

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001a. letter	To constituent from Margaret A. Williams re: letter (partial) (1 page)	11/30/94	b(6)
001b. letter	To Maggie Williams from constituent re: student loan (partial) (1 page)	11/10/94	b(6)
002a. letter	To Jennifer Dunn from Maggie Williams re: constituent (partial) (1 page)	02/03/94	b(6)
002b. letter	To Margaret Ann Williams from Jennifer Dunn re: constituent (partial) (1 page)	01/06/94	b(6)
002c. letter	To Mrs. Clinton from constituent re: presidential pardon (partial) (2 pages)	12/01/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Correspondence)
OA/Box Number: 17604

FOLDER TITLE:

[Correspondence from 1994]: D

2013-0359-S

ry1320

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
WASHINGTON

June 6, 1994

Mr. David E. Danner
35 Carleton Street
Newton, Massachusetts 02158

Dear Mr. Danner:

Thank you for your expression of interest in working for the Clinton Administration. We are pleased to know that so many talented people are anxious to be apart of the team.

I have forwarded your resume to the White House Personnel Office.

Sincerely,



Margaret A. Williams
Chief of Staff to the
First Lady

THE WHITE HOUSE

WASHINGTON

January 11, 1994

Ms. Maggie Davidson
2271 NE 68th Stree, Apt. 2026
Fort Lauderdale, FL 33308

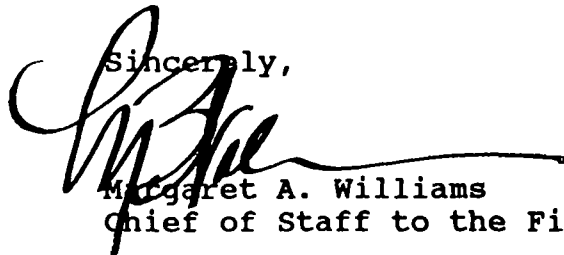
Dear Ms. Davidson:

Thank you very much for your letter expressing an interest in working with Mrs. Clinton on the Health Care Bill. Mrs. Clinton greatly appreciates your expression of trust and confidence in her.

I have forwarded your letter and resume to the Office of Presidential Personnel.

I appreciate your patience and hope that this situation is resolved satisfactorily.

Sincerely,

A handwritten signature in black ink, appearing to read 'Margaret A. Williams', with a long horizontal flourish extending to the right.

Margaret A. Williams
Chief of Staff to the First Lady

2271 NE 68th Street, Apt 2026
Fort Lauderdale, FL 33308
305-772-1320
November 29, 1993

Ms. Margaret Williams
Chief of Staff
Office of The First Lady
The White House
Washington, DC 20500

Dear Ms. Williams:

I am very much interested in working with Hillary Rodham Clinton to help in passing the Health Care Bill. On November 10 I wrote to Ms. Clinton and sent my resume asking to be considered for a staff position. I also had enclosed a photograph of Ms. Clinton and me at a campaign stop last year and asked that she sign it.

Today I called to follow up on my two requests. Each person I spoke to was very kind but they did not know exactly what to do with me. I was able to find out that the whereabouts of my photograph was unknown and I was asked to send another to the Photo Office at the Old Executive Office Building, which I am happy to do.

Regarding my question about the job and my resume, I was given to White House Personnel who gave me to Presidential Personnel who sent me to your office who sent me back to White House Personnel. I called them again and they switched me to Presidential Personnel. I spoke with someone in Systems who is now looking for my letter and resume.

It occurred to me that you might be able to help me, so I decided to write to you and send copies of my original letter and resume. I would greatly appreciate any advice and suggestions you could give me. Thank you for your help. I look forward to hearing from you.

Sincerely,



Maggie Davidson

Enclosures

COPY

2271 NE 68th Street, Apt 2026
Fort Lauderdale, FL 33308
305-772-1320
November 10, 1993

Ms. Hillary Rodham Clinton
The White House
Washington, DC 20500

Dear Ms. Clinton:

Thank you for the tremendous effort you gave to bring forth the health care package which was presented to Congress. Congratulations on your achievement for all Americans, particularly women and children. In many ways I do not envy the task ahead of you and the President to sell the health reform bill because of the naysayers and special interests who do not want you to succeed. There is such a need to tackle our health care problems and provide coverage for each one of us that I hope the obstacles will not be insurmountable. I believe the rewards of health care for all of us will be worth the task, and I appreciate your willingness to take it on.

I would like to be part of your effort to educate and convince the American public, including the Congress, on your health care plan. Last year I ran for the Florida State Senate and learned how important health care is to everyone. I have been a women's rights activist for many years and have worked in the Democratic party for many years. I grew up in Baltimore and worked for a Maryland Congressman for almost seven years. I have an accounting degree and my CPA license. My sister lives in McLean, Virginia, as her husband is stationed at the Pentagon.

My experience, education and strong desire to be involved and to make a difference are qualities which I offer to the campaign for health care reform. I felt that you might be expanding your staff, and I would be honored if you would consider me for an administrative assistant position. I can assure you of my deep level of commitment and my willingness to work long and hard toward the goal. Of a more personal nature, I wanted to ask if you would sign this picture which was taken on October 23, 1992 at the Century Village of Pembroke Pines. It was my pleasure to have met you on several other occasions during that campaign year, and on this occasion I had the good fortune of having my picture taken with you.

Thank you again for leading the movement for health care reform. I hope that you will seriously consider me for a position on your staff to help turn the vision into reality.

Sincerely,

Maggie Davidson

MAGGIE DAVIDSON
2271 NE 68TH STREET, APT 2026
FORT LAUDERDALE, FLORIDA 33308
(305) 772-1320

Objective: Administrative Assistant on the White House Staff of Hillary Rodham Clinton to help pass health care reform.

RELEVANT EXPERIENCE

Leadership/Management/Organization

As Candidate for the Florida State Senate:

- *Organized a grass roots campaign to challenge the 16-year incumbent.
- *Raised \$56,000 for campaign without political party assistance.
- *Garnered 40% of the vote as a first-time candidate.
- *Addressed important public issues such as health care, education and the environment.

As Entrepreneur:

- *Marketing and servicing tax-favored annuity programs.
- *Sold middle-to-high market waterfront residences.
- *Established an accounting and tax preparation business.

Administrative/Congressional

As Congressional Staff Member:

- *Worked with constituents on a daily basis to resolve problems and answer inquiries and complaints.
- *Managed the district office in Baltimore County.
- *Communicated daily with Washington staff on legislative matters.
- *For Representative Clarence D. Long from 1966 to 1973.
- *Left the staff to attend college to obtain my degree.

Community Volunteer Experience

As President, Officer, Member:

- *Organized statewide conferences, conventions and rallies.
- *Conducted seminars and panel discussions.
- *Raised thousands of dollars through fund raising events.
- *Wrote monthly newsletters.
- *Spoke to the press, appeared on television and radio shows.

Board Appointments/Memberships

- *Broward County Schools Audit Committee
- *State Board of Independent Colleges and Universities
- *Pay Equity Task Force of the Broward County Commission

MAGGIE DAVIDSON

2271 NE 68th Street, Apt 2026

Fort Lauderdale, FL 33308

Page Two

Financial/Budgeting/Reporting

As Vice President:

*Analyzed financial statements of companies in pooled funds.

*Set up systems for trading securities.

*Created computer system for analyzing portfolio performance.

*Established two pooled funds.

*Prepared compliance reports.

As Assistant Controller:

*Converted accounting systems from manual to computerized.

*Prepared financial statements.

*Supervised accounting staff.

*Prepared budgets and other accounting reports.

EMPLOYMENT HISTORY

1993-present	Sales Representative	Variable Annuity Life Insurance Co Boca Raton, Florida
1993-present	Instructor	Career City College Fort Lauderdale, Florida
1991-1992	Candidate	Campaign to Elect Maggie Davidson Senate District 31, Florida
1991-1993	Realtor	Coldwell Banker Real Estate Fort Lauderdale, Florida
1990-1991	Sole Proprietor	Maggie Davidson & Associates Fort Lauderdale, Florida
1982-1990	Vice President	Riverside Capital Advisers Fort Lauderdale, Florida
1981-1982	Sales Associate	Oppenheimer & Company Fort Lauderdale, Florida
1980-1981	Assistant Controller	Northeast Energy Development LaJolla, California
1979-1980	Assistant Controller	Broadmoor Homes San Diego, California

EDUCATION AND TRAINING

B.S., Accounting, Magna Cum Laude, University of Baltimore
Certified Public Accountant. Licensed in Florida.

THE WHITE HOUSE

WASHINGTON

March 31, 1994

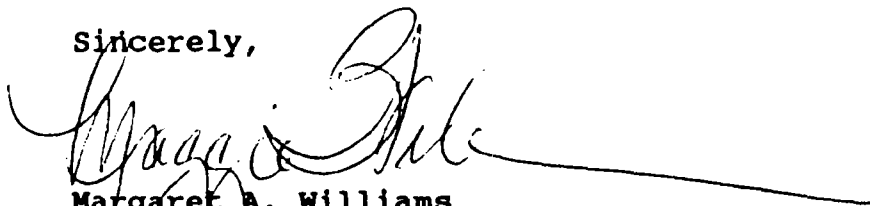
Mildred A. Davis
2527 N. Roosevelt Ct.
Wichita, KS 67220

Dear Ms. Davis:

I have received your letter and resume. Thank you for your expression of interest in interning in the Office of the First Lady. We are pleased to know that so many talented people are anxious to be part of the team.

Even though your internship request was complete, policy requires that you still fill out the enclosed White House Internship Application. I have forwarded your correspondence to the White House Internship Office.

Sincerely,



Margaret A. Williams
Chief of Staff to the First Lady

THE WHITE HOUSE
WASHINGTON

Dear Applicant:

Thank you for your recent inquiry regarding the White House Intern Program. We all share your enthusiasm for the Clinton Administration and recognize the importance of the President's call for active participation in government.

Enclosed you will find the official internship application packet and other relevant materials explaining the program and its requirements.

Please return the completed application form along with the other necessary components of the packet before the deadline for the session for which you are applying.

The application deadlines for upcoming sessions are:

- * Spring Session '94 - November 15, 1993
- * Summer Session '94 - April 15, 1994
- * Fall Session '94 - June 15, 1994

Thank you again for your interest, and we look forward to hearing from you soon.

Sincerely,



Gail A. Britton
Director
White House Intern Program

THE WHITE HOUSE

WASHINGTON

May 31, 1994

Mr. Don DeMesquita
Executive Vice President of
Corporate Communications at
Sony Pictures
10202 West Washington Boulevard
Culver City, California 90232-3195

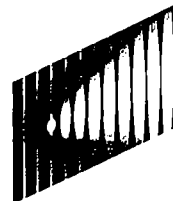
Dear Mr. DeMesquita:

Thank you for your thoughtful letter of April 15. Words of support and encouragement are always welcomed. I appreciate you taking the time to keep in touch.

Best Regards,


Margaret A. Williams
Chief of Staff to the
First Lady

SONY PICTURES



SONY
PICTURES

DON DEMESQUITA

Executive Vice President
Corporate Communications

*Diane
See my
other
letters
to Hers
DRAFT
a letter
Hanks
Maggie*

April 15, 1994

Ms. Margaret A. Williams
Assistant to the President &
Chief of Staff to the First Lady
THE WHITE HOUSE
Washington, D.C.

Dear Maggie:

Michael Frisby's front page Journal article on April 12th, if nothing else, told me how lucky we all are to have you in the White House.

When Harvey Lehman so graciously brought me by to meet you several months ago, I left with an enormous sense of pride in the people around the President & First Lady.

I hope this finds you well. Of course, please call on us if I can ever be of any assistance to you. Harvey speaks of you with such affection, I just wanted you to know that we think of you often.

Best regards,

Don DeMesquita

Columbia Pictures

TriStar Pictures

Columbia Pictures
Television

TriStar Television

Columbia TriStar
International

Loews Theatres

Sony Pictures
Studios

Merv Griffin
Enterprises

Columbia Pictures
Television Distribution

Columbia TriStar
Home Video

Triumph Releasing

Sony Pictures
Classics

THE WHITE HOUSE

WASHINGTON

August 10, 1994

Ms. Ellen Dick
President
Illinois Association of
Non-profit Organizations
Suite 3000
8 South Michigan Avenue
Chicago, Illinois 60603

Dear Ms. Dick:

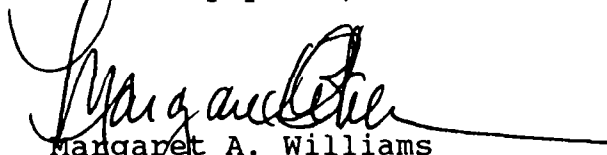
Thank you for your kind letter inviting Mrs. Clinton to receive the Nonprofit Advocacy Award at the Chicago Marriott on October 28, 1994.

I regret that Mrs. Clinton's official commitments will prevent her from accepting your award in person. Please know that the First Lady will certainly understand should you decide to name another nominee. If you would still like to make the award to her, Mrs. Clinton would be honored to receive it. We regret, however, that we will be unable to send a representative to accept the award on Mrs. Clinton's behalf.

Because White House policy restricts the use of the First Lady's name, it is necessary that we review any printed materials, including press releases, in which you plan to mention the First Lady. My office can assure prompt review, but please allow two weeks prior to press time.

The First Lady very much appreciates the consideration which prompted your gracious offer. Please accept our best wishes for continued success.

Sincerely yours,



Margaret A. Williams
Chief of Staff
for the First Lady



Illinois Association of Non-profit Organizations

8 South Michigan Ave.

Suite 3000

Chicago, IL 60603

(312) 357-1707

(708) 386-9385 - Oak Park Office

FAX (312) 236-9679

Non-profits Working together

Board Chair

Lyle Q. Foster
CEDA Northwest
Arlington Heights

President

Ellen Dick
Consultant

Vice President

Marco T. Lenis
La Voz Latina
Rockford

Secretary

Judy Thomas
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Kankakee

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Pauline James-Brown
Prince Hall Foundation
Chicago

Charles Bryson, II
Harrison Youth Center
Peoria

Fred Felton
The Felton Group
Chicago

Gary Kenzer
Mothers Against Drunk Driving
Chicago

Bridget Magan
Ill. Assoc. of Rehab.
Facilities, Inc.
Springfield

Charlotte Montgomery
Ill. State Museum Society
Springfield

Randy Rollinson
Center For Enterprise Development
Chicago

David Ruggles
The DeBoer Foundation
Mt. Prospect

Jim Shrove
Onarga Academy
Onarga

Karen A. Sims
Executive Service Corps
Chicago

IANO is a member of:

CANDO
Chicago Access Corp.
CASE
Information Tech. Res. Ctr.
NSFRE-Chicago
Independent Sector
Gifts In Kind America
Publicity Club of Chicago
Public Interest Fund of IL
Support Center of Chicago
Local Independent Charities
Soc. for Nonprofit Org.
National Council of Nonprofit Assocs.

*Yes to award
to attend per Carolyn
8/19*

Evelyn

August 3, 1994

Mrs. Hillary Rodham Clinton
The White House
1600 Pennsylvania Ave.
Washington, D. C.

Dear Mrs. Clinton:

I am writing to invite you to be the keynote speaker at our 4th annual, regional nonprofit convention on October 28, 1994 in Chicago and to receive our Nonprofit Advocacy Award. This year's convention will take place at the Chicago Marriott at 540 N. Michigan Ave.

The Nonprofit Advocacy Award was created to recognize groups or individuals who had advocated in behalf of nonprofit organizations and recognizes the importance, uniqueness and effectiveness of this role of the nonprofit sector. Since its inception in 1991, the award has been given only once - to Senator Paul Simon for his advocacy of nonprofit mail rates.

You long have been a champion of nonprofit organizations by your service on their boards and we honor President Clinton for being the first president ever to appoint a nonprofit liaison group within the federal government. Without the joined efforts of the nonprofit sector and the government there is no hope of housing the homeless, feeding the hungry and administering healthcare to a needy nation.

There are over 68,000 nonprofit organizations just in the Chicago metro area. We estimate that a third of that population is involved in some kind of health issue/service. Our own members serve the entire spectrum from AIDS Walk Chicago, to the Mental Health association in Illinois, Illinois Spina Bifida Assoc. to the Alivio Medical Center which is the only health clinic serving Chicago's largest Hispanic community and winner of this year's coveted Sara Lee Foundation "Spirit Award". They are involved in organ transplants, blood donations, mental health, housing for the mentally disabled, single health issues (Myasthenia Gravis, Lung Disease, Juvenile Diabetes) drug treatment, retarded citizens and visiting nurse services to name but a few.

The theme for this year's convention is "Nonprofits Working Together-Learning From Each Other" and you will note our many "stars" on the enclosed tentative program. All of the speakers are confirmed at this point.

....Cont.

Mrs. Hillary Rodham Clinton

Page 2

August 3, 1994

You would have an hour to speak at the luncheon and take questions if you desire. We would work with your staff in every way to facilitate your presentation at the convention and cordially invite you to attend any of the sessions and visit the exhibits.

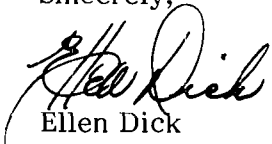
I am enclosing some information about the organization as well as some of the newsletters. You will note that Bill Kurtis received our Media Advocacy Award which is also presented at the convention.

On a personal note - I read that you and your family will again be vacationing on Martha's Vineyard where we will also return for the 15th year. I hope we may meet again on the porch at Harbor House as we did last year. We wish you all a most blissful and enjoyable vacation.

I am available to answer any questions you may have regarding the convention and encourage your staff to contact us. We are most grateful for your consideration of our invitation and hope you will join us on October 28th.

You are doing a great job!

Sincerely,



Ellen Dick
President

Illinois Association of Non-profit Organizations

8 South Michigan Ave.

Suite 3000

Chicago, IL. 60603

(312) 236-9673

FAX (312) 236-9679

(708) 386-9385 - Oak park Office

THE 4TH ANNUAL STATEWIDE NONPROFIT CONVENTION

Friday, October 28, 1994 - Chicago Marriott Downtown, 540 N. Michigan Ave., Chicago

"NONPROFITS WORKING TOGETHER -LEARNING FROM EACH OTHER"

TENTATIVE PROGRAM

- | | |
|---------------|--|
| 8:00 - 8:30 | Registraion/coffee, social |
| 8:30 - 9:00 | Welcome & Introductions |
| 9:00 - 10:00 | A. "Planning the Perfect Board Retreat"
Randy Rollinson, President - Center for Enterprise Development |
| | B. "Leveraging Dollars for Development"
Mary Nelson, President - Bethel New Life, Inc.
How one of the most successful fundraisers in Chicago changed the West side. |
| | C. "Successful Special Events"
Ann Marie Arzt, Director of Special Events - Glenkirk
Winner of the '94 PCC Silver Trumpet Award
Judith McArdle, Executive Director - Gastro-Intestinal Research Foundation
Noted for their successful GIRF Ball with celebrity guests Tony Bennett,
Hal Holbrook, etc. |
| 10:00 - 10:15 | BREAK |
| 10:15 - 11:30 | A. "The <u>REAL</u> Legislative Process - How Things Get Done in Springfield"
Karen Loeb, Special Assistant to the Governor, Human Resource Development |
| | B. "Successful Public Relations Campaigns"
Valerie Denney - Valerie Denney Associates
Winner of the '94 PCC Golden Trumpet Award for publicity
Doug Dobbmeyer, Past Executive Director - Public Welfare Coalition
'94-95 winner of the Chicago Community Trust's Community Service Fellowship |
| | C. "Negotiating Building Leases To Your Profit"
Bob Aducci - Realsource
Howard Blau - Illinois Alliance for Aging
Their "kick-out" clause won them \$10,000 on a lease. |
| 11:30 - 12:00 | Membership Meeting & Networking
(IANO MEMBERS ONLY)

MARKETPLACE - Visit the Exhibits |
| 12:00 - 1:30 | AWARDS LUNCHEON (Speaker to be Announced)
-Nonprofit Advocacy Award
-Nonprofit Media Award
-IANO Membership Awards |
| 1:30 - 1:45 | BREAK |

CONT.

1:45-2:45

- A. "Temporaries Can Boost Your PR Program"**
Simone Nathan, president - PR Pros
- B. "New Technology for Nonprofits"**
Gary Kenzer, Executive Director - MADD
Use of broadcast FAX to increase publicity at low cost
- C. "Sourcing In-Kind Donations From the Corporate Community"**
Fred Felton - The Felton Group. Past VP at Illinois Bell and Board Director for many nonprofits.

2:45 - 3:00

BREAK

3:00 - 4:00

- A. "The New Accounting Regulations - Headaches 116 & 117"**
Mary Kane, CPA - Desmond & Ahern, CPAs
- B. "Building A Dream - The Alivio Medical Center"**
Carmen Velasquez, Executive Director - Alivio Medical Center
Winner, '94 Sara Lee Foundation "Spirit Award"
- C. "Grants Available From the attorney General's Office"**
John Crane, Attorney General's office
Grants of \$10,000 - \$30,000 from the Crime Victims program.

4:00 - 5:00

- A. "Building A Leadership Team"**
Janet Hasz, Executive Director - Voice of the People
Winner of the '94 Amoco Leadership Award in Housing
- B. "Grants for Arts Organizations"**
Mary E. Young, Director of Culture Grants
City of Chicago, Department of Cultural Affairs
- C. Presentation by a major Foundation - to be arranged**

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**ILLINOIS ASSOCIATION
OF NON-PROFIT ORGANIZATIONS
&
METROPOLITAN HOUSING DEVELOPMENT
CORPORATION**

Present

**THE 3RD ANNUAL STATEWIDE
HOUSING CONFERENCE
&
MARKET PLACE**

**"EMPOWERMENT THRU HOUSING
AND
ECONOMIC DEVELOPMENT"**

FRIDAY, JUNE 17, 1994

**THE RAMADA CONGRESS HOTEL
520 S. MICHIGAN - CHICAGO**

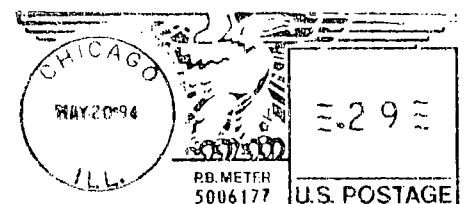
6 FLORENTINE ROOM

FOR

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**Illinois Association of
Non-Profit Organizations**
8 S. Michigan Ave. #3000
Chicago, Illinois 60603



**THE 3RD ANNUAL ST.
HOUSING CONFERENCE**

JUNE 17, 1994

Mr. John Picchiotti
HOMESTEAD REALTY
6968 West North Avenue
Chicago, IL 60635

Clinton Presidential Records Digital Records Marker

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This marker identifies the place of a publication.

Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.



"Non-profits Working Together"

Illinois Non-Profit CHRONICLE

A publication of the Illinois Association of Non-profit Organizations

IANO Founder Named Entrepreneur of the Year

Ellen Dick, a founder and President of the Illinois Association of Non-profit organizations has



Ellen Dick, Founder and President of IANO

been named an Entrepreneur of the Year by the Sales & Marketing Executives of Chicago. The award, made December 3rd at the Ramada in Oakbrook Terrace, recognizes entrepreneurs who have demonstrated unequalled strength, perseverance and creativity in their business and philanthropic endeavors.

Participants in the evening's Entrepreneur Forum were invited based on their personal demonstrated leadership ability and inspiring achievements in business. The Forum was narrated by Mike Jackson, Chicago television personality and owner of his own consulting business.

Other recipients were Rob Yadar, President of MYCO, Inc.; John W. Rogers, Jr., President of Ariel Capital Management; Mary Ann Jackson, President of My Own Meals; and Jay Goltz, President of Artists' Frame Service.

Ellen founded IANO with the help of co-founders Randy Rollinson, President of the Center for Enterprise Development and Salvatore Ferrera, President of Metropolitan Housing Development Corp. in March, 1989. The organization now has almost 400 members statewide, including members in Indiana.

Former Librarian with the Donors Forum, Ellen has

Continued on page 2

Bill Kurtis of WBBM Receives IANO'S Mission Award for Non-profit Media Coverage

Bill Kurtis, anchor/reporter, and nationally-respected journalist of WBBM channel 2 was the luncheon keynote speaker for IANO's recent annual convention and received the Mission Award for Non-profit Media Coverage.

The Media Mission Award is awarded for coverage of the nonprofit sector and recognizes the importance of media scrutiny of the nonprofit sector and is intended to recognize media projects and people who have demonstrated a special ability to listen to new information, understand the importance of the nonprofit sector and give a fair portrayal of issues facing the nonprofit sector. The 1991 Media Mission Award was presented to GRATIS for their volunteer media program for nonprofit agencies.

Kurtis reminisced about some of the special projects he had developed and brought to public attention, including "Gift of Life" about organ transplants and his award winning documentaries on

Continued on page 2



Ellen Dick (center) holds the Media Mission Award presented to WBBM's Bill Kurtis (left). IANO member Robert Mantsh of Chicago Lighthouse for the Blind received a Membership Award.

Founders & Directors

Lyle Q. Foster, Board Chairman
Executive Director,
CEDA Northwest - Arlington Heights

* **Ellen Dick**, President
Consultant - Oak Park

Marco T. Lenis, Vice President
Executive Director, La Voz Latina - Rockford

Judy Thomas, Secretary
Dr. King Center - Kankakee

* **Salvatore V. Ferrera**, Treasurer
President, Metropolitan Housing Development
Corporation - Chicago

David M. Bendoff, Attorney Arnstein & Lehr - Chicago

Pauline James-Brown,
Executive Director, Prince Hall Foundation - Chicago

Fred Felton, The Felton Group - Chicago

Gary Kenzer, Executive Director
Mothers Against Drunk Driving - Chicago

Bridget Magan, Director of Development - Illinois
Association of Rehab. Facilities, Inc. - Springfield

Charlotte Montgomery,
CFO - Illinois State Museum Society - Springfield

* **Randy Rollinson**,
President - Center for Enterprise Dev. - Chicago

David Ruggles, Executive Director - The DeBoer
Foundation - Mt. Prospect

Jim Shrove, Onarga Academy - Onarga

Karen A. Sims, Vice President of Development
Executive Service Corps - Chicago

*Founder of IANO.

IANO
Illinois Association of Non-profit Organizations
8 South Michigan Avenue • Suite 3000
Chicago, IL 60603

IANO

Non-profits working together

Invitation To Membership



Illinois Association of Non-profit Organizations

8 South Michigan Avenue • Suite 3000
Chicago, IL 60603
(708) 386-9385 – Oak Park Office
(312) 357-1707 – Chicago Office
FAX (312) 236-9679



IANO

Illinois Association of
Non-profit
Organizations

Non-profits working together

IANO was incorporated in March, 1989 as the first state association to serve the 80,000 501(c)(3) agencies in Illinois with programs and services in Education, Information, Technical Assistance and Advocacy.

OUR MISSION is to provide high quality education, training, technical assistance, information, referral service and advocacy to assist the continuing development of non-profit organizations throughout the state of Illinois.

PUBLICATIONS:

- The Illinois Non-profit Chronicle (quarterly) with grant deadline information.
- Monthly Memo to Members with the monthly Non-profit Job Line
- Directory of Intern Programs in Illinois Non-profit Organizations

ANNUAL CONVENTION : last Friday in October



**IF YOU ARE A NON-PROFIT AGENCY,
YOU SHOULD BE A MEMBER OF IANO.**

Benefits Of IANO Membership



• ILLINOIS NON-PROFIT CHRONICLE:

Quarterly - contains the centerfold 3-month grant deadline calendar; timely articles, events, publications

• **MONTHLY MEMO TO MEMBERS:** Contains the only published list of non-profit job vacancies in Illinois; grant information, new foundations, in-kind donations, etc.

• **DISCOUNTS:** On all IANO programs and annual convention. On all IANO publications.

• **INFORMATION HOT-LINE:** Call for information on any topic and we will try to find the resource or information.

• **LIVE TV APPEARANCES:** Opportunity to appear on our annual 13 weeks of live television

• **GIFTS IN KIND AMERICA:** Through our membership, you receive monthly lists of donated products from companies all over America.

• **LONG DISTANCE TELEPHONE SAVINGS:** Our group plan can save you 20-30% on inter and intra long distance phone calls.

• **ANNUAL SALARY SURVEY:** In collaboration with Abbott, Langer we conduct an annual survey of wages/ benefits.

• **NON-PROFIT CERTIFICATE PROGRAM:** Series of 6 basic courses for the new and emerging non-profit organizations

• **HEALTH INSURANCE PROGRAM:** Through American Medical Insurance, we offer an affordable health insurance program to cover even the 1-person agency.

• **ANNUAL STATEWIDE HOUSING CONFERENCE:** Offered each year in June to address the many issues of housing for low-income people

• **PROGRAMS:** Almost a program every month on issues of generic concern to all non-profit organizations. We bring the experts to you and educational forums.

We are constantly looking for new ways to serve the non-profit community and create access to resources, information and education.

Membership Application

IANO MEMBERSHIP DUES

THERE ARE 4 CATEGORIES OF MEMBERSHIP:

(1 year memberships)

1. Student - currently enrolled in degree program	\$ 25
2. Individuals not employed by non-profit or profit agency	\$ 50
3. Associate for-profit only	\$100
4. Non-profit 501(c)(3) agencies*	
•Annual budget less than \$100,000	\$ 50
•Annual budget \$100,000 - \$249,999	\$ 75
•Annual budget \$250,000 - \$499,999	\$100
•Annual budget \$500,000 - 999,999	\$125
•Annual budget \$1 million - \$4,999,999	\$150
•Annual budget over \$5 million	\$200

For non-profit dues above \$50, if you are having financial hardships, we would accept \$75 minimum dues.

NAME: _____

TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PHONE: _____

FAX: _____

*Dues for Associates and non-profit agencies apply to any employee of the agency, for program discounts.

PLEASE MAKE CHECK PAYABLE TO IANO & SEND TO:
IANO, 8 South Michigan Avenue, Suite 3000, Chicago, IL 60603
Call (708) 386-9385 if you have any questions.

*Thank you for your membership in your state association!
We look forward to serving you.*

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"Non-profits
Working Together"

Illinois Non-Profit CHRONICLE

Summer 1994

A publication of the Illinois Association of Non-Profit Organizations

Non-Profit Sector Provides Better Access To Professional Employment Opportunities For Women

In a recent analysis of the 1990 Census of Population and Housing, Independent Sector notes that when compared to the business and government sectors, the nonprofit sector provides better access to professional employment opportunities for women and people of color. The report, "National Summary: Not-For-Profit Employment From the 1990 Census of Population and Housing," is available for \$10 from Independent Sector, 1828 L Street NW, Suite 1200, Washington, D.C. 20036.

editor's update

Other findings include:

- The majority of the 7.7 million full- and part-time employees in the nonprofit sector are female (65%).
- More than half of total full- and part-time employment (51%) in the nonprofit sector is in the professional and executive and managerial occupational groups.
- There is a higher percentage of African-American professionals as a proportion of their total employment in the nonprofit sector (25%) than in government (22%) or the for-profit sector (5%).

Over all, females and people of color are much more likely to serve in professional and managerial positions in the nonprofit sector and government than in the for-profit sector.

Also of note, the northeast and midwest regions contain 44% of the U.S. population and 55% of total nonprofit employment. Illinois was among six states that have 41% of total nonprofit employment per 100,000 population. States with a higher percentage of nonprofit employment per 100,000 were District of Columbia, Cermont, Massachusetts, Rhode Island and Pennsylvania.



ELLEN DICK, IANO PRESIDENT, WITH FIRST GRADUATES OF THE NON-PROFIT CERTIFICATE PROGRAM

IANO'S Non-Profit Certificate Program Graduates First Eleven Students

IANO's Nonprofit Certificate Program was initiated this spring with 11 students enrolled from seven agencies. The program consists of a series of six courses in Foundation Research, Proposal Writing, Board Development, Volunteer Recruitment, Bookkeeping/Accounting and Media/Public Relations.

Graduating from the spring class were: Vince Adams, Grace Wilson of the Callie F. Reynolds Scholarship Fund, David Brown of Gospel Outreach, Donna Von Lehmen and Gloria Holsten of Hope Center, Greg Evans of the United Methodist Church Board of Pensions, Vikki Baker, Kirsten Akre and Christine Kordiuk of the Resource Center and Luise Warren.

Instructors for the classes are: Judith Burrell of B&W Enterprises, Shirley Lundin of Lundin & Associates, Maritza Romero of the Nonprofit Financial Center and Ellen Dick, IANO President.

A second course will be held July 27-28 at 819 South Wabash, and a fall offering will be September 22-23. For additional information and registration brochures, contact the IANO office at 708-386-9385.

Illinois Association of Non-profit Organizations

8 South Michigan Ave.

Suite 3000

Chicago, IL. 60603

357-1707
(312) 236-9673

(708) 386-9385 - Oak Park Office

FAX (312) 236-9679

THE VALUE OF AN IANO MEMBERSHIP

1. **Grant Deadline Information** - contained in the calendar in each issue of our quarterly Illinois Nonprofit Quarterly.
2. **Job Information** - contained in the Monthly Memo to Members. Our Nonprofit Job Line has been requested from all over the U.S.
3. **Products and supplies** - from Gifts In Kind America. You receive a monthly list of donated products and supplies from which to choose for your organization.
4. **Programs** - monthly programs at low cost on issues of generic concern to all nonprofit organizations.
5. **Annual Nonprofit Convention & Trade Fair** - a day of 20 workshops, Award Luncheon and exhibits bringing together nonprofits, foundation staff, consultants and board members.
6. **Live Television Program** - through Chicago Access we present 13 weeks of **live** television which we give to 13 of our members to tell their story. Viewers are able to call in and talk with you about your programs.
7. **Long Distance Telephone Savings** - through our Tele-Watts program we can save you 20-30% on inter and intra long distance phone calls. - this includes residential service as well.
8. **Information Hot-Line** - with membership you may call our Hot Line for any kind of information. We will try to find the resource for you.
9. **Product Redistribution** - we encourage members who are upgrading equipment to donate used equipment/supplies and furniture to other members. We often receive donated furniture/equipment to recycle to nonprofits.
10. **Annual Salary Survey** - in collaboration with Abbott, Langer we conduct an annual survey of wages/benefits in the Illinois nonprofit sector.
11. **Proposal Critique Service** - IANO will critique foundation proposals for our members and offer suggestions and recommendations - **FREE**.
12. **Nonprofit Management Courses** - through Wright College we offer courses leading to a nonprofit management Certificate.
13. **Intern Programs** - our Directory of Intern Programs provides the only listing of these programs in Illinois nonprofit organizations.
14. **Annual Statewide Housing Conference** - offered each year in June to address the many issues of housing for low/income families.

And More!! - We are constantly looking for new ways to serve the nonprofit community and create access to resources, information and education.

IANO - NONPROFITS WORKING TOGETHER!!!

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1992-1993 PROGRAMS FOR NONPROFITS

1992

Sept. 8

Funding For Women's Organizations - Fel Pro Foundation; Chicago Foundation for Women; Chiago Women in Philanthropy; and the Network for Women as Philanthropists - panel presentation

Oct. 29-30

2nd State-Wide Nonprofit Convention - Chicago, The Congress Hotel. Over 200 in attendance, 25 exhibitors, 20 workshops, Awards Luncheon

Nov. 8

Regulatory Concerns Inherent in Fundraising - Errol Copilevitz, Attorney; Dennis Nelson & Co, CPAs; Internal Revenue Service and Michael Moser, Attorney. Panel presentation.

Nov. 18

Nonprofits in an Election Year - Surviving in A Weak Economy. A live, television program in cooperation with Evanston Community Television. Speakers: Paul Pribbenow, Assoc. Dean, Divinity School, U. of CHicago; Garth Taylor, Exec. Director, Metro Chicago Information Center; Ellen Dick, IANO President and Burton Weisbrod, Director of the Urban Affairs & Policy Research Center at Northwestern.

1993

Jan 29

Organizing A Las Vegas/Casino Benefit for Fun & Profit. Alan Fisher, President of Casino Party Suppliers; Illinois Dept. of Revenue; Thresholds (case study); and David Bendoff, Attorney. Panel.

Feb. 19

Fees for Service as an Income Source for Nonprofits - Ronald Elling, Exec. Director, Illinois Alliance for Aging.

March 5

Accounting Software Programs for Nonprofits - Getting Control of the Budget - Dennis Nelson, CPAs; Information Technology Resource Center; and Friedman, Eisenstein, Raemer & Schwartz, CPAs. Panel

March 31

Illinois Employment Laws - Survival in the Workplace. (Peoria) Presented by Wessels & Pautsch, experts in employment law.

April 6

Special Event Fundraising(Victoria Noe) and **Building An Effective Dynamic Board of Directors**(John Chikow). Program in Rock Island.

April 27

Organizing A Successful Las Vegas Night for Fun & Profit. Panel program with Polly Kirby, Ill. Dept. of Revenue; Valerie Braun, Braun Enterprises and Kirk Humphrey of Rialto Square Theatre.

OVER FOR ADDITIONAL PROGRAMS

- May 3 **Alternative Funds - The Challenge to United Way.**
Representatives from the 6 Illinois Alternative Funds
in a panel discussion of their funding programs.
- May 25 **First Nonprofit Consultant and Vendor Trade Fair** - 55 vendors
exhibited in this "first" for nonprofits and presented 25 mini-
workshops. Many donated goods/services to a Grand Raffle.
- June 4 **So You Want to be a Consultant?** Presented by consultant
mentors, Jane Ranshaw and James Kepler.
- June 25 **2nd Annual Statewide Housing Conference** - Over 600
participants attended the conference and Gala Luncheon
celebrating the 25th anniversary of co-sponsor Metropolitan
Housing Development Corp.

1993-94 **SCHEDULED PROGRAMS**

- Sept. 29 **Getting a Sports Celebrity Involved in Your Benefit.**
Representatives from the Chicago Cubs, Chicago Bears,
Chicago Blackhawks and Sport Celebrity Service in a
panel discussion.
- Oct. 14 **A Night At the Races for Fun & Profit.** A program at the
famous Maywood park Race Track to learn how you can host
a fantastic fundraiser at Maywood Park.
- Oct. 8 **Second Hand But oh So Grand** - a benefit retro style show
for IANo featuring fashions from resale shops. Tips on how
to alter and accessorize resale clothing.
- Oct 29 **3rd ANNUAL ILLINOIS NONPROFIT CONVENTION & TRADE FAIR**
A day-long program of 20 workshops and exhibitors and Awards
Luncheon. Dawn Clark Netsch is the invited keynote speaker.
A Day you Won't Want to Miss!
- Spring' 94 **Mid-State Illinois Nonprofit Convention** - in Springfield for the
downstate nonprofit community.
- June '94 **3rd ANNUAL HOUSING CONFERENCE** - Chicago.

IANO MEMBERS ACROSS THE STATE - *as of Oct. 1993*

NONPROFITS: Asi, Ada S. McKinley, Albert Einstein Peace Prize Foundation, Alivio Medical Center, Allendale, Alliance of Youth and Industry, Alzheimer's Association of Chicago, American Cancer Society, American Jewish Congress, American Red Cross, Anti-Cruelty Society, Association for Individual Development, Aurora Public Art Commission, Austin Christian Law Center * B.U.I.L.D., Beverly Area Planning Association, Board of Education Dist. #44, Boys & Girls Clubs of Chicago * Cancer Wellness Center, CANDO, Catholic Church Extension Society, CEDA Northwest, Center for Conflict Resolution, Center for Enterprise Development, Central Community Hospital, Centro San Bonifacio, Chicago Anti-Hunger Federation, Chicago Area Fair Housing Alliance, Chicago Association for Retarded Citizens, Chicago Building Congress, Chicago Children's Choir, Chicago Clean Streak, Chicago Counseling & Psychological Research, Chicago Fund on Aging & Disabilities, Chicago Heights Latino Society, Chicago Lighthouse for the Blind, Chicago Literacy Coordinating Center, Chicago Lung Association, Chicago Society of Association Executives Foundation, Chicago State University, Chicago Sunday Evening Club, Chicago Urban League, Chicago Winds, Child Abuse Prevention Programs, Child Abuse Prevention Services, Child Sexual Abuse Treatment & Training Center of Ill., Child's Play Touring Theatre, Chinese Mutual Aid Association, Citizens Information Service, Citizens Recycling Coalition, City of Chicago, Dept. of Cultural Affairs, City of Elgin, Parks & Recreation, Civic Arts Council of Oak Park, Clearbrook Center, College of DuPage Foundation, Columbia College Chicago, Community & Economic Development Assoc. of Cook County, Community Contacts, Community Economic Development Law Project, Community Extension Project, Community Media Workshop, Community Nursing Service of DuPage County, Community Support Systems, Inc., Community Television Network, COMPRAND, Concerned Neighbors of Williamson County, Cook County Legal Assistance Foundation, Council for Jewish Elderly, Council on Children at Risk, Crisis Center for South Suburbia, Crossroads Fund * David Adler Cultural Center, DePaul University Center for Church/State Studies, Deborah's Place, Des Plaines Community Senior Center, Des Plaines Valley Health Center, Don Moyer Boys & Girls Club, Dorolyn Academy of Music, Dr. King Education Center * Emergency Fund for Needy People, Epilepsy Foundation, Erikson Institute, Evanston Mental Health Board, Evanston Neighborhood Conference, Evanston YWCA, Executive Service Corps * Family Reunification Services, Family Service & VNA, Firman Community Services, Fox River Valley Center for Independent Living, Foxknoll Retirement Community, Franciscan Sisters of Chicago * Gastro-Intestinal Research Foundation, Glenkirk, Good News North of Howard, Greater Chicago Food Depository, Greenview Arts Center * H.O.M.E., Harbour, Inc., Haymarket House, Heifer Project International, Helen Wheeler Center for Community Mental Health, Home Companion Service, Hospice of Kankakee Valley, Hospice of Northeastern Ill., Housing Options for the Mentally Ill in Evanston, Hubbard Street Dance Company, Hull House Association * Illinois Association of Community Mental Health Agencies, Illinois Action for Children, Illinois Alliance for Aging, Illinois Association of Rehabilitation Facilities, Inc., Illinois Benedictine College, Illinois Black United Fund, Illinois Cancer Council, Illinois Churches in Action, Illinois Cooperative Extension, Illinois Ethnic Consultation, Illinois Literacy Resource Development Center, Illinois Spina Bifida Association, Illinois State Home Day Care Association, Illinois State Museum Society, Illinois State University, Illinois Theatre Association, Imagination Theatre Inc., Information Technology Resource Center, In-Pact, Inspired Partnerships, International English Honor Society * ISIS Foundation * Jane Addams Center, Jo Davies County Workshop for the Handicapped, Jobs for Youth, John Howard Association, Juvenile Diabetes Foundation * Kankakee County Community Service, Kelzer Care Center, Kidstart Development Center * La Leche League International, La Voz Latina, LaSalle Street Cycle, Lake County Society for Human Development, The Lambs, Latinos United, Life Source, Life Works C/D Center, Lincoln Trail Libraries System, Little City Foundation, Love & Faith Support Systems, Loyola University * Macon County Health Department, Maine Center for Mental Health, Make A Wish Foundation of Northern Illinois, MAMRE Corp., Mental Health Association of Evanston, Mental Health Association of Greater Chicago, Mental Health Association in Illinois, Methodist Youth Service, Metropolitan Housing Development Corp., Midamerica Leadership Foundation, Midwest Career Development Service, Moraine Valley Community College, Mothers Against Drunk Drivers - Illinois, March of Dimes Birth Defects Foundation, Myasthenia Gravis Foundation * National Children's Cancer Society, Inc., National Committee for Prevention of Child Abuse, National Headache Foundation, National Lekotek Center, National Louis University, National PTA, Neighborhood Housing of Elgin, Neighborhood Improvement Association, New Horizon for the Developmentally Disabled, Nonprofit Management Program (Roosevelt University), North West Housing Partnership, Northeastern Illinois Area Agency on Aging, Northern Illinois Library Resource Center, Northridge Prep * Oak/Leyden Developmental Service, Olive Branch Mission, Onarga Academy, Options CIL, Organ Transplant Foundation * Paralyzed Veterans of America, People Management Resources, Plows Council on Aging, Polish Welfare Association, Polymedical Foundation, Prince Hall Masonic Family Foundation, Project Now-Community Action, Property Management Resource Center, Protection & Advocacy, Inc., Proviso Lyons Council for Community Action * Quad City Arts * Renz Center, Reproductive Health Consortium, Residents for Emergency Shelter, Resurrection Medical Center, River Forest Community Center, R. N. Tutoring Project, Robert Crown Center, Rockford Area Substance Abuse, Rockford Park Dist., Roycemore School * A Safe Place, Safer Foundation, Saint Barnabas Urban Center, Sarah's Inn, Seguin Retarded Citizens Association, Seminary Consortium for Urban Pastoral Education, Senior Service Center of Will County, Senior Services Association, 7720, Inc. Shapiro Learning Milestones, Shore Community Services for Retarded Citizens, Skills, Inc. Skokie Public Library, Social & Educational Services, Society of St. Vincent DePaul, South Central Community Service, South Cook County Girl Scouts, South Side Office of Concern, South Suburban Housing Center, South Suburban School for Special Education, Southern Illinois University Foundation, Spanish Coalition for Jobs, St. Elizabeth Community Center, St. Jude Children's Research Hospital, St. Leonard's House, Suzuki Orff School for Young Musicians * Thresholds, Trailways Girl Scout Council, Trinity Community Housing Corp., Trinity Services, Inc. Tuesday's Child * United Stand/Family Center, United Veterans & United Support, United Way of Kankakee County * Victor C. Neumann Association, Victim's Assistance Center of Kankakee, Voice of the People, Volunteer Network/CMAP, Volunteers of America of Illinois * Way Back Inn, Weiss Memorial Hospital, West 40 Educational Service Center, West Englewood United Organization/Clara's House Shelter, West Loop Gate, West Suburban Humane Society, West Towns Visiting Nurses, Will Grundy Center for Independent Living, Willows Academy, Wilmette Youth Resources, Inc., Windy City performing Arts, Wisdom Bridge Theater, Women for Economic Security, Women in Film/Chicago, Women's Center, Inc. * Y Me Breast Cancer Program, YMCA of Kankakee, YWCA of Kankakee, YWCA of Aurora.

THE ASSOCIATES - Allan J. Zeitlin, Thomas A. Genovese, Virginia Yost, Beth Linnen, Joanne Scheff, Ann O'Hara, Patrick Furlong, Richard Koepke, Michael Boisvert, Sondra G. Libman, Vivian Mitchel, ABI Special Risk, Alan Drey Company, B. & W. Enterprises, Chicago Business Development Center, Dennis Nelson & Company, Desmond & Ahern, CPAs, Great American Insurance Group, Harris Bank, Hechtman & Associates, CPAs, McGrath & Company, Non Profit Risk Services, Prudential Financial Services, Sandra C. Danforth.

NEWS BULLETIN

ILLINOIS ASSOCIATION OF NON-PROFIT ORGANIZATIONS Monthly Memo to Members July, 1994

WELCOME TO NEW MEMBERS!!

Roberto G. Alfajura, Exec. Dir. - Asian American AIDS Foundation
Ann R. Alvarez, President - Casa Central
Georgina Bendis, Director - Hines Child Care Center (Hines VA Hospital)
Andrew Bird, General Manager - Opera San Benedetto
David C. Brown, Director - Gospel Outreach, Inc.
Eugene J. Callahan, President - Interfaith Housing Dev. Corp.
John Hedrick, President - Scenic Illinois
Robert Jackson, President - The Potters House
Andre' Lanier, Managing Director - Athletes Against Drugs
Timothy McCormick, Exec. Dir. - Center for Assisted Living
Dino McNeal, President - Freedom Now, Inc.
Gwen Mastin, CEO - New Phoenix Assistance Center
Marion F. Tuttle, Assist. Controller - Mt. Sinai Hospital Medical Center
Mary Valley, Director - Ravenswood Hospital
R. W. Westerfield, President - Westerfield Company

THANKS TO RENEWED MEMBERS!

Karon Albrandt, Crisis Center for South Suburbia; **Charles Betterton**, Kankakee Community Dev. Corp.,
June Byfield, Recording for the Blind, Inc.; **Blaine DeNye**, Trinity Community Housing Corp.; **Mary H. Drish**, South Cook County Girl Scouts; **Brenda Krause Eheart**, Hope for the Children; **Mary T. Eichling**, The Harbour, Inc.; **Holly Fiala**, Inspired Partnerships; **Pam Heavens** - Will-Grundy Center for Independent Living; **Robert Golinvaux**, Nonprofit Risk Services; **Phoebe Griswold**, Heifer Project, International; **Kristen Gronbjerg**, Loyola University; **Jim Haran**, Haran & Associates; **Jan Ison**, Lincoln Yrail Libraries System; **William C. Johnson**, Sigma Tau Delta International English Honor Society; **Ann Koerner**, Illinois Independent Living Center; **Diane Kreiman**, Child Abuse Prevention Programs, Inc.; **Fr. Jerry Kroeger**, St. Basil-Visitation Church; **Margaret Linskey**, The Chicago Fund on Aging & Disability; **Sheli Lulkin**, East Edgewater Chamber of Commerce; **Carlotta Madonia**, Lisa Madonia Memorial Fund; **Marianne Moberly** - Housing Options for the Mentally Ill in Evanston; **June Podagrosi**, Child's Play Touring Theatre; **Michael Rooney** - Job Resources for the Disabled, Inc.; **David Ruggles** - Barbara Anne DeBoer Foundation; **Kathy Sanders** - Beverly Area Planning Assoc.; **Yim Sheahan** - Don Moyer Boys & Girls Club; **James Shrove** - Onarga Academy; **J. Kevin Sneed** - Coregis Insurance Group; **Alan G. Spector** - Glenkirk; **Gina Strafford**; **Sharon Swanson** - Cancer Research Foundation; **Ann Walsh** - Illinois Spina Bifida Assoc.

****THE NONPROFIT JOB LINE****

Grantwriter (part-time) - Dan Liberty & Associates, Inc. Exp. in health, arts, employment or federal proposals. Hourly rate. Send cover letter, resume & sample proposals to: P. O. Box 268095, Chicago 60626.

Annual Fund Director - St. Edmund Catholic Church. Under \$20,000. Send resume to: Mr. Richard Kfffka, Business Mgr., St. Edmund Catholic Church, 188 S. Oak park Ave., Oak Park 60302. 708-848-4417.

President - St. Luke's Health Care Foundation. \$40-50,000. Send resume to: David S. Rossate, Employment Manager, St. Luke's Hospital, 1026 A Avenue NE, Cedar Rapids, IA 52402. 319-369-7010.

OVER FOR MORE LISTINGS

Program Manager - Chicago Cares, Inc. Salary based on experience. Send resume to: Leslie Bluhm, Co-Exec. Dir., Chicago Cares, Inc., 10 South Wacker Drive, Suite 4000, Chicago 60606.

Director of Development - Chicago Anti-Hunger Federation. \$20-30,000. Send resume to: Ms. Beverly D. Decker, Chicago Anti-Hunger Federation, 2380 S. Halsted, Chicago 60608. **No calls, please.**

Director of Advancement-U. of I at Chicago, College of Nursing. 440-50,000. Send resume to: John Lowenberg, Deputy Assoc. Chancellor for Dev., U. of I. at Chicago, Office of Dev., University Hall 2705, M/C 102, 601 S. Morgan, Chicago 60607. 312-413-3392.

Manager of Donor Development - National Multiple Sclerosis Society, Chicago-Greater Ill. Chapter. \$30-37,000. Send resume w/salary requirements to: Human Resources Dept., Chicago-Greater Ill. Chapter, NMSS, 600 S. Federal, Suite 204, Chicago 60605. **No calls, please.**

Executive Director - Coalition for New Priorities. Range \$25-30,000. Send cover letter, resume and writing sample to: Search Committee - Executive Director, The Coalition for New Priorities, 202 S. State, Suite 1500, Chicago 60604.

Organizer (Half Time) - Coalition for New Priorities. \$10,000 - \$12,000/year, 20 hrs/week. Send cover letter, resume and writing sample to: same as above address.

Federal Grants Writer (part-time) - Museum of Science and Industry. \$20-30,000. Send resume to: Elaine Vinson, Human Resources, Museum of Science and Industry, 57th St. and Lake Shore Dr., Chicago 60637. 312-684-1414, x 2394.

Development Associate - Access Living of Metro. Chicago. \$20-30,000. Send resume to: Debra Rodriguez, Dir. of Dev., Access Living, 310 S. Peoria, Suite 210, Chicago 60607. 312-226-5900.

Assoc. Director of the Alumni Assoc. - U. of Chicago Medical School, Division of Biological Science Alumni Assoc. \$30-40,000. Send resume to: Ms. Lore Sax, Exec. Dir., U. of Chicago, BSD Alumni Assoc., 5711 South Maryland Ave., Chicago 60637. 312-753-1152

Development Officer/Institutional Dirs - Greater Chicago Food Depository. \$28-32,000. Send resume to: Linda Napier-Howell, Dir. of Human Res., Greater Chicago Food Depository, 4501 S. Tripp, Chicago 60632. 312-247-3663.

Director or Development & Admin. - American assoc. of Oral and Maxillofacial Surgeons. \$40-50,000. Send resume to: Dr. James F. Kelly, Oral and Maxillofacial Surgery Fdn., 9700 W. Bryn Mawr Ave., Chicago 60018-5701. 708-678-6200.

Director of Alumni Relations & Special Appeals - St. Ignatius College Prep. \$25-35,000. Send resume to: Steven Maass, Assist. Dir. of Dev., St. Ignatius College Prep, 1076 W. Roosevelt Road, Chicago 60608. **No calls, please.**

Business Manager - The Way Back Inn. Send resume & current salary history to: Edwin H. Walker, IV, 104 Oak Street, Maywood, IL 60153. **No calls, please**

3 jobs - Little Brothers, Friends of the Elderly. **Finance Director**, generalist w/3-5 years exp., **Social Activity Coordinator** (for elderly programs) and **Inter-GENERATIONAL Vising Coord.** (part time) to coordinate college students to visit elderly. Send resumes and inquiries to: Joyce Platfoot, Little Brothers, 1658 West Belmont, Chicago 60657. 312-338-2138.

WANTED: TRAINING VIDEOS ON BOARD DEVELOPMENT - anyone know of any good training videos on aspects of board development that you would recommend? Several IANO members have asked about these. Call, fax or write Ellen at 708-386-9385 or FAX 312-236-9679 and we'll share it in next issue.

SECOND DONATED MATERIALS DAY - SATURDAY, AUGUST 6, 12:00 - 2:00 p.m., 838 Fair Oaks in Oak Park.

We are still receiving carloads of donated office supplies from First Bank - stationary, legal pads, various paper, boxes of 3-ring binders, hanging file folders, a box of Christmas ornaments, boxes of 4-up mailing labels, computer paper, plastic stacking in-out trays, single plastic trays, small desk supplies (rulers, letter openers, staplers, stapler removers, pens, pencils, etc. All kinds of office supplies.

A few rules need to be put in order this time around 1)⁽²⁾ - no one admitted before 12:00 and please share - if there are only 6 of an item, take one for your agency and leave some for others. We have limited amounts and they need to stretch as far as possible.

We will try to inventory some of the donations and get a printed sheet out to you, otherwise just show up at 12:00 on August 6. Call Ellen on Friday, Aug 5 at downtown office 312-236-9673 if you have questions.

Social Compact Awards - DEADLINE August 31. Applications for the Outstanding Community Investment Awards for effective partnerships between neighborhood-based nonprofits and financial services institutions which have achieved unusual success in strengthening urban or rural disadvantaged neighborhoods. Each partner receives \$10,000 for further work. Contact: Lynn Reilly Whiteside, The Social Compact, 5335 Wisconsin Ave., N.W., Suite 750, Washington, DC 20015. 202-686-9190.

IANO Member, SCUPE sponsors seminars and ministry workshops for pastors, lay leaders, agency staff, denominational executives, seminary faculty and students. Seminars run from June 13 through August 26, ministry workshops from June 22 - Nov. 9. For further information, contact Sally Johnson, Seminary Consortium for Urban Pastoral Education (SCUPE) at 312-726-1200.

"Getting to Yes in Fundraising" is a new publications available from Heritage Arts, 1807 Prairie Ave., Downers Grove, IL 60515. 708-964-1194, Prepaid \$12.94 + \$4.25 shipping & handling.

July 27-28 - IANO's Nonprofit Certificate Program. 6 courses in Foundation Research, Proposal Writing, Media Relations, Bookkeeping/Accounting, Board Recruitment and Volunteer Development. \$125 for the program or \$30 per course. Call Ellen at 708-386-9385 for brochure. Primarily for new organizations or those under 5 years old.

August 4 - Internal Controls (Bookkeeping Systems) seminar sponsored by CPAs for the Public Interest. FREE 9:00 - 11:00 at 222 S. Riverside Plaza, 16th Floor. Call 312-993-0407 x 296 to register.

October 28 **4th ANNUAL NONPROFIT CONVENTION** Sponsored by IANO. As we begin our 5th year this will be an exciting convention. This year's theme is "Nonprofits Working Together-Learning From Each Other" and we hope to bring some of IANO's award-winning members to share their success with all of us. We welcome your suggestions for programs!

The IANO office will be closed August 16 to about the 25th for vacation but you will still receive the Monthly Memo before we go!

Jill C. Darrow, formerly of the Prince Charitable Trusts, has been appointed the new Executive Director of the Lloyd A. Fry Foundation, replacing Ben Rothblatt. Congratulations to Jill!

Congratulations to IANO member Voice of the People for winning the Amoco Leader Award for Housing. Voice of the People and the 3 other winners each receive \$25,000 or \$50,000 and will be honored at a reception on July 28th at Amoco.



Foundation Forum

- Your Bar Foundation Resource -

Vol. 8, No. 2
Fall 1993

Prospect Research--Uncovering Additional Sources of Funding

By Ellen Dick

Where's the money? This is the eternal question facing virtually all nonprofit organizations and especially those without endowments which must seek support from private/corporate foundations, the government, and private contributions. The quest is frustrated by the fact that there are over one million nonprofits in the United States and approximately 35,000 foundations. For example, in the Chicago metropolitan area alone there are over 68,000 tax-exempt organizations and only 2,000 foundations in Illinois. Larger foundations receive 3,000 to 5,000 requests for funding each month.

About 3,000 new nonprofits incorporate each year in Illinois, yet, in the past six years Illinois has lost sixteen foundations (mostly corporate) which, combined, made annual grants of over \$15 million dollars. The economy has dealt a severe blow to corporate funding and those lost grant dollars have yet to be replaced.

Given these depressing statistics, it becomes obvious that the nonprofit community can no longer rely solely on foundations or even the government for continuous support. Survival for the remainder of this decade will require creative prospect research and the formulation of a viable strategic fund-raising plan.

Strategic Fund-raising Plans

Beginning immediately, the prudent nonprofit organization should seek, within the next three to five years, to raise 60 to 70 percent of its operating support from non-foundation sources on an annual basis. This not only breaks the dependency on foundations, but also insures a more stable funding base and one over which the nonprofit has control.

While most tax-exempt agencies exert a great deal of effort preparing their organization's strategic plan, very few development offices formalize a strategic fund-raising plan to chart their course in systematically raising funds for the organization. The first order of business in successful prospect research is to identify all possible sources of funding and then plan how they are to be solicited for support. The outline of your strategic fund-raising plan should include the following:

Foundations. Identify private, family, corporate, community, and special foundations whose programs are compatible with yours. Send for their guidelines, put them on your mailing list, make appointments to talk with them and refuse to give up unless they tell you that your organization's goals do not fall within their guidelines.

(continued on page 4)

See Inside For...

Cover Story--Is your foundation looking for alternate sources of funding? This article tells you how to find them. Continued on page 4.

President's Page--NCBF President Jane E. Curran reports on the work of the Long Range Strategic Planning Committee. Page 2.

Related Organization--Learn how the work of the ABA Taxation Section's Exempt Organizations Committee can help your bar foundation. Page 3.

Fundraising/Grantmaking--Discover how the Kansas Bar Foundation used focus groups to guide the foundation's future. Page 5.

Annual Meeting Review--If you missed the 1993 Annual Meeting, here's your chance to catch up. Page 6.

Foundation Tax Matters--Regulations specialists Seth Perlman and Betsy Hills Bush give us an update on state regulations regarding fundraising. Page 7.

Member Profile--This issue showcases the accomplishments of the St. Louis Bar Foundation. Page 10.

Businesses. Use the yellow pages, manufacturers' directories, chamber of commerce lists, law firm directories, banks, and CPA firms to locate potential business donors. Do not overlook telephone companies, utilities, national/regional corporate offices, trade associations, colleges, and universities. Unions, for example, often have substantial funds for scholarships or special projects in the public interest.

Businesses in your community may not give you cash grants, but they are great sources for benefit sponsorships, in-kind printing and other services, donated furniture and equipment, and a host of other goods and services. Emphasize the tax advantages that the business community will receive by donating anything to your organization. Keep in mind, too, that business community leaders are excellent prospects for board members.

Religious Institutions. Probably the most overlooked source of potential funding is the generosity of religious institutions. One should identify every church and temple in the immediate community—many have contingency funds or will take up special collections for restricted purposes. Almost all of the national religious funders make grants to nonprofit groups whether they are of religious denomination or not. An excellent list of these national funders with the contact person, priority areas, and average grant size was published in the February 28, 1992, issue of *LRC Newsbriefs* (now called *ERC Newsbriefs* [published by Ecumenical Consultants, P.O. Box 21385, Washington, D.C. 20009, 202/328-9517]). Your local Foundation Center affiliate library can identify several other good sources as well.

Federated Programs and Alternative Funds. Membership in United Ways, Jewish Federations, and Black United Funds is an option, although some United Ways have excluded nontraditional organizations such as women's groups, environmental

groups, single-issue health organizations, and legal advocacy groups. A growing source of new grant money is through alternative funds such as Citizens for a Better Environment and Local Independent Charities. Examples in Illinois include the Public Interest Fund of Illinois, Illinois Women's Funding Federation, and Combined Health Appeal of Illinois.

Over 200 alternative funds now compete with United Way for employee workplace donations. You can send for a list of alternative funds in your state by contacting the National Committee for Responsive Philanthropy, at 2001 S Street, N.W., Suite 620, Washington, D.C. 20009 at 202/387-9177.

Probably the most overlooked source of potential funding is the generosity of religious institutions.

The Public Sector-Government.

There are still grants coming from city, county, state, and federal programs. Identify all departments which provide grants from these government agencies. Sources that can help include the following: Federal Register, Catalog of Federal & Domestic Assistance, Federal Funding Guide, Federal Grants & Contracts Weekly, and the Federal Assistance Monitor. For information on city, county, and state programs, it is largely a matter of writing to the various departments and asking about any grant programs unless a listing is published in your state.

Service Organizations. Use the yellow pages to identify the Rotary, Elks, Junior League, and other national service societies. Find out where and when they meet and ask to make a presentation to the group about your bar foundation. These groups often have reserve funds or will take up a collection for a special project.

Many of them also have contingency funds for public service projects and are amenable to partnership projects.

Individuals. Every bar foundation should develop a list of individual contributors to whom it may solicit for annual support of the foundation via direct mail, telemarketing, or door-to-door. Each donor should be asked to sponsor five more potential donors so the list grows and stays viable. In time, this will require special handling—including personalized letters, proper thank-yous, and management of the donor lists for accurate record-keeping. There are some excellent computerized programs available now for donor record management.

Income-Producing Activities. Besides T-shirts and mugs, the foundation should develop income-producing activities that will generate substantial revenue and provide name recognition. For some foundations this may be an annual special event such as a Las Vegas night or a charity ball. For others it may be fees from services such as legal clinics operated on sliding scales. One of the best resources on fees for service is the publication *Making Dollars and Sense of our Fees for Service*—a 120-page manual covering all aspects of fees for service available from the Illinois Alliance for Aging in Chicago.

Some nonprofits have established for-profit entities (UBITs) to raise operating funds. The most successful example is a nonprofit housing development agency that derives its major income from its for-profit housing management firm. UBITs are still under strict scrutiny from the IRS and should be established with the help of legal counsel.

Do develop one or two major income-producing activities to create a revenue stream that is reliable and consistent.

Association Fees. Bar foundations can create revenue streams from special services to member groups:

(continued on page 12)

Exempt Organizations Committee Continued from page 3

reports are indexed to facilitate their use as reference sources, and are distributed free of charge to committee members. The annual report appears in the summer issue of *The Tax Lawyer*, the Section's legal journal.

In addition to providing educational programs and materials for its members, the Committee is actively involved in the preparation of submissions to the IRS and the Treasury Department on current regulatory actions. Members of the committee submitted comments to the IRS and testified at the IRS public hearings on the proposed audit guidelines and, more recently, on the proposed regulations on corporate sponsorship. Projects now underway include comments on the hospital audit guidelines; comments on the IRS' Continuing Professional Education text on political activity by exempt organizations; preparation of a legislative proposal to amend IRS Section 642(c)(5) (to permit multiple charitable remaindersman); comments on the use of options for charitable gifts; and comments on implications of the IRS group ruling procedures for churches (Rev. Proc. 80-27).

For more information on the Exempt Organizations Committee, contact Committee Chair Celia Rody of Ginsburg, Feldman and Bress at 202/637-9196 or Vice Chair Douglas M. Mancino of McDermott, Will & Emery, at 310/551-9323. ♦

Prospect Research Continued from page 4

rental of mailing lists; group insurance; credit unions, employment and job opportunity subscriptions, and technical assistance consulting. These are long-term revenue streams that will further stabilize the organization and create independence.

Other Resources

New Foundations. Purchase the monthly list of the newly incorporated foundations in your state. In

Illinois, this can be obtained from the Secretary of State's office. Market aggressively to these new foundations. Let them know who you are and what you do. Many will not have set guidelines yet, but you may still solicit them for funds. Remember, that potential board members may be found in these new foundations.

After completing your list, the most important ingredient to the success of any strategic fundraising plan is the total commitment of the Board of Directors to write the letters, make the phone calls, and open the doors to the business and foundation communities. The board should formally adopt the fund-raising plan just as they would a strategic plan and assume full responsibility for its implementation. When all these sources are working in your behalf, the question of "where's the money?" will be answered. ♦

Ellen Dick, MALS, MBA, is the founder and president of the Illinois Association of Non-profit Organizations. She is the editor/publisher of Corporate Foundations in Illinois—A Directory. She received the Entrepreneur of the Year Award in 1992 from the Chicago Sales & Marketing Executives for her work with the nonprofit sector in Illinois.

State Fund-raising Regulation Continued from page 7

ganizations that miss deadlines or violate other process-oriented provisions. We suspect this tactic may be, in many cases, a revenue-raising technique.

There can be more serious consequences of flagrant disregard of charitable solicitation statutes. A worst-case scenario might include auditing of books, a review of all solicitations in recent years, fines, state oversight of the organization's operations for a period of time, or a court order to return donations to residents in a state

in which the organization was not fully registered.

FTC Seeks Greater Role

While the Federal Trade Commission has not traditionally regulated nonprofit organizations, with the exception of trade associations, there are indications that the FTC is anxious to get into the field.

Currently the FTC is reviewing and examining the relationship between a number of nonprofit organizations and the professional fundraisers and fund-raising consultants with whom they have contracted. The real issue is one of jurisdiction: Can they regulate this area now, and will Congress give the FTC jurisdiction at some point in the future?

As polls show increasing skepticism of fund raising and not-for-profits among the general public, and officials step up their enforcement of fund-raising abuses, charitable organizations are well advised to adhere to registration and other regulations. Make every effort to comply with state laws. Don't wait for the regulators to find you. ♦

Seth Perlman is a senior partner in the New York City law firm of Perlman & Perlman, which has counseled not-for-profit organizations and fund-raising professionals since 1960.

Betsy Hills Bush is government affairs specialist with Perlman & Perlman, which she joined after several years as director of governmental affairs with the American Association of Fund-Raising Counsel.



the Link

VOLUME 6 No. 2

DECEMBER 1988

Marketing to Foundations

Ellen Dick
Consultant

Perspective II

The traditional method for approaching foundations has been via the proposal, which, while appropriate, is really only one component of the foundation marketing process. And what is marketing? Marketing is primarily research—researching potential funders as well as researching and analyzing their programs/grants lists. Marketing also involves developing good customer relations and long-term satisfaction with the product or end results.

Following are a few stratagems which nonprofits can

employ for effective research and for the cultivation of funding sources.

Effective Research

Read and reread proposal guidelines. You cannot sell your product to an uninterested buyer. Read foundation guidelines, look at their grants lists and find out which programs are being funded. Are there contingency or special opportunity grants available? Match your project to the foundation(s) most interested in funding that project.

Attend seminars on foundation research techniques. Several are offered. Get acquainted with the research directories for private and corporate foundations, special directories, foundation 990 tax forms, as well as philanthropic periodicals and foundation guidelines/annual reports.

Develop a press list and media contacts. Get to know people at your local newspaper as well as editors of key philanthropic periodicals such as *Nonprofit Times*, *Chronicle of Philanthropy*, *501 (c)(3) Newsletter*, etc. Submit articles about your agency and special programs—or special fundraising techniques that you use. Use any published articles as support documents for your proposals or as promotional brochures. Include news of your programs on the radio public service announcements. The current *Gale Directory of Publications* (at local libraries) lists newspapers and magazines relative to your program areas.

Utilize foundation 990 tax forms. Most of the approximately 1600 private Illinois foundations have 990 tax forms on microfiche at Foundation Center affiliate libraries. Each tax report contains a grants list. Use this to research foundations that do not publish guidelines/annual reports. Most libraries keep these records for two to three years so that one can look for trends in a foundation's funding pattern.

Cultivation of Funding Sources

Send thank-you letters. Foundations complain bitterly (and rightly so) that many funded agencies do not even send a

thank you for grants received. A letter of thanks is always appropriate—even if your proposal is rejected! Foundation staff spend a great deal of time reading proposals and deliberating on behalf of nonprofit agencies. A thank you letter is not only good style but markets your agency to best advantage.

Thank foundations publicly in your program brochures, with signs, in public speeches, news articles, and on radio/TV. No opportunity to express thanks should be overlooked.

Invite program officers to visit your agency. Chances are, if a foundation is considering your

Foundations complain bitterly...that many funded agencies do not even send a thank you for grants received.

agency for funding, they're going to visit you anyway. If a visit is *not* in the plans, invite them over for a first hand view of your clients and services. This is an opportunity to market your services without the price tag. Be considerate of the foundation's time and, if possible, avoid scheduling visits when they are receiving proposals.

Attend programs which feature foundation representatives. These are sometimes listed in the Calendar section of *Crain's Chicago Business* as well as other newspapers. The Donors Forum presents monthly "Dialogues With Donors" which provide opportunities to meet one-on-one with the key players from local foundations. These also afford nonprofits chances to ask questions and discover firsthand what types of programs

each foundation is interested in funding. Call the Donors Forum for a schedule of programs.

Organize a network meeting with several foundations. The Chicago Rehab Network (CRN), consists of 28-30 nonprofits working in various types of low-income housing. CRN recently invited representatives from four major bank foundations to meet and discuss common interests and innovative funding ideas. Each agency brought their annual report/brochure and a two-page introduction about their agency. The foundation representatives brought copies of guidelines and annual reports to the morning

exchange. CRN will be scheduling similar meetings with representatives from corporate, private, and small family foundations during next year.

Foundation staff have very limited schedules, so it is easier for them to have one meeting with 30 network agencies than to make 30 trips to separate locations. Meetings provide excellent one-on-one marketing opportunities for both groups.

Report regularly to the funder. If a foundation does not supply report forms, take the initiative to report the positive contributions made possible as a result of a grant. Distribute this information (perhaps as a "Project Update") to board members as well. Put foundations on your mailing list so they receive your newsletters and annual reports.

Handle the funder's money well. Spend wisely and keep good financial records. Hire an independent accountant. You may find a CPA firm or a consultant willing to provide this service on a *pro bono* basis.

- Consultant to Nonprofit Organizations
- Specialist in Foundation Research

BIOGRAPHICAL INFORMATION

ELLEN DICK - has both an MBA in Marketing and the MALS in Library Science. She has served as a professional librarian at public and university libraries and, most recently, at the DONORS FORUM OF CHICAGO.

She has been a consultant to nonprofit organizations since 1985, conducting over 150 seminars in Researching Foundations and Proposal Writing to over 8,000 participants throughout Illinois. She writes proposals and develops Funders Lists for clients and is a frequent speaker to nonprofit conventions and conferences.

In 1989 she founded the ILLINOIS ASSOCIATION OF NONPROFIT ORGANIZATIONS, the first in Illinois now numbering over 400 members. She edits the ILLINOIS NONPROFIT CHRONICLE which circulates to over 12,000 nonprofit organizations. She served as a founding board member of the Chicago Area Technical assistance Providers Group; is a member of the Chicago Chapt. NSFRE Government Relations Committee; a member of the Publicity Club of Chicago's Membership Committee; a board member of the Oak Park Public Library Enrichment Fund; a board member of the Public Interest Fund of Illinois and advisor to the Oak Park Education Foundation. She served on the Oak Park Civic Arts Council Task Force and the Host Committee for the 1992 Points of Light Foundation annual conference.

In 1992, Ellen received the **Entrepreneur of the Year Award** from the Chicago Sales & Marketing Executives for her work with the nonprofit sector.

PUBLICATIONS

BOOKS: 1986 Directory of Illinois Foundations. Editor, First Illinois Foundation ever published.

Corporate Foundations in Illinois - A Directory. Editor and Publisher. 3rd Edition, 1992.

Chicago With Kids- Places to Go and Things To Do. - Co-Author. Published by Chicago Review Press.

Directory of Internships in Illinois Nonprofit Organizations. Editor. First intern directory published in Illinois.

STUDIES: Chicago's Building Code: An Impediment To Affordable Housing Development. Special consultant to Metropolitan Housing Development Corp.

Chicago Housing Directory and Housing Grant List. Editor. Developed for the Chicago Rehab Network.

A Functional Plan for An Illinois Library Telecommunications Network. Special consultant to the Northern Illinois Learning Resources Cooperative.

ARTICLES: "Prospect Research - Uncovering Additional Sources of Funding" Foundation Forum, Fall, 1993 (Vol. 8, No. 2). National Conference of Bar Foundations, Chicago.

"Marketing to Foundations." Published in the Spring, 1989 issue of The Link June issue of the Illinois Nonprofit Chronicle.

OVER, PLEASE

SEMINARS AND SPEAKING ENGAGEMENTS

**Topics: Researching Foundations A to Z
Proposal Writing Made Easy
Getting Media Exposure for Your Nonprofit**

STATE CONVENTIONS:

Dept. of Children & Family Services - Positive Youth
Development Conference, Springfield, 1993
American Society on Aging-National Convention 1992, 1993
Big Brothers, Big Sisters Regional Conference, 1993
Workers in Aging Conference, 1992
Illinois Parks & Recreation Depts. 1989, 1992
Governor's Office of Voluntary Action, 1990
National assoc. of Learning Resource Administrators, 1988

PROFESSIONAL ORGANIZATIONS:

National Association of Rehabilitation Affiliates
North Suburban Library Systems - Rockford
West Suburban Special Recreation Associations
Sulzer Regional Library
Social Service Communicators
Chicago Rehab Network
Professional Advancement for Managers, Inc.
South Cook Educational Service Center #7
Sandwich Opera House Symposium "Building the Arts"
Town & Country Cluster of YMCAs
Library Administrators Conference of Northern Illinois
Greater St. Charles Education Foundation
Kendall County Youth Services Board
City of Chicago, Dept. of Health

SEMINARS HAVE BEEN OFFERED THROUGH THE FOLLOWING AGENCIES

Chicago Public Library
National College of Education
Support Center of Chicago
College of Lake County
Concordia University
Illinois Association of Nonprofit Organizations
South Cook Educational Service Center #7
Wright Junior College

Triton Community College
Aurora YWCA
Elgin Community College
McHenry Community College
Prairie State University
College of DuPage

THE WHITE HOUSE

WASHINGTON

January 19, 1995

Mrs. Georgia M. Dickens
National Council of Negro Women, Inc.
1001 G Street, N.W., Suite 800
Washington, D.C. 20001

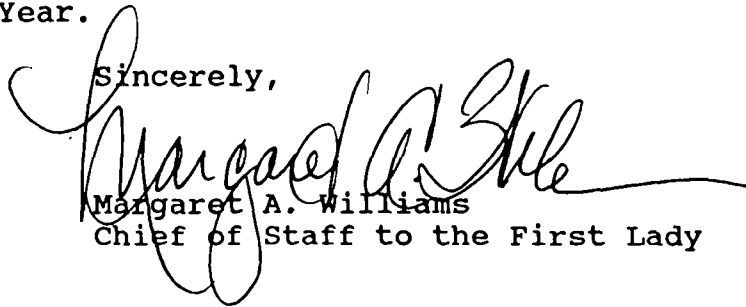
Dear Mrs. Dickens:

I am sorry to have been delayed in responding to your letter of December 23rd asking that Mrs. Clinton endorse your efforts to encourage Sunkist Growers sponsorship of National Council of Negro Women's Black Family Reunion.

Longstanding White House policy discourages members of the First Family, including the First Lady, from endorsing a commercial product or service or soliciting on behalf of a charity, regardless of its merits. We, therefore, cannot grant you permission to use the First Lady's name on behalf of the Council to solicit Sunkist. I hope you will understand that this response is not a reflection on the worthiness of the cause or the work of Miss Height and the Council. Mrs. Clinton has long admired that work, as have I.

Please accept my apologies for the late response and my best wishes for the New Year.

Sincerely,

A handwritten signature in dark ink, appearing to read "Margaret A. Williams", with a long, sweeping horizontal line extending to the right.

Margaret A. Williams
Chief of Staff to the First Lady

December 23, 1994

Margaret Williams
Chief of Staff to The First Lady
The White House
1600 Pennsylvania Avenue, N.W.
West Wing
Washington, D.C. 20500

Dear Ms. Williams:

Attached is a copy of correspondence ^{directed} addressed to Mrs. Hillary Clinton. I am asking that Mrs. Clinton agree to lend her name in support of my request that Russell Hanlin, President, Sunkist Growers, Inc. as he and the Community Activity Committee consider sponsoring the National Council of Negro Women's Black Family Reunion Celebration. Last years celebration which was held on The Mall and in several major cities. The event reached 2.4 million households around the Nation.

I'd like for Mrs. Clinton to support me in encouraging Mr. Hanlin and the Committee to renew it's marketing and promotional efforts to bring a truly delicious and nutritious product back to the American people for consumption. Accessibility and affordability are key components.

I truly appreciate your ensuring that my letter is brought to Mrs. Clinton's attention, knowing of her involvement and advocacy on behalf of children and families. I am confident that Mrs. Clinton can appreciate the merits of this request. Thank you for your assistance.

Please feel free to contact me at (202) 583-4808 (leave a message if I am not available) if you should require information or wish to offer suggestions. Thank you for your time and consideration of my request for assistance from Mrs. Clinton. Happy Holidays to you!

Sincerely,

Georgia M. Dickens

Enclosure

December 23, 1994

Russell L. Hanlin
President
Sunkist Growers, Inc.
14130 Riverside Drive
Sherman Oaks, CA 91423-2392

Re: 1995 Budget Allocations

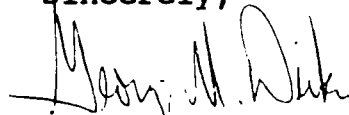
Dear Mr. Hanlin:

Seasons Greetings! As the year draws to a close and the quality of produce waxes thin, I am taking your encouraging advice and resubmitting my proposal to you in support of sponsoring the "Another Family For Peace" celebration. This event is chaired by Dr. Dorothy I. Height, President, Chief Executive Officer and Founder of the National Council of Negro Women. I am submitting this proposal to you--and the Community Activity Committee for advance consideration in funding a major portion of the National Council of Negro Women's National Black Family Reunion Celebration. Last year's celebration reached 2.4 million households around the Nation! Since it's inception in 1986, the event has attracted an estimated participation by fourteen million people, a very impressive statistic!

I look forward to working with you, Mr. Hanlin. I am faithfully committed to bringing Sunkist's products back into the Washington metropolitan area. The National Council of Negro Women have decided to build upon and continue to promote last year's theme, "Another Family For Peace." It is a worthwhile investment in children, adults and families and in the future of Sunkist products. I can't think of a better marketing tool for Sunkist. For your convenience, I enclose copies of earlier correspondence. It is my desire to have trucks carrying Sunkist's logo arrive in several major cities -- as partners in this celebration -- to promote and enhance domestic accessibility and marketing of your product. Nothing taste's as good as Sunkist!

I look forward to continued dialogue with you and the Community Activity Committee. Please join with me and the National Council of Negro Women. As always, I can be contacted at (202) 583-4808. All correspondence should be addressed to 2714 31st Street, S.E., Suite B-660, Washington, D.C. 20020-1529. Thank you and the Committee again for your consideration of the merits of my invitation and proposal.

Sincerely,



Georgia M. Dickens

Enclosures

GMD:jrg

a\hanlin.br (12/23/94)



Sunkist® COOPERATING CITRUS GROWERS OF CALIFORNIA AND ARIZONA

July 7, 1994

Mrs. Georgia M. Dickens
National Council of Negro Women, Inc.
1001 G Street, N.W., Suite 800
Washington, D.C. 20001

Dear Mrs. Dickens:

Thank you for your most thoughtful letter inviting Sunkist's participation in the 1994 National Black Family Reunion Celebration. The materials you attached show it to be a well organized meritorious program. Unfortunately, we cannot participate at this time.

On January 17, a terrible earthquake devastated our headquarters building and destroyed the homes of many employees. Sunkist is a cooperative owned by several thousand mostly small family farmers. The \$5 million damage to our building is charged to them. In order to minimize the shock, we have naturally curtailed discretionary spending. Also, we have directed our limited charitable resources to local urgencies.

Conditions should begin to normalize in 1995. Early information about your 1995 program would allow our community activity committee to give this project consideration before the budget is allocated.

Sincerely,

R. L. Hanlin
President

RLH:glc

June 30, 1994

Russell Hanlin
President & Chief Executive Officer
Sunkist Growers, Inc.
14130 Riverside Drive
Sherman Oaks, CA 91423-2392

Re: Sponsorship of the National Council of Negro Women's
1994 National Black Family Reunion Celebration

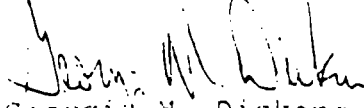
Dear Mr. Hanlin:

One and a half years ago, I had the pleasure of being exposed to the Sunkist logo and several Sunkist products through the California Agriculture Leadership program. At that time, I was the Executive Assistant and Office Manager to Representative Barbara-Rose Collins, 15th District, Michigan. As a result of that exposure and contact, I have been made increasingly aware of and concerned by what I believe is a significant decrease in the linkage between domestically produced fruits and vegetables and the Urban consumer. I can remember as a child that my mother insisted on nothing less than the Sunkist name and reputation. As an African-American and a working mother, quality and affordability in products and services help me to support my family. I would like to see the Sunkist name continue to be a part of our lives for generations to come.

Through past participation in the above-referenced celebrations, I have developed respect and admiration for the accomplishments of the National Council of Negro Women, Inc. This organization's events reaches into the very urban populations which I believe have lost contact with producers. This breakdown ultimately effects the health and wellbeing of children and families in our communities. I am sending you this proposal and accompanying brochure for sponsorship consideration, in the hope that Sunkist--together with the coalition working with the National Council of Negro Women, Inc.--can be a part of this nationwide mending process in these violent and troubled times. Please note the dates for the celebrations. The National Council of Negro Women, Inc. has agreed to keep it's printing presses on "standby" in anticipation of your prompt and favorable reply! You may contact Ms. Patricia Gibson, Marketing Director for the National Council for Negro Women, Inc. directly. Her telephone number is listed in the proposal.

If you would like to contact me by telephone, please call at (202) 583-4803, or you may write to me at 2714 31st Street, S.E., #B-660, Washington, D.C. 20020-1529. Looking forward to further discussions. I remain...

Yours Sincerely,


Georgia M. Dickens

Enclosures

THE RIGGS NATIONAL BANK OF WASHINGTON, D.C.
Corp. Community Relations/Community Development
1503 Pennsylvania Avenue, N.W.
Washington, D.C. 20005-1079
(202) 835-5964 Fax: (202) 835-5142

RIGGS

BRUCE J. MARTIN
Senior Vice President

June 28, 1990

Ms. Georgia Dickens
2714 31st St., SE
#B660
Washington, DC 20020

Dear Ms. Dickens:

I am writing to invite you to join me and a select group of corporate and business leaders from the D.C. Metropolitan area when I host a breakfast meeting on *Tuesday, July 5, 1994, at 8:30 a.m.* in the Wilson Room of the Grand Hyatt Hotel, 1000 H Street, N.W.

The purpose of the meeting is to ask your participation in the National Council of Negro Women **Ninth Annual Black Family Reunion Celebration, September 9-11, 1994** on the Washington Monument Grounds. Dr. Dorothy I. Height, NCNW's President and CEO will be on hand to share with you the challenges and benefits of conducting this major weekend cultural event in our nation's capital.

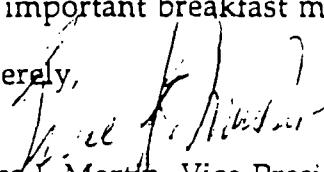
In 1986, **The Black Family Reunion Celebration** began here in Washington with an attendance of some 280,000. By 1993, the Washington Celebration had grown to 500,000 and regional events had expanded to seven cities with a combined attendance of more than eleven million - families of all compositions. Today, this event has become what is called the most significant family movement in the country. Its positive impact on community life has been acknowledged by leaders in religion, education, business, industry and law enforcement.

This year *"Another Family For Peace"* reflects the anti-violence theme of the **Black Family Reunion Celebration** and the commitment of the National Council of Negro Women to reinforcing the historic strengths and traditional values of the African American family.

I know that you will want to be a part of this major celebration that brings families together, promotes community pride and stability and provides economic benefits to participating companies, local businesses, and our host city.

Please contact Princess Weaver at (202) 628-0015, ext. 39 to confirm your attendance at this important breakfast meeting.

Sincerely,


Bruce J. Martin, Vice President
Corporate Community Relations

cc:

✓ The Honorable Hillary Rodham Clinton
Office of The First Lady
The White House
1600 Pennsylvania Avenue, N.W.
West Wing
Washington, D.C. 20500

The Honorable Mike Espy
Secretary
U.S. Department of Agriculture
14th & Independence Avenue, S.W.
Room 200A
Washington, D.C. 20250

The Honorable Wardell Townsend, Jr.
Assistant Secretary for Administration
U.S. Department of Agriculture
14th & Independence Avenue, S.W.
Room 240A
Washington, D.C. 20250

Mr. William Quarrels
Sunkist Growers, Inc.
14130 Riverside Drive
Sherman Oaks, CA 91423-2392

William Schrott
District Sales Manager
Sunkist Growers, Inc.
5950 Symphony Woods Road
Suite 618
Columbia, MD 21044

Dr. Dorothy I. Height
President & Chief Executive Officer
The National Council of Negro Women, Inc.
1001 G Street, N.W.
Suite 800
Washington, D.C. 20001

Patricia P. Gibson
Marketing Director
The National Council of Negro Women, Inc.
1001 G Street, N.W.
Suite 800
Washington, D.C. 20001

G. M. Dickens
2714 31st Street, S.E.
Suite B660
Washington, D.C. 20020-1529

Mrs. Margaret Williams
Chief of Staff to The First Lady
The White House
1600 Pennsylvania Avenue, N.W.
West Wing
Washington, D.C. 20500



THE WHITE HOUSE

WASHINGTON

October 28, 1994

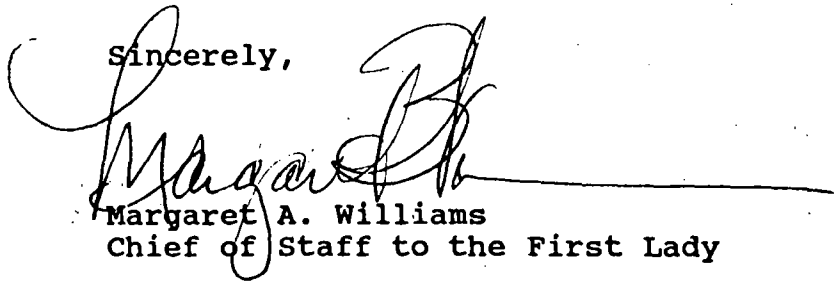
Honorable Christopher J. Dodd
United States Senate
Connecticut Office
Putnam Park
100 Great Meadow Road
Wethersfield, Connecticut 06109
Attention: Michelle Halloran

Dear Senator Dodd:

Thank you for your letter of October 18 on behalf of Ruth Pulda of the State of Connecticut's Permanent Commission on the Status of Women. Their kind invitation for Mrs. Clinton to deliver the keynote address at the Connecticut Women's Economic Summit is greatly appreciated. To expedite the request, I have forwarded your correspondence to the Scheduling Office.

Thank you again for your letter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Margaret Williams", is written over a horizontal line. The signature is fluid and cursive.

Margaret A. Williams
Chief of Staff to the First Lady

CHRISTOPHER J. DODD
CONNECTICUT

United States Senate

WASHINGTON, DC 20510-0702

INVITATION FOR
HRC re: Keynote
Address for
Connecticut Women's
Econ. Summit
MARCH 25, 1995

October 18, 1994

in Connecticut

Ms. Margaret Williams
Chief of Staff
Office of the First Lady
The White House
1600 Pennsylvania Avenue, NW
Washington, DC 200500

Dear Ms. Williams:

I am pleased to forward my correspondence for Mrs. Clinton on behalf of an invitation from the Connecticut Permanent Commission on the Status of Women.

If you have any questions or require additional information, please do not hesitate to contact Michelle Halloran, of my Connecticut office, at (203) 240-3470.

With kind regards, I am

Sincerely,



CHRISTOPHER J. DODD
United States Senator

Enclosure

CJD/mh

In reply:

Connecticut office
Putnam Park
100 Great Meadow Road
Wethersfield, Connecticut 06109
Attention: Michelle Halloran

CHRISTOPHER J. DODD
CONNECTICUT

United States Senate

WASHINGTON, DC 20510-0702

October 18, 1994

Hillary Rodham Clinton
The White House
1600 Pennsylvania Avenue, NW
Washington, DC 20006-9900

Dear Mrs. Clinton:

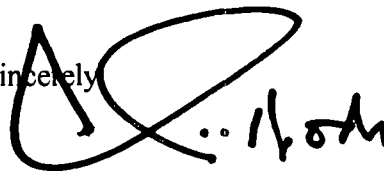
I am pleased to write on behalf of an invitation you received from the State of Connecticut's Permanent Commission on the Status of Women. As you may know, the Commission has invited you to present the keynote address at the Connecticut Women's Economic Summit on March 25, 1995.

As a statutorily-mandated organization, the Permanent Commission on the Status of Women is responsible for studying all issues concerning women and for working with state leaders and agencies on legislative and programmatic policy matters. In keeping with its mission, the Commission is convening the Summit to educate individuals about women and their role in our nation's workforce and economy. Expected to attract over 500 participants, workshops and discussions will address such issues as access to employment, education, job training, and reform of our welfare system.

Please know that I understand the constraints on your busy schedule and appreciate your consideration of this kind request. In the event that you cannot attend, I believe the Commission would welcome any assistance you may be able to provide to identify another administration official for the Summit's keynote.

With all the best, I am

Sincerely,



CHRISTOPHER J. DODD
United States Senator

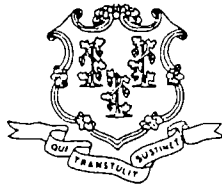
Enclosure

CJD/mh

In reply:

Connecticut office
Putnam Park
100 Great Meadow Road
Wethersfield, Connecticut 06109
Attention: Michelle Halloran

State of Connecticut



PERMANENT COMMISSION ON
THE STATUS OF WOMEN
90 Washington Street
Hartford, Connecticut 06106
566-5702

August 10, 1994

Mrs. Hillary Rodham Clinton
The White House
Washington, D.C. 20036

Dear Mrs. Clinton:

It is with great pleasure that the Connecticut Permanent Commission on the Status of Women invites you to present the keynote address at its Connecticut Women's Economic Summit. This event is scheduled for Saturday, March 25, 1995, at the Sheraton Hartford Hotel. This offers you the opportunity to address over 500 people who represent the diversity of our tri-state area.

The Connecticut Permanent Commission on the Status of Women (PCSW) is convening this event to educate people about the economic realities of life for women today and in the future. In addition, we hope to develop a pro-active approach toward improving or changing the system. This conference is a follow up to the work we have done in nontraditional occupations, the glass ceiling, women in leadership, gender equity, workplace issues, violence against women and family financial matters. The Plenary Session will include leaders in education, economics, and labor. Workshops and panel discussions will explore issues such as access to jobs and promotions, education, training, health care and welfare reform.

The PCSW is a statutorily mandated commission. For over twenty years, women in Connecticut have looked to the PCSW as a resource for legislative action, access to appointed bodies, and sponsor of dynamic events. Our mandate requires us to study all matters concerning women, to inform leaders about the nature and scope of sex discrimination, to serve as a liaison between government and private interest groups concerned with services for women, to promote consideration of women for government positions, and to work with state agencies to assess programs and practices as they affect women.

Your positive response will give the Connecticut Women's Economic Summit the energy and direction we are seeking. Your leadership will inspire us to action!

I hope you will say "yes" to Connecticut women.

Sincerely,

Ruth Pulda, Esq.
Chair

United States Senate

WASHINGTON, DC 20510-0702

OFFICIAL BUSINESS

Chris for J. J. [Signature]
U.S.S.

RECEIVED

DEC 11 11:22

RECEIVED
ROOM 49 DEOB

Ms. Margaret Williams
Chief of Staff
Office of the First Lady
The White House
1600 Pennsylvania Avenue, NW
Washington, DC 200500



THE WHITE HOUSE

WASHINGTON

October 28, 1994

Honorable Christopher J. Dodd
United States Senate
Connecticut Office
Putnam Park
100 Great Meadow Road
Wethersfield, Connecticut 06109

Dear Senator Dodd:

Thank you for your letter of October 17 on behalf of Lucy T. Kellogg, founder and member of the Waterbury, Connecticut YMCA Board of Directors. Their kind invitation for Mrs. Clinton to receive the 1995 "YMCA Lucy Templeton Kellogg Award" is greatly appreciated. To expedite the request, I have forwarded your correspondence to the Scheduling Office.

Thank you again for your letter.

Sincerely,



Margaret A. Williams
Chief of Staff to the First Lady

CHRISTOPHER J. DODD
CONNECTICUT

COMMITTEES:
LABOR AND HUMAN RESOURCES
CHAIRMAN, CHILDREN, FAMILY, DRUGS, AND
ALCOHOLISM SUBCOMMITTEE
FOREIGN RELATIONS
CHAIRMAN, WESTERN HEMISPHERE SUBCOMMITTEE
BANKING, HOUSING, AND URBAN AFFAIRS
CHAIRMAN, SECURITIES SUBCOMMITTEE
BUDGET
RULES AND ADMINISTRATION

United States Senate

WASHINGTON, DC 20510-0702

WASHINGTON OFFICE:
444 RUSSELL SENATE OFFICE BUILDING
(202) 224-2823
TDD (202) 224-5464

STATE OFFICE:
100 GREAT MEADOW ROAD
WETHERSFIELD, CT 06109
(203) 240-3470
TDD (203) 529-7498

October 17, 1994

Ms. Margaret Williams
Chief of Staff
Office of the First Lady
The White House
1600 Pennsylvania Avenue, NW
Washington, DC 20500

Dear Ms Williams:

INVITATION FOR
HRC re: Keynote
Speaker at
YWCA's Women in
Leadership Luncheon
4/27 Luncheon

receive
YWCA award
Waterbury, Conn.

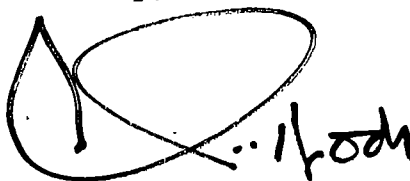
Recently, I was contacted by Lucy T. Kellogg, founder and member of the Board of Directors of the YWCA of Waterbury Connecticut regarding their invitation to the First Lady to be the keynote speaker at the Waterbury YWCA's 10th Annual "Women in Leadership Luncheon".

Scheduled for April 27, 1995, the luncheon is intended to pay tribute to women of all ages for community activism, leadership, and success in their chosen fields. It is their great pleasure to honor the First Lady as the recipient of the 1995 "YWCA Lucy Templeton Kellogg Award" in recognition of her outstanding dedication, leadership and belief in women's issues.

Although I understand the constraints on the First Lady's schedule, I appreciate your consideration of the Waterbury YWCA's kind request.

Wishing you all the best, I am

Sincerely,



CHRISTOPHER J. DODD
United States Senator

In reply: Connecticut office
Putnam Park
100 Great Meadow Road
Wethersfield, CT 06109
(203) 240-3470

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001a. letter.	To constituent from Margaret A. Williams re: letter (partial) (1 page)	11/30/94	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Correspondence)
OA/Box Number: 17604

FOLDER TITLE:

[Correspondence from 1994]: D

2013-0359-S

ry1320

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

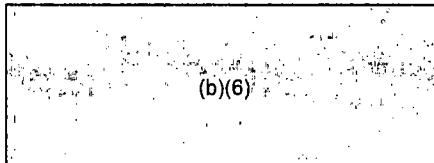
RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
WASHINGTON

November 30, 1994



[001a]

Dear (b)(6):

Thank you for your letter of November 10th. I understand your frustrations and distress and hope that your situation will be satisfactorily resolved.

I have forwarded your letter to Agency Liaison.

Again, thank you for writing and expressing your concerns.

Sincerely,

A handwritten signature in cursive script, appearing to read "Margaret A. Williams".

Margaret A. Williams
Chief of Staff to the
First Lady

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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001b. letter	To Maggie Williams from constituent re: student loan (partial) (1 page)	11/10/94	b(6)
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Correspondence)
OA/Box Number: 17604

FOLDER TITLE:

[Correspondence from 1994]: D

2013-0359-S
ry1320

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

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- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
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- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

November 10, 1994

Ms. Maggie Williams
The White House
1600 Penn Avenue NW
Washington, DC 20500

HARDSHIP CASE

re repayment of
school loan.

Nice form letter —
send to agency liaison

[0016]

Ms. Williams:

Allow me to introduce myself. My name is [REDACTED] (b)(6) I have read about you in Ebony and Essence magazines and the local newspaper. I am writing to you in hopes of seeking your assistance in speaking with President Clinton and/or Mrs. Clinton regarding my case. I have written several letters to different departments of the Department of Education in the state of California. I have attached the letter.

In the Fall of 1987 I attended THE INSTITUTE OF BUSINESS AND TECHNOLOGY (IBT) in Atlanta, GA. I enrolled in hopes of receiving a degree in computer technology and with hopes of gaining skills that would allow me to compete for jobs in the computer field. A few months after enrolling in the school it closed and left the students without a degree and hope.

We were informed by our teachers that if the school was to close, we would not be held responsible for the student loans. Now I am being harassed by the Department of Education to repay the loan.

A lot of my fellow classmates have been able to get a pardon and do not have to repay the student loan. However, I was informed that since I moved to California, my records were transferred here and that the people in Georgia have no authority in this matter any longer. I have spoken to a number of people in different departments of government and they said if their department handled the type of loan that I have then I would be eligible for a loan discharge.

Ms. Williams, I too would like the same treatment of receiving a discharge regarding my student load. I am currently enrolled in Long Beach City College in Long Beach, CA. I can not receive Financial Aid because this student loan is on my record.

Again I ask of yours and Mr. and/or Mrs. Clinton's help in granting me a school closure discharge.

Thank you, [REDACTED]

(b)(6)

310/420-4112
4038 LBC College

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002a. letter	To Jennifer Dunn from Maggie Williams re: constituent (partial) (1 page)	02/03/94	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Correspondence)
OA/Box Number: 17604

FOLDER TITLE:

[Correspondence from 1994]: D

2013-0359-S

ry1320

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
WASHINGTON

February 3, 1994

Ms. Jennifer Dunn
Member of Congress
8th District, Washington
1641 Longworth Building
Washington D.C., 20515

Dear Congresswoman Dunn:

Thank you very much for your letter of January 6, 1994 regarding [REDACTED] (b)(6). I appreciate your taking the time to forward me his letter and I apologize for the delay in sending you a response.

[002a]

I have forwarded your correspondence to the Office of Agency Liaison, Room 6, Old Executive Office Building.

Thank you for your patience.

Sincerely,


Margaret A. Williams
Chief of Staff to the
First Lady

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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002b. letter	To Margaret Ann Williams from Jennifer Dunn re: constituent (partial) (1 page)	01/06/94	b(6)
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COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Correspondence)
OA/Box Number: 17604

FOLDER TITLE:

[Correspondence from 1994]: D

2013-0359-S

ry1320

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

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- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

JENNIFER DUNN

8TH DISTRICT, WASHINGTON

1641 LONGWORTH BUILDING
WASHINGTON, DC 20515
(202) 225-7761

50 - 116TH AVENUE, SE
SUITE 201
BELLEVUE, WASHINGTON 98004
(206) 450-0161



UNITED STATES
HOUSE OF REPRESENTATIVES

PUBLIC WORKS AND
TRANSPORTATION COMMITTEE

SCIENCE, SPACE, AND
TECHNOLOGY COMMITTEE

HOUSE ADMINISTRATION
COMMITTEE

JOINT COMMITTEE ON THE
ORGANIZATION OF CONGRESS

January 6, 1994

Ms. Margaret Ann Williams
Chief of Staff to the First Lady
The White House
1600 Pennsylvania Avenue NW
Washington, D.C. 20500

Dear Ms. Williams:

I have taken the liberty of forwarding a letter from Mr.
[redacted] (b)(6), a constituent of mine from Washington state.
I feel you are best able to answer his concerns. [0026]

I look forward to responding to [redacted] (b)(6) upon receiving a
response from your office. I thank you in advance for looking
into this matter. Should you need further information please
contact Lisa LaBrache at 225-7761.

Thank you for your assistance.

Best regards,

JENNIFER DUNN
Member of Congress

JD: jkm

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
.002c. letter	To Mrs. Clinton from constituent re: presidential pardon (partial) (2 pages)	12/01/93	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Maggie Williams (Correspondence)
OA/Box Number: 17604

FOLDER TITLE:

[Correspondence from 1994]: D

2013-0359-S

ry1320

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

December 1, 1993

Dear Mrs. Clinton:

[002c]

My name is [REDACTED] (b)(6) I am currently confined at the Federal Medical Center in Carville, LA. I am writing to plead for your help.

On or about October 15, 1993, I submitted a petition for Executive Clemency. It is with this effort, I would ask your help.

I will be concise; however, I need to describe the circumstances which led to my being incarcerated. I want to explain why I believe a Presidential Pardon is warranted.

In 1970, I witnessed a horrible auto accident in which a little girl was seriously injured. I then ran to a nearby restaurant to call an ambulance. In my hurry to help, I ran right through the restaurant's 1/4" plate glass door. My lower lip was severed, and yet I was still able to convey the need of an ambulance for the injured little girl.

The instant I ran through the restaurant door, began for me a lifetime of relentless, chronic pain. You see, upon impact, I also slipped a disc in my back. Because of the severity of my facial lacerations, my back injury went unnoticed.

I eventually recovered from the injuries to my face. I then returned to basketball, the game I loved. I was suffering with constant back pain, but convinced myself it was merely a muscle pull, the foolish adage--no pain, no gain. I ended up playing over half the basketball season with a slipped disc. I ultimately disintegrated an entire vertebrae.

In 1971 I had the first of four reconstructive back surgeries. I was 15 years old. My life would never be the same. I was sentenced to a life of relentless, chronic pain.

As a result of the years of surgery, I was prescribed a myriad of pain controlling drugs. I had no choice but to use them. My life was a prescription drug induced stupor.

In 1985, while stopped at a red light, a drunk driver crashed into the rear of my car, while travelling

approximately 35 mph. This accident exacerbated my already crippling back condition.

Near Christmas 1985, a close friend of mine suggested that I smoke marijuana. He explained, not to get high, for pain relief. I was extremely skeptical, but so desperate for pain relief, I decided to give it a try.

Mrs. Clinton, the dramatic pain relief I experienced was next to miraculous. And yet, I was afraid to tell my wife. After two weeks of using marijuana, I finally told Andi. She was very understanding, but maintained that I was so desperate for pain relief, marijuana was merely having a placebo effect. I stopped using marijuana, only to become convinced of its pain relieving properties. Subsequently, I began using marijuana again, and was able to all but eliminate the menu of prescription drugs I had previously been taking. The quality of my life improved exponentially.

In December of 1991, my friend who had originally suggested that I try marijuana, moved from my home town. He was the person from whom I had been purchasing marijuana.

After my friend had left, I didn't know anyone else who sold marijuana. In the Spring of 1992, rather than get involved with those selling drugs, I decided to grow my own marijuana. That was the horrible mistake I made, which leads to this letter.

Having never grown marijuana, I bought a how-to book. I read that 50% of the seeds planted will result in male plants, which should be removed and discarded. I read that a 20-30% attrition rate can be expected. I read that in the growing zone in which I live, a plant can be expected to produce between 1-2 ounces of dried marijuana plant tops. Based on this information, the amount of marijuana I used on a daily basis, and the desire to grow enough to last between 1-2 years, I planted approximately 100 seeds. My intention was to freeze the marijuana, and use as needed.

Mrs. Clinton, I want to be very clear. I never sold, nor intended to sell marijuana. In fact, only a very few, 5 or 6 people, knew that I used marijuana for pain relief.

At sentencing the Judge was very sympathetic to my dilemma. He acknowledged my physical problems, and my endless battle with pain. He understood, and accepted, the fact that I never sold marijuana. However, because I was arrested for growing 101 plants, which were approximately 8" tall, versus 100 plants, he explained that he had no recourse than to sentence me to a mandatory minimum 5 year sentence. In all probability, the short time of mobility I have left.

On November 20, 1992, I self surrendered to the Federal Medical Center in Rochester, MN. The doctors there confirmed the fact that I suffer with aracnoiditis, a knotting or tethering of the nerves at the base of my spinal cord. With the simplest movements, the knot of nerves pulls and tears, causing unbearable pain. They also diagnosed that I suffer with anyklosing spondilitis (AS). AS is a disease which is causing my vertebrae, hips, shoulders and joints to fuse. This is in addition to the four reconstructive surgeries I have endured. And to complicate matters further, I was diagnosed as suffering with Crohns disease, ulcerations of the large intestine. This disease causes unbelievable cramping and I pass blood on a near daily basis.

As I mentioned, I am currently confined at FMC Carville. I am receiving nowhere near the specialized medical attention which I require. The extent of my medical care consists of 2 pain pills each evening. I need to go home where I can be cared for. I need to be able to pursue the specialized medical attention I require.

Mrs. Clinton, I made a horrible, unbelievably stupid mistake. But I am not a criminal. I have never been in trouble before. I am an honest, productive member of society. I have a college education, and my wife and I are partners in a business we started from the bottom up. Where as I did break the letter of the law, I did not break the spirit of the law. All I wanted to do was make the hurt stop.

Thank you for "listening". I pray you can help.

Sincerely,

(b)(6)

[002c]

THE WHITE HOUSE

WASHINGTON

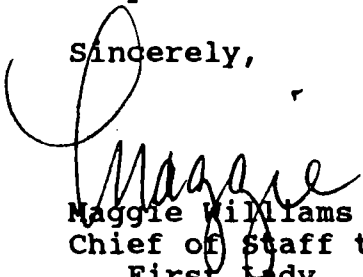
May 17, 1994

Peter Dyvig
3200 White Heaven Street, NW
Washington, D.C. 20008

Dear Peter:

Sorry to take so long to respond to your letter. As you no doubt know by now, Mrs. Clinton was in California during the time Mrs. Dehn was here. I hope there will be another opportunity for them to meet.

Sincerely,



Maggie Williams
Chief of Staff to the
First Lady



THE AMBASSADOR

Washington, D.C., March 28, 1994

(202) 234-4300

Dear Reggie,

As you may know, Denmark will in the spring of 1995 be hosting the UN World Summit for Social Development.

In its capacity of host country The Danish government is very much concerned that the conference be well prepared, so that it can come up with new suitable ideas and policies towards the eradication of unemployment and poverty and the strengthening of social cohesion.

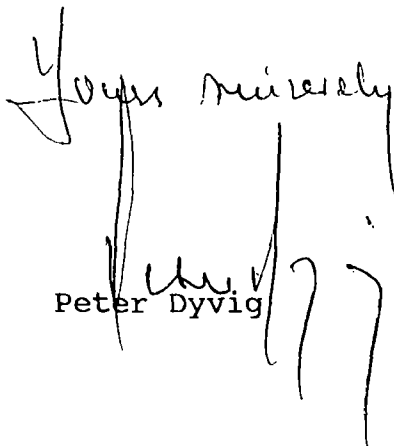
In view of Mrs. Rodham Clinton's strong interest in addressing the social problems in the United States as well as in the world community as a whole, the Danish Minister for Development, Ms. Helle Degn, who is the responsible cabinet member for the preparation of the conference, would very much like to meet with Mrs. Rodham Clinton to discuss our mutual commitment towards the achievement of the goals of the Social Summit.

Minister Helle Degn will be in Washington, D.C. to cover the spring meeting of the Interim Committee of the World Bank. Ms. Degn will be here during April 24 through April 26, 1994.

Do you think it would be possible for Mrs. Rodham Clinton to make half an hour available for this purpose on one of the dates mentioned.

I look forward to hearing from you.

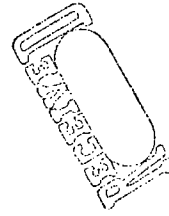
With kindest regards.

Yours sincerely

Peter Dyvig

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USSS
J. RAY



The Honorable
Margaret Williams
Assistant to the President
and Chief of Staff to the First Lady
The White House
Washington, D.C.

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