Wells, City Manager
Falls Church Government
Park Ave. & Little Falls
Falls Church, Virginia 22046

Mr. Ron Lloyd
Montgomery County Government
100 S. Perry Street
Rockville, Maryland 20850

Mr. Francis J. Aluisi
Board Chairman
Prince Georges County Gov't.
Court House
Upper Marlboro, Maryland 20870

Mr. N. C. Sharp, Executive Secty.
Prince William County Government
228 Peabody Street
Manassas, Virginia 22110

Maj. Gen. R. C. Stovel, Commander
Canadian Defense Liaison Staff,
Washington
2450 Massachusetts Ave., N. W.
Washington, D. C. 20008

Mr. C. Richard Foote, City Manager
City of Rockville
111 South Perry Street
Rockville, Maryland 20850

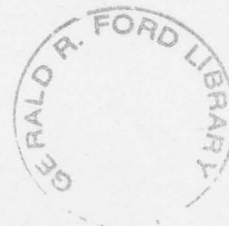
Mr. Bernard Tetreault
Housing Authority of Montgomery County
1400 Fenwick Lane
Silver Spring, Maryland 20910

Mr. E. Hern, UCC Director
Maryland State Employees
213 St. Paul Place, POB 1576
Baltimore, Maryland 21203

Mr. Walter A. Scheiber, Exec. Dir.
Metropolitan Washington Council
of Governments
1225 Connecticut Avenue, N.W.
Washington, D. C. 20036

Mr. William C. Dutton, Jr.
National Capital Park & Planning
Commission
1320 Fenwick Lane
Silver Spring, Maryland 20910

Mr. Gale Plaza, Secretary General
Organization of American States
17th & C Streets, N. W.
Washington, D. C. 20006



Local Governments Section (continued)

Mr. C. Clay Harrell, Town Manager
Town of Vienna
127 Center Street
Vienna, Virginia 22180

Mr. Jackson Graham, General Manager
Washington Metropolitan Area
Transit Authority
950 S. Building
L'Enfant Plaza
Washington, D. C. 20024

Mr. Robert J. McLeod, General Manager
Washington Suburban Sanitary Commission
4017 Hamilton Street
Hyattsville, Maryland 20781

Chairman: Honorable Stanley S. Scott
Special Assistant to the President
The White House, Room 179
Washington, D. C. 20500

*Copy of Mr. Yeldell's letter sent to:
Mr. James H. Bohannon
Executive Assistant to the Director
Department of Human Resources
14th & E Streets, N. W.
Washington, D. C. 20004





Wayne G. Shaffer
AUTOMATION INDUSTRIES, INC.
VITRO LABORATORIES DIVISION
14000 GEORGIA AVE.
SILVER SPRING, MARYLAND 20910



FIRST CLASS

Honorable Stanley S. Scott
Special Assistant to the President
The White House, Room 179
Washington, D. C. 20500

7x
9



500

THE WHITE HOUSE
WASHINGTON

AUG. 6,

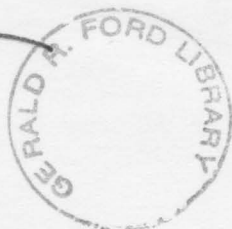
STAN:

TALKED WITH MR. SHAFER.

NOTHING MORE IS EXPECTED. HE
TOOK THE LIBERTY OF CONTACTING ALL
PERSONS IN YOUR SECTION BY LETTER
AND THEY ARE MOVING AHEAD.

HE WILL CONTACT US ONLY IF
HE NEEDS ANY SPECIAL ASSISTANCE.

I OFFERED TO ATTEND OR ASSIST
ON YOUR BEHALF

A stylized handwritten signature, possibly reading "J. R.", written in dark ink.

AUTOMATION INDUSTRIES, INC.
VITRO LABORATORIES DIVISION

14000 GEORGIA AVE.
SILVER SPRING, MARYLAND 20910
(301) 871-2401

OFFICE OF THE PRESIDENT

July 20, 1973

To: All Section Chairmen

From: Wayne G. Shaffer, Chairman, Services and Local
Governments Division

Subject: Combined Meeting and Training Session

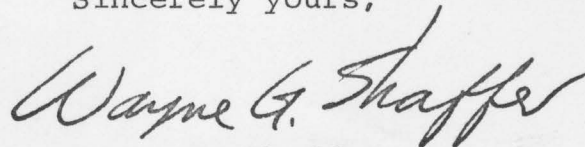
A meeting for all volunteer workers in Division 2 will be held August 9th, 1973 at UGF Headquarters, 95 M Street, S.W., beginning at 10:30 a.m. This will be an all day session with a general meeting in the morning and a training session in the afternoon.

Solicitors, Team Captains, and Section Chairmen are expected to attend. If Section Chairmen are unable to attend, you are requested to designate one of your Team Captains as your representative. It is most important that the solicitors attend the training session.

Please make sure that your Team Captains complete recruitment of the required solicitors by August 3 and report to you their names.

This will be the most important meeting of the volunteers in this Division. Please inform your Team Captains and ask them to inform the solicitors. Please advise Mrs. Clara Pierce no later than August 7th of the attendance from your Section. Her telephone number at UGF Headquarters is 488-2021.

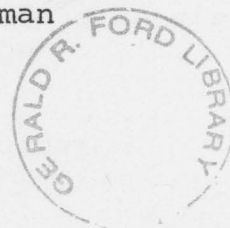
Sincerely yours,



Wayne G. Shaffer
Division Chairman

WGS/jj

cc - Mrs. Clara Pierce





Wayne G. Shaffer
AUTOMATION INDUSTRIES, INC.
VITRO LABORATORIES DIVISION
14000 GEORGIA AVE.
SILVER SPRING, MARYLAND 20910



FIRST CLASS

Honorable Stanley S. Scott
Special Assistant to the President
The White House, Room 179
Washington, D. C. 20500



MEMORANDUM
OF CALL

TO:

☒ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

OF (Organization)

☒ PLEASE CALL → PHONE NO. CODE/EXT. 871-2401

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

WEEK of
16TH

RECEIVED BY

DATE

TIME

STANDARD FORM 63
REVISED AUGUST 1967
GSA FPMR (41 CFR) 101-11.6

GPO : 1969-048-16-80341-1 332-389

63-108

THE WHITE HOUSE
WASHINGTON

VITAL
Shaffer

I. WAYNE SHAFER: TALKED
TO YOU AND YOU AGREED TO
ACCEPT CHAIRMANSHIP OF THIS
SECTION — UGF CAMPAIGN.

March 16th

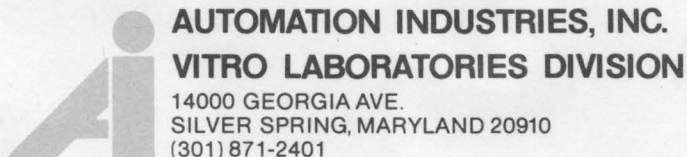
871-2401

THE WHITE HOUSE
WASHINGTON

HAVE A MEETING —

INVITE REP. OF EACH
AGY —

1 HR.



AUTOMATION INDUSTRIES, INC.

VITRO LABORATORIES DIVISION

14000 GEORGIA AVE.
SILVER SPRING, MARYLAND 20910
(301) 871-2401

OFFICE OF THE PRESIDENT

June 11, 1973

The Honorable Stanley S. Scott
The White House, Room 179
Washington, D. C. 20500

Dear Stan:

Enclosed is a UGF booklet for Section 71 -nLocal Govern-
ments. The nineteen "firms" comprising the Section are listed.

Four of these 19 also qualify as "major firms" in the
Pacesetter Program. Accordingly your team captains will only
need to solicit 15 firms.

For your information, Bob Gormley, Vice President, Vitro
Laboratories, is the pacesetter solicitor who will solicit the
firms in Section 71 listed below:

Alexandria Government
Arlington Government
Fairfax County Government
Montgomery County Government

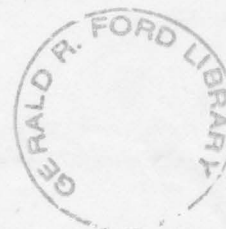
You will be advised of the results of the pacesetter
solicitation.

Sincerely yours,

Wayne

Wayne G. Shaffer

WGS:ar
Enclosure

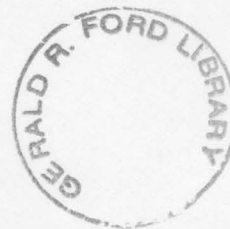


CAU & INQUIRE

SECTION 71 - LOCAL GOVERNMENTS

Team	710	9 Firms
	720	9
	730	1
TOTALS:	<u>3</u>	<u>19</u>

Card Value: \$408,195



Honorable Stanley S. Scott
Section Chairman

UGF

UNITED
GIVERS FUND
OF THE
NATIONAL
CAPITAL AREA

95 M STREET, S.W.
WASHINGTON, D.C.
20024

CLARA
PIERCE
Campaign
Coordinator

2021
488-2026

1973 UGF CAMPAIGN FACTS

KICK-OFF ----- Tuesday, October 2, 1973

GOAL -----

MONEY RAISED, 1972- \$15,000,000

NUMBER OF AGENCIES-

Receiving Funds

From 1972 Campaign-- 89 (88 under the umbrella of UGF and Health
and Welfare Council plus Red Cross with its
7 area Chapters)

AREA SERVED ----- District of Columbia and

----- Maryland

Montgomery County

Prince George's County

----- Virginia

Alexandria

Arlington County

Fairfax County

Fairfax City

Falls Church

Prince William County

CAMPAIGN CHAIRMAN -- Thomas E. Bolger

President

C & P Telephone Companies

CAMPAIGN ADDRESS --- United Givers Fund

95 M Street, S.W.

Washington, D.C. 20024

TELEPHONE ----- 488-2021

CAMPAIGN COSTS AND

OVERHEAD ----- Only 7.6 cents out of every dollar raised

One of the lowest in the country (1971 Campaign)

PEOPLE DIRECTLY

BENEFITTED ----- More than 1,000,000 in 1972



VOLUNTEER ORGANIZATION STRUCTURE

SECTION CHAIRMAN:

The Section Chairman has responsibility for overall planning, organization, operations and solicitation activities for His Section. His ultimate responsibility is to insure the appointment of all necessary volunteers. Primarily, he is responsible for the personal recruitment of the required team captains, people he knows in turn are capable of recruiting the required solicitors.

The Section Chairman also has the following responsibilities:

1. Establishes his own schedule to meet with his Team Captains not less than once a month.
2. Meets periodically with the Division Chairman to discuss the progress of his section.
3. Conducts the campaign of his section within the guidelines of the campaign plan as established by the UGF staff in order to assure uniformity of the entire campaign.

TEAM CAPTAIN:

Team Captains are responsible for enrolling a "top executive" solicitor for each five firms to be solicited. The number of firms per team is noted on the organization chart. The team captain assigns to each solicitor those firms he can best contact. He shall deliver to each solicitor "The Chief Executive's Presentation Booklet" for each firm to be solicited.

This responsibility can best be fulfilled through a meeting of the Team Captain with solicitors, the Section Chairman and the UGF Division Manager as soon as the Team Captain has completed recruitment of the required solicitors.



SOLICITOR:

The solicitor is responsible for calling upon the chief executive of each assigned firm and obtaining from him a corporate gift and the appointment of a keyman to conduct the company's employee campaign. The solicitor will receive "The Chief Executive's Presentation Booklet" for each firm he is assigned.

CORPORATE GIFT:

Included in the "Chief Executive's Presentation Booklet" are the three-year corporate-giving record of the company and a corporate yardstick request to be used as the basis of his presentation to the chief executive.

If possible, the solicitor should secure the signed pink corporate pledge card on his first contact with the Chief Executive and send it to the UGF Division Manager. If the chief executive cannot authorize the pledge card then and there, the solicitor should ask the executive to send it to UGF.

EMPLOYEE GIFTS:

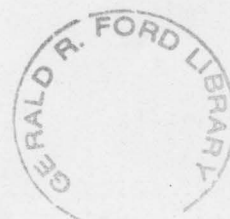
"The Chief Executive's Presentation Booklet" also has the company's three-year employee giving record, along with a comparison of the company's participation and per capita gift with other area firms. The solicitor shall ask the chief executive to appoint a Keyman (Management Level) and to make a personal commitment in establishing a company goal based upon the comparison figures. In some instances, the Keyman will already have been appointed by the executive in response to



a "Keyman Request" letter sent by the staff. In this event, the solicitor should ask to meet the Keyman in the presence of the Executive.

The solicitor should fill out the back of his copy of the History Record Card and send it to the UGF Division Manager.

UGF will provide the Keymen with all necessary materials and information. The staff will also arrange for pick-up of contributions and provide campaign aids.



REPORTING PROCESS:

The staff will mail each week a progress report to the Division Chairman, all Section Chairmen and Team Captains. This will enable you to monitor the Divisional Campaign and quickly identify any weak spots should they exist.

The staff will immediately bring to the attention of Team Captains and Section Chairmen any problems which might arise in crucial accounts.

In the final two weeks of the Campaign, a "Wrap Up" effort will begin and the staff will identify specifically all those firms thought to require a call back by the solicitor.

There are usually four Campaign Cabinet Report Meetings during the course of the Campaign at which time each Division Chairman or his designee reports to the general public on the progress of the Division. The staff will provide up to the minute progress reports as well as projection and incidental information for these report sessions.



GLOSSARY OF UGF TERMS

UNITED GIVERS FUND (UGF)

A non-profit organization run by community-minded citizens that raises funds by means of an annual united campaign in the National Capital Area. These funds are allocated to voluntary agencies providing health and welfare services for the community in accordance with priorities established each year by volunteers representing all segments of the community.

HEALTH AND WELFARE COUNCIL (HWC)

A separate non-profit corporation, with its own governing body and staff, that determines eligibility of agencies to participate; allocates monies to their financially participating agencies; provides various services to member agencies and researches, plans, develops and coordinates health, welfare, recreation and related community services for the metropolitan Washington community.

AMERICAN RED CROSS (ARC)

Multi-service agency (not under the jurisdiction of HWC) chartered by Congress to help servicemen, their families, veterans and victims of natural disasters. Operates voluntary program providing 85% of blood required by metro area hospitals. Gives free instruction in home nursing, first aid, water safety, mother, child and baby care. volunteers work in hospitals, school health rooms, blood collection efforts; telephone and in-person visiting programs, and transportation of handicapped persons, servicemen, and blood donors.



UNITED WAY OF AMERICA (UWA)

A national association of more than 2,300 United Funds and Community Councils in the United States, of which UGF and HWC are members. United Way plays a supportive role in local United Fund drives through national promotion as well as by providing various other services and programs.

COMBINED FEDERAL CAMPAIGN (CFC)

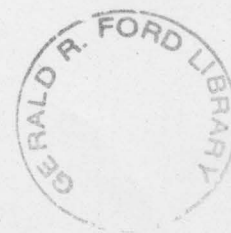
Once-a-year drive among federal government employees. The UGF campaign traditionally runs concurrently with the area's CFC, with UGF receiving approximately 75% of the funds raised by CFC. Besides UGF, others sharing in the funds are the National Health Agencies and the International Service Agencies.

ONE FUND DRIVE (OFD)

Once-a-year drive among District of Columbia government employees. This campaign also runs concurrently with the UGF Campaign. For the past two years, UGF has received 84% of the funds raised by the One Fund Drive. Others sharing in the funds include the American Cancer Society, Washington Heart Association, March of Dimes and United Black Fund.

CARD VALUE (CV)

Amount of money raised during the previous campaign.



THE GIVER

SUGGESTED GUIDE FOR GIVING

The concept of "Fair Share" evolved as a response to those who asked "How much should I give?" It is only a suggested guide by which each contributor may measure his donation with the average of others in his economic class.

The guide assumes that the average employee is the breadwinner for a family of four and that the family has only the "normal" expenses of most families.

In essence, contribution guidelines are 6/10th of 1% of annual income up to \$15,000. For hourly wage-earner, the "rule of thumb" is one hour's pay per month. Executives and professionals earning more than \$15,000 a year generally give amounts ranging from 1 to even 3 per cent of their annual income.

Again, Fair Share is simply a guide. Only the individual can determine whether or not to give or what his Fair Share is.

PAYROLL DEDUCTION PLAN

Many people find it hard at a given time to pay out of pocket the amounts they would like to contribute. Payroll deduction is a convenient and popular solution to this problem.

The employee simply fills out a pledge card (one is sent for each employee with other campaign materials) and his contribution will be deducted over a given period of time.



It is also very interesting to note that the average payroll deduction gift is \$23.60, while the non-payroll deduction gift is \$14.60. For CFC alone the average payroll deduction gift is \$36.00 (to UGF), while the non-payroll deduction gift is \$14.80 (to UGF).

DESIGNATIONS

Determining how gifts to UGF are to be distributed is a long and arduous task. It involves studies and reviews by the citizen-volunteer members of each agency, by the 230 member HWC Membership and Budget Committee, by the Citizens Goal and Allocations Committee and by the UGF Board of Directors.

In light of this extensive process of review and allocations, UGF would prefer that there be no designations, that the community fully recognize the competence of UGF/HWC and the aforementioned entities to allocate campaign contributions without the "strings" of designated monies.

Nevertheless, UGF feels it must recognize the contributor's right to say where he wants his donation to go. He may select a service area (each agency listed within that area shares in the gift) or a specific agency.

Every designation is honored, even if it means allocating more money than would otherwise go to an agency.

It should be further noted that UGF's policy on designations states that it rests on complete acceptance by the agencies of the philosophy that designations must be kept spontaneous. This policy



formally states: "While each agency is urged to inform the public of its services and its affiliations with the United Givers Fund, it must refrain from suggesting, stimulating, or encouraging designations either officially through Board action or 'off the record' by word of mouth by individual members."

WHY UGF WAS STARTED

The UGF concept was inspired by public opinion to eliminate fund-raising campaigns throughout the year by dozens of organizations to save scarce dollars that separate drives consume. Furthermore, UGF was established to ensure the survival of all worthwhile agencies, not just the well-known ones.

THE ADVANTAGES OF UGF

Since UGF was established in 1956, the advantages to the community have been many:

UGF has served as a symbol of the unity of the Washington metropolitan area and a catalyst for aid to those in need.

UGF has proved the effectiveness of high-quality voluntary services by its agencies. If such services had to be provided solely the government, our taxes would increase sharply. The real back-bone of the UGF system is not only the money raised, but the money saved -- more than \$356,000 for every hour of work that is put in by 160,000 plus volunteers. Their time, based on the federal minimum wage of \$1.60 per hour, is valued at over \$26 million.

UGF and the Health and Welfare Council have served as centers for the recruitment of many of these volunteers.



UGF has kept campaign and overhead costs so low 7.6 cents of every dollar collected went for community service. This is far lower than the costs of non-UGF agencies. (1971 campaign figures).

UGF has fostered the concepts of community-wide priorities and budgets justified in terms of these priorities, effectiveness and efficiency. These priorities are established by citizen volunteers representing a cross-section of the community.

UGF is a money multiplier for the community. For each UGF dollar, approximately another \$2.50 is brought in from federal, state and local governments, private foundations, special events (fund-raising benefits by agencies), and fees for services from those able to pay all or part.

UGF means a wide variety of services and benefits for the community.

Thus, when the individual contributes, he is making a personal investment in his community.



ALLOCATIONS PROCEDURE

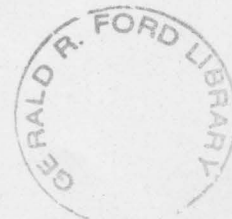
HWC'S ROLE - MEMBERSHIP & BUDGET COMMITTEE

HWC'S Membership & Budget Committee is composed of 230 volunteer citizens from the Washington metropolitan area who visit, study and probe the agencies, cut or approve their budgets in accordance with HWC priorities and standards (excluding the Red Cross with separate status outside HWC). The committee's recommendations are presented to HWC's Board of Directors for decision.

UGF'S ROLE - CITIZENS GOAL & ALLOCATIONS COMMITTEE

The UGF Citizens Goal & Allocations Committee consists of 14 appointed members and 12 at-large members elected by those appointed by UGF. This committee studies the budgets of HWC, UGF and the Red Cross in order to make recommendations to the UGF Board of Directors for the campaign goal and allocations to these three organizations. These reports and recommendations are based on priorities of the community, amount of money available, effectiveness of agency programs and program budgets and goals.

The Committee's recommendations are forwarded to the UGF Board of Directors for final decisions.



WHY AREN'T ALL AGENCIES IN UGF?

Not all human-service organizations want to, or can, join UGF.

Some believe they can raise more money alone.

Some cannot meet the high standards of budgeting and administration demanded by HWC and UGF.

Some don't want "outsiders" looking over their shoulders.

The programs of many organizations, such as the National Symphony Orchestra, College Funds, etc., are not in the category of health, welfare or recreation services.

Other agencies providing worthy services are not members because they have not demonstrated general acceptability to the community as a whole.

Agencies or programs administered by a public department are ineligible.

CRITERIA FOR PARTICIPATING AGENCIES

New standards for UGF agencies receiving financial support were adopted by the HWC Board of Directors in 1970 following many meetings over a six-month period by citizens representing the interests of consumers, contributors and agencies. They provide for admission of organizations in fields other than the traditional ones and the requirements are more flexible.

Highlights of the revised criteria for participating as a UGF-supported agency are:

A. Type of Agencies Eligible

1. Local - Must perform one or more services aimed solving present and anticipated community problems. These involve not only traditional concerns of health, welfare and recreation but also the critical problems of employment, housing, education and services aimed at the elimination of poverty.



2. National Agencies - Must perform one or more of
of the following:

- a. Regulation, certification, licensing, endorsement,
or supervision of agencies and organizations in
such fields.
- b. Services providing professional education and
specialized training for work in such fields.
- c. Services promoting standards and ethics of
professional practice by professional organizations
in such fields.

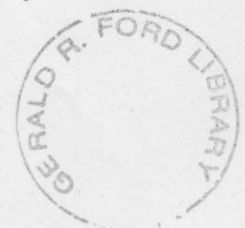
If state or national voluntary agency has a local unit, branch, etc.,
in the National Capital Area, application for membership as a Financially
Participating Agency, can only be made by such local unit, branch, etc.

B. Administration, Governing Body and Finances

- 1. Agency shall be incorporated and non-profit with a
constitution and/or by-laws.
- 2. Agency shall have an actively responsible Board of
Directors of not less than 15 representative members
of a broad community interest.
- 3. Financial accountability to HWC.

C. Program

- 1. The agency shall operate in a defined area of social
need, shall have specified objectives and shall examine
the relevance of its services to the HWC program of
service priorities.
- 2. The agency shall prepare an annual program setting
forth its objectives.
- 3. The agency shall meet such standards as have been set
by the Federal and State governments and by national
voluntary organizations and associations.
- 4. The Board of Directors and staff members shall annually
measure the performance and evaluate the effectiveness
of the services in relation to the program and objectives
of the agency.



D. Personnel

1. The Board shall employ an Executive Director who is qualified on the basis of academic preparation, previous experience, and personal characteristics to administer the agency in keeping with sound practices.
2. The staff of the agency shall be qualified to conduct the program of the agency.
3. An agency should involve volunteers in the administration and conduct of the program of the agency.

E. Non-Discrimination

It is the policy of the Health and Welfare Council (HWC) that all member agencies and organizations operate without racial discrimination. This policy applies to persons served by the agencies, to the staffs of the agencies, and to the membership on the governing boards of the agencies.

F. Community Support

The agency shall have support from the community or neighborhood which is served and shall have an active group of volunteer members.



SERVICES AND GOVERNMENT
DIVISION 2

CHAIRMAN

WAYNE SHAFFER

UGF Agencies
Section 22
Chairman

W. Reinhardt

Hotels
Section 23
Chairman

C. Macatee

Associations
Section 24
Chairman

D. Minnick

Business and
Professional
Section 25
Chairman

R. White

Education
and Health
Section 26
Chairman

S. Ethridge

Professional
Services
Section 27
Chairman

A. Byron

Engineering
and Architect
Section 28
Chairman

T. Rockwell

Local
Governments
Section 71
Chairman

S. Scott



PACESETTER SOLICITORS

R. C. Gormley, Vice President
Vitro Laboratories
871-2403

Alexandria Government
Arlington Government
Fairfax ~~City~~ Government COUNTY
Montgomery County Government
University of Maryland

B. O. Delaney, Vice President
Vitro Laboratories
871-4244

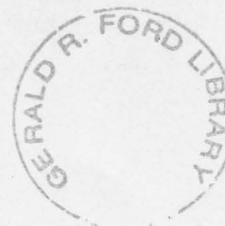
American Bankers Association
Vitro Laboratories
Institute for Defense Analysis
National Education Association
Mitre Corp.

A. L. Byron, Administrative Manager
Vitro Laboratories
871-2638

Applied Physics Laboratory
American University
GW University & Hospital
Montgomery County Schools
United Way of America

O. E. Cunningham, Asst. to Vice President
Vitro Laboratories
871-2616

Arlington County Schools
D. C. Public Schools
Fairfax County Schools
Georgetown University
Prince Georges County Schools



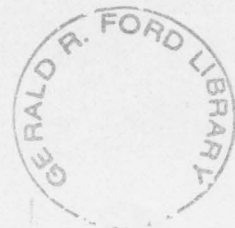
1973 TIMETABLE FOR SECTION CHAIRMEN

May 10 - June 15	- Recruitment of Team Captains
June 19 - August 3	- Recruitment of Solicitors
August 3 - August 15	- Solicitors Trained
August 15 - September 14	- Solicitors complete contacts of assigned firms
October 2	- UGF Campaign Kick-off Radio, TV and print ads begin.

NOTE: NO MEETING JUNE 18th. SECTION CHAIRMAN SHOULD ADVISE DIVISION CHAIRMAN OF TEAM CAPTAINS RECRUITED NO LATER THAN JUNE 19, 1973.

SECTION CHAIRMEN MUST GET TEAM CAPTAINS TO COMPLETE RECRUITMENT OF SOLICITORS BY AUGUST 3, 1973.

MEETING OF SOLICITORS, TEAM CAPTAINS, AND SECTION CHAIRMEN AUGUST 9, 1973.



VOLUNTEER SECTION CHAIRMEN FOR 1973 UGF CAMPAIGN

Section 22 - UGF Agencies

Mr. William H. Reinhardt
Engineer
Vitro Laboratories
14000 Georgia Avenue
Silver Spring, MD 20910
Phone: 871-2325

Section 23 - Hotels

Mr. Charles A. Macatee
General Sales Manager
WMAL-AM Radio
4461 Connecticut Avenue, N. W.
Washington, D. C. 20008
Phone: 686-3063

Section 24 - Membership Organizations

Mr. Donald J. Minnick
Manager of Administrative Services
Tracor, Inc.
1601 Research Boulevard
Rockville, MD 20850
Phone: 762-7070

Section 25 - Business Services

Mr. Richard L. White
Marketing Support Manager
International Business Machines
6400 Goldsboro Road
Bethesda, MD 20034
Phone: 229-1020

Section 26 - Educational & Health Services

Dr. Samuel B. Ethridge
Director, Teacher Rights Program
National Education Association
1201 16th Street, N. W.
Washington, D. C. 20036
Phone: 833-4267



Section 27 - Professional Services

Mr. Allen L. Byron
Administrative Manager
Vitro Laboratories
14000 Georgia Avenue
Silver Spring, MD 20910
Phone: 871-2638

Section 28 - Engineering and Architect

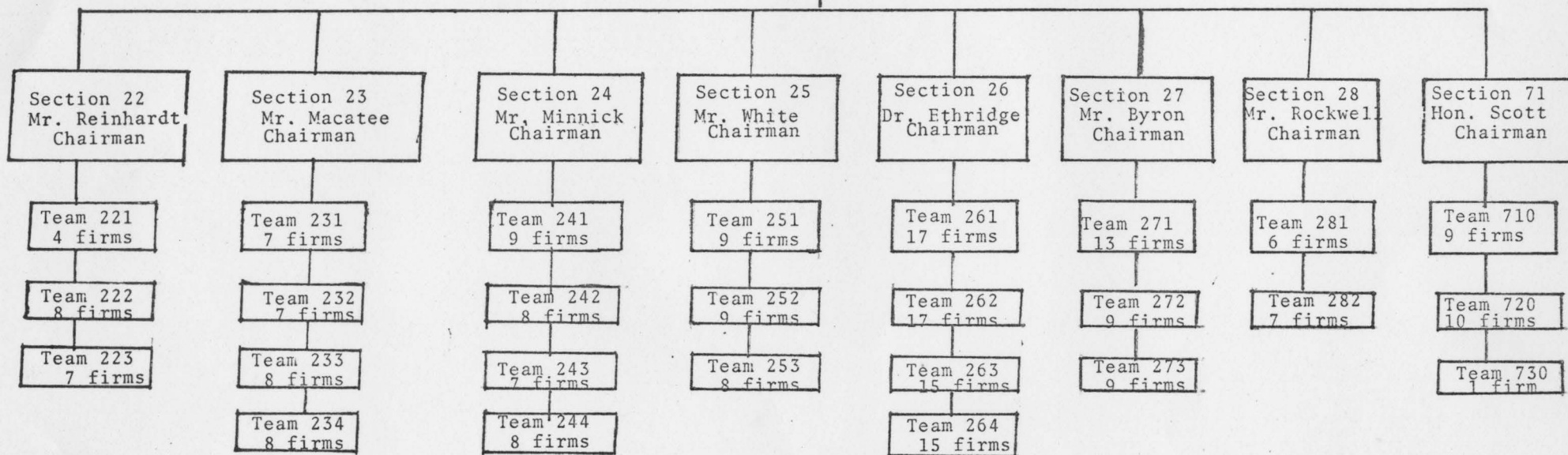
Mr. Theodore Rockwell
Partner
MPR Associates
1140 Connecticut Avenue, N. W.
Washington, D. C. 20036
Phone: 659-2320

Section 71 - Local Governments

Honorable Stanley S. Scott
Special Assistant to the President
The White House, Room 179
Washington, D. C. 20500
Phone: 456-2587



WAYNE G. SHAFFER
Division Chairman



CAMPAIGN CONTROL LISTING UNITED GIVERS FUND

TEAM CAPTAIN: _____

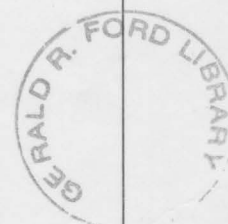
TELEPHONE: _____

FIRM NAME, ADDRESS, CHIEF EXECUTIVE & TELEPHONE #	NO. OF EMPLOYEES	LAST YEAR		THIS YEAR		COMMITTEES
		CORP. GIFT	EMP. GIFT	CORP. GIFT	EMP. GIFT	
SECTION 71 - LOCAL GOVERNMENTS						
Honorable Stanley S. Scott Section Chairman -----						
TEAM 710:						
Alexandria Government City Hall 125 N Royal Street Alexandria, Virginia 22314 Hon. C.E. Beatley, Mayor 21710-106399	1245		17,183			
Arlington Government City Hall Court House, Room 204 Arlington, Virginia 22210 Bert W. Johnson, County Manager 21710-106404	1800		10,413			
District Government of Columbia District Building Washington, D.C. 20004 Walter Washington, Mayor 21710-106271	35000		221,942			
Fairfax City Government 101 Armstrong Street Fairfax, Virginia 22030 Irving G. McNayr, City Manager 21710-106409	180		2,162			
Fairfax County Government 4100 Chain Bridge Road Fairfax, Virginia 22030 Dale E. Friesz, Personnel Director 21710-106408	3000		10,318			
Falls Church Government Park Avenue & Little Falls Falls Church, Virginia 22046 Harry Wells, City Manager 21710-106410	100					

GERALD R. FORD LIBRARY

TOTALS

NO. OF ACCOUNTS



TEAM NO

**CAMPAIGN CONTROL LISTING
UNITED GIVERS FUND**

TEAM CAPTAIN: _____

TELEPHONE: _____

FIRM NAME, ADDRESS, CHIEF EXECUTIVE & TELEPHONE #	NO. OF EMPLOYEES	LAST YEAR		THIS YEAR		COMMITTEEN
		CORP. GIFT	EMP. GIFT	CORP. GIFT	EMP. GIFT	
Montgomery County Government 100 S Perry Street Rockville, Maryland 20850 John P. Gaquin, Personnel Director 21710-106393	4033	135	18,937			
Prince Georges County Government Court House Upper Marlboro, Maryland 20870 Francis J. Aluisi, Chairman Board 21710-106397	3200		10,162			
Prince William County Government 228 Peabody Street Manassas, Virginia 22110 N. C. Sharp, Executive Secretary 21710-106428	230		268			
TEAM TOTALS: 9 Firms	48788	135	291,385			
TEAM 720:						
Canadian Defense Liaison Staff Wash. 2450 Massachusetts Avenue, N.W. Washington, D.C. 20008 Maj. Gen. R. C. Stovel, Commander 21720-106273	169		617			
City of Rockville 111 South Perry Street Rockville, Maryland 20850 C. Richard Foote, City Manager 21720-106742	290		3,356			
Housing Authority of Montg. Cty 1400 Fenwick Lane Silver Spring, Maryland 20910 Bernard Tetreault 21720-151899			953			
Maryland State Employees 213 St. Paul Place, POB 1576 Baltimore, Maryland 21203 Ed Hern, UCC Director 21720-106277			13,591			
Metro Washington Council of Gov. 1225 Connecticut Avenue, N.W. Washington, D.C. 20036 Walter A. Scheiber, Exec. Dir. 21720-106276	140		1,057			

TOTALS

NO. OF ACCOUNTS

TEAM NO



CAMPAIGN CONTROL LISTING UNITED GIVERS FUND

TEAM CAPTAIN: _____

TELEPHONE: _____

FIRM NAME, ADDRESS, CHIEF EXECUTIVE & TELEPHONE #	NO. OF EMPLOYEES	LAST YEAR		THIS YEAR		COMMITTEEN
		CORP. GIFT	EMP. GIFT	CORP. GIFT	EMP. GIFT	
National Capital Park & Planning 1320 Fenwick Lane Silver Spring, Maryland 20910 William C. Dutton, Jr. 21720-106394	775		5,523			
Organization of American States 17th & C Streets, N.W. Washington, D.C. 20006 Galo Plaza, Secretary General 21720-106272	1200	118	6,405			
Town of Vienna 127 Center Street Vienna, Virginia 22180 C. Clay Harrell, Town Manager 21720-106411	120		186			
Wash. Metro Area Transit Authority 950 S. Building L'Enfant Plaza Washington, D.C. 20024 Jackson Graham, General Manager 21720-106274	280		8,428			
Washington suburban Sanitary Comm. 4017 Hamilton Street Hyattsville, Maryland 20781 Robert J. McLeod, General Manager 21720-106275	1720		2,962			
TEAM TOTALS: 10 Firms	4694	118	43,078			
TEAM 730:						
NSA UGF Account 21730-106743			73,732			
TEAM TOTAL: 1 Firm			73,732			
SECTION TOTAL: 20 Firms	53482	253	408,195			

TOTALS

NO. OF ACCOUNTS



TEAM NO.



**United
Way of
Metropolitan
Washington**

95 M. Street, S.W.
Washington, D.C.
20024

Services & Local Governments Division
Chairman

Wayne G. Shaffer
Vitro Laboratories

Associate Chairmen

Allen L. Byron
Vitro Laboratories

Samuel B. Ethridge
National Education Association

Charles A. Macatee
WMAL-AM Radio

Donald J. Minnick
Tracor, Incorporated

William H. Reinhardt
Vitro Laboratories

Theodore Rockwell
MPR Associates

Honorable Stanley S. Scott
The White House

Richard L. White
International Business Machines Corporation

Joseph P. Yeldell
Department of Human Resources

Division Manager

Robert H. Harrell

Division Coordinator

Clara W. Pierce

WGS:ar

January 28, 1974

The Honorable Stanley S. Scott
Special Assistant to the President
The White House, Room 179
Washington, D. C. 20500

Dear Stanley:

The 1973 United Way Campaign is essentially complete. Nearly a year has elapsed since you agreed to serve as a Section Chairman to assist me in the Services and Local Governments Division. I want to express my sincere appreciation for your generous contribution of time and ability to the success of the 1973 campaign. The best information I have indicates that the Division raised 114% of the 1972 card value, and achieved 87½% of the goal established this year. The over-all campaign achieved at least 96½% of the \$15,400,000 goal.

I thank you for the effective job that you did with your Section. I have enjoyed working with you, and I know you share a satisfaction in accomplishing a successful mission. Please accept my best regards for a happy and rewarding future.

Sincerely yours,

Wayne G. Shaffer
Wayne G. Shaffer

