

January 1996

TODD STERN'S SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 10:15am LP on Recess 10:30am HabeasMtg(472) 10:30am POTUS (RecessAppts) 12:00pm JLiebowitz - Lunch 1:00pm CabBfg	4	5 12:00pm Honigman Lunch	6
7	8	9	10 7:00pm Rubin- Dinner	11	12 3:15pm JStiglitz& LTyson(Economic Report)	13 NEggleston
14	15	16 5:30pm RecessMtg	17 11:00am Evelyn 12:00pm ESimon (293-2700) 2:00pm TRoddick	18 11:00am SNolet 3:30pm NSoderberg/ BLEary(POW/ MIA)	19 10:00am JCahoon 12:00pm NWolin 2:30pm ProductLi- abilityMtg	20
21	22 Evening-JBusy 5:00pm CabMtg (RooseRm)	23	24	25 Evening-AC 4:00pm SacredSites (Leon) 4:30-6:00pm KMcGintyConf (IndTrty)	26 Evening-TPodesta Sh-TermSchMtg (RooseRm) 12:00pm RMarcus 6:00-8:00pm RecptPGriffin (HayAdams)	27
28	29 12:00pm SNeuwirth 4:00pm NECMtg (RooseRm)	30 4:00pm DODAuthMtg (Rasco'sOfc) 6:00-8:00pm PGriffinPty(COS Ofc)	31 (Evening-Maralee) 2:00pm Scheduling Mtg 3:00pm DOD 5:00pm Speeches			

December 1995

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31						

February 1996

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25	26	27	28	29		

MEMORANDUM
OF CALL

Previous editions usable

TO:

Todd

☒ YOU WERE CALLED BY- ☐ YOU WERE VISITED BY-

Chris Carl

OF (Organization)

☐ PLEASE PHONE ☐ FTS ☐ AUTOVON

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

Mtg at 10:30
on Habras in
Rm 472 -

RECEIVED BY

Carl

DATE

1/2

TIME

4:15

50363-111 NSN 7540-00-634-4018 OPTIONAL FORM 363 (Rev. 1-94)
*U.S. G.P.O.:1994-300-891/00003 Prescribed by GSA

1/19/96

Accept

Regret

✓

regretted. 1/23/96

Christy-

C.



44 Canal Center Plaza • Alexandria, Virginia 22314 • 703-706-3300 • Fax: 703-706-0000

January 15, 1996

Mr. Todd Stern
Assistant to the President and Staff Secretary
Office of the Staff Secretary
1600 Pennsylvania Avenue, NW
Ground Floor, West Wing
Washington, DC 20500

Dear Mr. Stern:

On behalf of the Close Up Foundation I would like to invite you to deliver the keynote address to a group of high school students participating in the 1996 Close Up Washington program.

As you may know, Close Up, a nonprofit, nonpartisan organization, has conducted civic education programs using the nation's capital as its classroom for over twenty five years. Since 1970, the Foundation has brought more than 420,000 high school students, teachers, and older Americans from across the country, Puerto Rico, the Newly Independent States and many other international regions to Washington, D.C. for the unique experience of studying government on location. For the participant, the Close Up week is a challenging educational experience composed of seminars, debates, and workshops that cover all aspects of the American political system.

The keynote address is intended to set the tone for the students' week by welcoming and introducing them to the nation's capital. Keynote speakers often spark students' interest about issues before Congress and the President, international topics, or how organizations and individuals affect public policy and decision-making in Washington.

The seminars for the 1996 program year are scheduled for Monday mornings beginning January 15 until the end of May. Your audience would be approximately 200 high school juniors and seniors from across the country. The format for seminars consists of fifteen to twenty minutes of opening remarks, followed by a question and answer period for the remainder of the hour. Seminars are generally held in government auditoriums downtown.

I have enclosed additional information about the Close Up Foundation and our programs. I know your schedule is demanding, but I hope you will be available one Monday morning to speak to a group of Close Up students. I look forward to talking with you soon, and appreciate your consideration of this request. If you have any questions or would like additional information, I can be reached at (703) 706-3482.

Respectfully,

Suzanne Graham
Supervisor, Scheduling and Outreach

Enclosure

NATIONAL PROFILE



44 Canal Center Plaza • Alexandria, Virginia 22314-1592

Telephone: 703-706-3300 • Fax Machine: 703-706-0000

★ 25 Years ★
EDUCATION FOR DEMOCRACY

Democracy is not a spectator sport. . . . It is a system that demands citizen participation.

The Close Up Foundation was established in 1970 to prepare young people for effective and constructive participation in their government. The founders of Close Up realized that civics textbooks and lectures alone were not enough to help students understand the democratic process and make it work. *Students needed a close up experience in government.* Today, that experiential learning approach to civic education is the basis for all programs offered by the Close Up Foundation, now the nation's largest civic education organization. These programs promote civic awareness, civic achievement, and civic participation—goals just as appropriate today as 25 years ago.

CLOSE UP WASHINGTON, D.C., STUDY PROGRAMS

Close Up Washington

The weeklong Close Up Washington government studies program enables high school students to study the process of government where it happens, with the people who make it happen. Seminars with national leaders, study visits throughout the capital city, and small-group workshops let students share their ideas with policymakers as well as teenagers from across the country. Educators accompanying students take part in a separate professional development program with their peers.

Close Up Washington is open to all high school students regardless of grade point average, leadership ability, or financial status. Special programs are conducted for students who have visual, physical, or hearing impairments. During the 1994/95 academic year, nearly 25,000 students and teachers from some 3,000 high schools in every state, the District of Columbia, the U.S. Territories, Puerto Rico, and many other countries participated in Close Up's behind-the-scenes Washington week. Over the last 25 years, some 400,000 students and teachers have taken part in Close Up Washington.

Close Up Program for New Americans

The Close Up Program for New Americans gives recently immigrated and migrant education middle school and high school students the knowledge, skills, and confidence they need to become active, informed citizens. More than 9,000 students and teachers have taken part in the weeklong Washington Study Visit, Local Learning Activities, and Community Service-Learning Projects since 1988.

The Capital Experience

These five-day sessions for middle school students and their teachers focus on U.S. history and capital city landmarks. More than 600 participants learned more about America in this program in 1994/95.

Close Up Program for Older Americans

This weeklong Washington study program—offered in cooperation with the American Association of Retired Persons (AARP)—gives adults over 50 an inside look at current issues and government. Close Up also conducts the Congressional Senior Citizen Intern Program and National Leadership Issues Forum. In 1994/95, 1,200 older Americans took part in Close Up weeks; some 9,250 have participated since 1984.

CLOSE UP CIVIC EDUCATION OUTREACH PROGRAMS

Close Up Connections: State and Local Programs

During 1994/95, more than 140 state and local Close Up government studies programs were held in communities across the nation and around the world. Ranging from after school seminars to week-long residential programs in state capitals, these events are often conducted by volunteer educators and supported by local contributors.

Close Up Pacific Basin Program

The Close Up Pacific Basin Program brings high school students and teachers together to explore economic, cultural, and political issues in this rapidly changing region. In 1995, more than 400 participants from the United States and Pacific Islands attended the tenth annual program in Hawaii.

Close Up on C-SPAN

This weekly public affairs-news discussion program, now available in more than 61 million U.S. cable households and sponsored by Ford Motor Company, has provided interactive forums for the exploration of public policy since 1979. Close Up also produces educational documentaries.

Close Up Publishing

Close Up publishes student books, teacher resources, educational videotapes, and simulation activities designed to enhance secondary social studies curricula. Thousands of government, history, and civics educators nationwide rely on Close Up's balanced academic materials each year.

Close Up Educator Institutes

The "Close Up U.S.-Japan Educational Institute," an international exchange program for teachers focusing on both countries' educational and political systems, is funded by The Japan Foundation Center for Global Partnership with additional support from the Mobil Oil Corporation.

The "Energy, Environment, and Policy Choices" summer institute for high school science and social studies teachers is jointly conducted with the University of Oklahoma and funded by the U.S. Department of Energy. The two-week program focuses on interdisciplinary approaches to studying policy.

Active Citizenship Today

This national service-learning project integrates community problem solving and the study of public policy into middle and high school social studies curricula. This four-year project, conducted in collaboration with the Constitutional Rights Foundation and funded by the DeWitt Wallace-Reader's Digest Fund, involved more than 20,000 students in five school districts in 1994/95.

CLOSE UP FOUNDATION FUNDING

Funding for the Close Up Foundation's work comes from private and public sector support and participant program payments. To ensure that all types of participants may take part in Close Up programs, the Foundation awards fellowships that are made available through a congressional appropriation—the Allen J. Ellender Fellowship Fund—and contributions from hundreds of individuals, corporations, businesses, and civic organizations. Funds from the U.S. Department of the Interior extend the Foundation's outreach to the Pacific Islands and to American Indians.

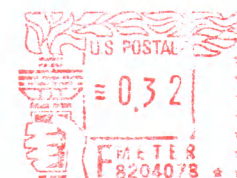
Additional major sponsors include: Amoco Foundation, Inc.; The Cleveland Foundation; The Dunsbaugh-Dalton Foundation, Inc.; Exxon Company, U.S.A.; Houston Endowment Inc.; Kansas City Southern Industries, Inc.; John S. and James L. Knight Foundation; MAPCO Inc.; The David and Lucile Packard Foundation; J.C. Penney Company, Inc.; and Union Pacific Foundation. A list of contributors appears in the Foundation's annual report.



PHOTOCOPY
PRESERVATION



44 Canal Center Plaza
Alexandria, Virginia 22314-1592



Mr. Todd Stern
Assistant to the President and Staff Secretary
Office of the Staff Secretary
1600 Pennsylvania Avenue, NW
Ground Floor, West Wing
Washington, DC 20500



1/19/96

Accept _____

Regret ✓

—

C.



Harvard Law School Association



96 JAN 19 AM 11:14

January 10, 1996

Dear Alumnus/a:

In conjunction with the ABA mid-year meeting in Baltimore, the Harvard Law School Association will hold a luncheon scheduled for Friday, February 2, 1996, at the Hyatt Regency Baltimore, Harborview Room, 2nd Floor. Professor Charles Ogletree will be our guest speaker.

Alumni living in Maryland, Washington, D.C., and Virginia are being invited to join others who are visiting from other parts of the country and who are registered for the ABA mid-year meeting. As President of the HLSA of Maryland, I extend a warm welcome and very much hope that you can join us for this event. Please use the form below in responding. If you have questions or wish to phone in a reservation, you may call Donna Chiozzi at the Harvard Law School Association at (617)495-3181.

Neal Janey '74
President
HLSA of Maryland

HLSA Luncheon -- Friday, February 2, 1996
12:00 - 2:00 p.m.
Hyatt Regency, Baltimore, MD

Please return to:

Ms. Donna Chiozzi
Harvard Law School Association
1563 Massachusetts Avenue
Cambridge, MA 02138

I wish to reserve _____ place(s) at \$25.00 each. Enclosed is my check made payable to the Harvard Law School Association in the amount of \$ _____.

Name _____ Class _____

Address _____

Tel: _____

96 JAN 22 P 6 : 24

The Honorable Todd Stern
202-456-2215

**John Deutch
and
Friends of Pat Griffin
cordially invite you to a
reception
in honor of Patrick Griffin
on Friday, January 26th 1996
six to eight o'clock
The Hay Adams Hotel
John Hay Room
One Lafayette Square N.W.
Washington, DC**

**R.s.v.p.
Captain Dottie Schott 703-697-7064**

Informal

C-yes
T

January 19, 1996

NOTE FOR TS

FROM: CC

RE: Invitations

-
1. John Duetch is having a Farewell Reception for Pat Griffin at the Hay Adams in the Hay Room on Friday, January 26, from 6:00 - 8:00 p.m. Shall I accept for you?

☒ YES

☐ NO

Accepted to Mary Duetch 1/22/96

MEMORANDUM
OF CALL

Previous editions usable

TO:

Todd

☐ YOU WERE CALLED BY-

☐ YOU WERE VISITED BY-

603 26917-7064

OF (Organization)

John Deutch-

☐ PLEASE PHONE ►

☐ FTS

☐ AUTOVON

☐ WILL CALL AGAIN

☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL

☐ WISHES AN APPOINTMENT

MESSAGE

Capt Dottie Schott

FW

Pat Guffman

2cc Jan

Hay Ad

6-8

Hay Run

RECEIVED BY

DATE

TIME

50363-111 NSN 7540-00-634-4018
*U.S. G.P.O.:1994-300-891/00003

OPTIONAL FORM 363 (Rev. 1-94)
Prescribed by GSA

EXECUTIVE OFFICE OF THE PRESIDENT

23-Jan-1996 03:11pm

TO: (See Below)

FROM: Cheryl S. Rodman
Scheduling and Advance

SUBJECT: Short Term

The short term scheduling meeting is now 10:00 a.m. on Friday in the Roosevelt Room instead of tomorrow at 9:30 a.m.

Cheryl

Distribution:

TO: John O. Sutton
TO: Teresa Wildman
TO: Nancy V. Hernreich
TO: Rebecca A. Cameron
TO: Laura Capps
TO: Gordon Li
TO: Kristin Leight
TO: Karen L. Hancox
TO: Julie E. Mason
TO: Lorraine McHugh
TO: Ruby G. Moy
TO: Jeremy D. Benami
TO: Daniel Taberski
TO: Sheila D. Turner
TO: R. Lawton Jordan III
TO: Stacey L. Rubin
TO: Thomas O'Donnell
TO: Christa T. Robinson
TO: Paige E. Reffe
TO: Betsy Myers
TO: Carolyn E. Cleveland
TO: Lisa Jordan Tamagni
TO: Jodie R. Torkelson
TO: Cheryl D. Mills
TO: Kenneth Baldwin
TO: Tracy B. LaBrecque
TO: Barry J. Toiv
TO: Dorothy L. Karayannis
TO: Laura A. Graham
TO: Margo L. Spiritus

TO: Kimberly Tilley
TO: Patti Solis
TO: David J. Lane
TO: Michael D. Malone
TO: Melissa M. Murray
TO: Daniel E. Bernal
TO: Ann M. Cattalini

96 JAN 23 P4: 25

YOU ARE INVITED TO CELEBRATE
THE CONFIRMATION
OF
KATHLEEN A. McGINTY
AS CHAIR OF THE
COUNCIL ON ENVIRONMENTAL QUALITY

January 25, 1996
4:30-6:00 p.m.

Indian Treaty Room
Old Executive Office Building

INVITE IS NON-TRANSFERABLE

PLEASE RSVP TO BETH VIOLA AT 6-6533

Accept

☒

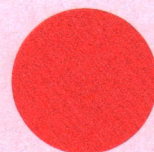
Regret

left V. Im. message
on B. Viola

Carol

CS:15 CS:15

Mr. Todd Stern
GFL/WW WH



THE PRESIDENT'S COUNCIL
ON PHYSICAL FITNESS AND SPORTS
AND
HOME BOX OFFICE

CORDIALLY INVITE YOU AND A GUEST TO THE
WASHINGTON PREMIERE OF THE
HBO SPORTS DOCUMENTARY

THE JOURNEY OF THE AFRICAN-AMERICAN ATHLETE

WITH SPECIAL GUESTS, INCLUDING
MUHAMMAD ALI, RALPH BOSTON, JIM BROWN,
ZINA GARRISON-JACKSON, CALVIN HILL AND AL MEAD III

WEDNESDAY, FEBRUARY 7, 1996

6:30 PM Reception
7:30 PM Screening
8:30 PM Buffet Dinner

ANA Hotel
2401 M Street, N.W.
Washington, D.C.

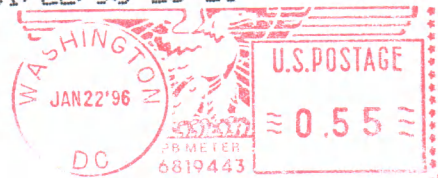
RSVP to Sarah Steven at (202) 842-7679
by Friday, February 2

This invitation is nontransferable



Regretted to v.m.
1/24/96.

WASH., D.C. GMF DCR#7 01/22/96 20:23



Handwritten signature in blue ink.

Mr. Todd Stern
Assistant to the President & Staff Secretary
The White House
1600 Pennsylvania Ave., NW
Washington, D.C. 20500



HOME BOX OFFICE 1420 K STREET N.W. 10TH FLOOR WASHINGTON, D.C. 20005

**PHOTOCOPY
PRESERVATION**

Accept ✓ 1/25/96

Regret _____

Accept 1/26/96 to Addm
an.

C.

—

THE WHITE HOUSE
WASHINGTON

The Honorable Todd Stern



CHIEF OF STAFF TO THE PRESIDENT
THE WHITE HOUSE

96 JAN 25 P 3: 14

The Honorable Leon E. Panetta

The Honorable Harold Ickes

The Honorable Evelyn S. Lieberman

invite you to join them

in wishing farewell to

the Honorable Patrick J. Griffin

Tuesday, January 30, 1996

6:00-8:00 pm

Chief of Staff's Office

RSVP 456-6798

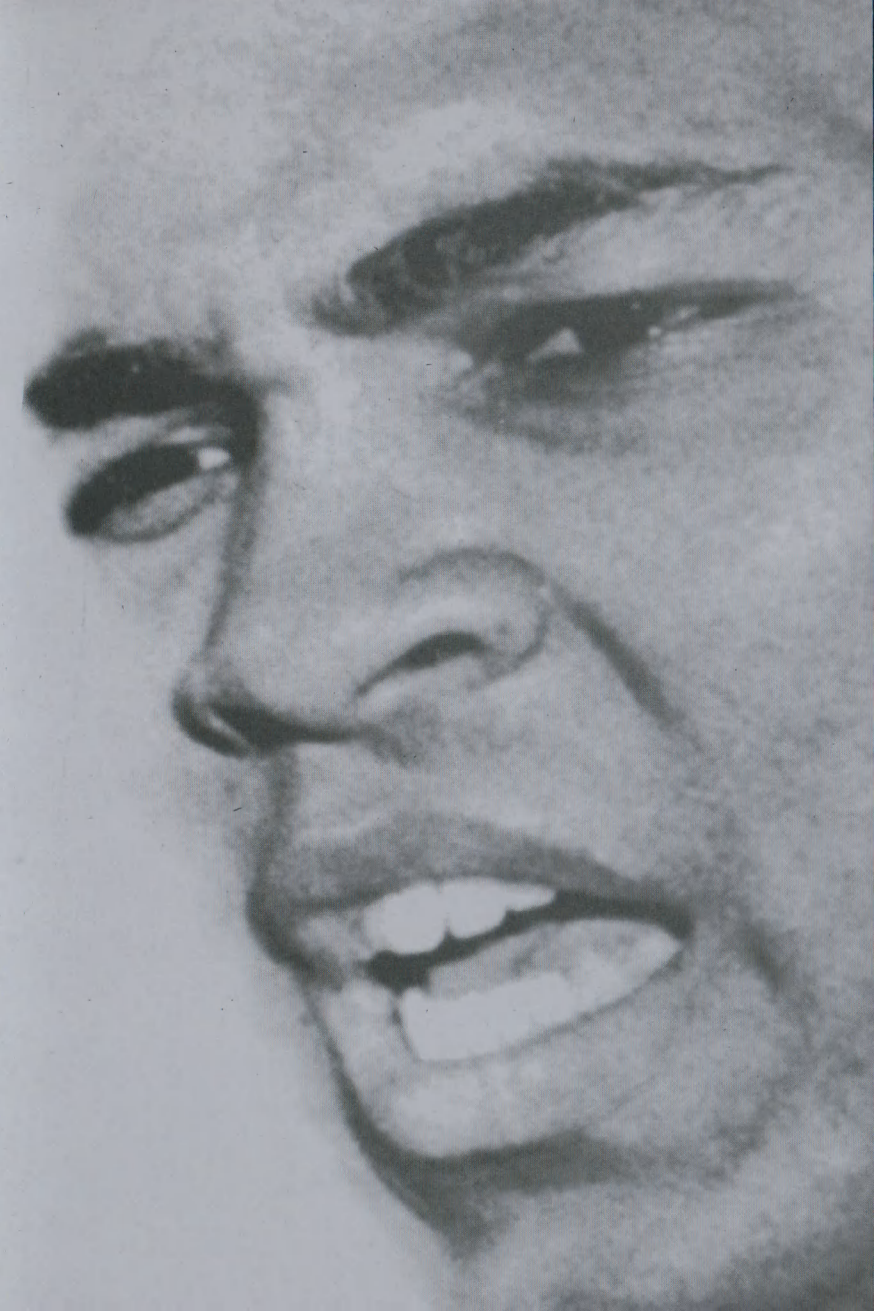
In celebration of Black History Month, HBO proudly presents *The Journey of the African-American Athlete*, inspired by an idea from our beloved friend, Arthur Ashe, a year before he passed away. With his vision in mind and heart, it has traveled on its own journey to become HBO Sports' most comprehensive undertaking to date... a two-part documentary film, recognizing some of the most profound changes and influences brought upon sports in America by African-American men and women. It covers more than 100 years of great achievements, often in the face of overwhelming odds.

Seth G. Abraham
President & CEO, Time Warner Sports

Executive Producer, Ross Greenburg;
Senior Producer, Rick Bernstein;
Produced by Leslie D. Farrell, Paul H. Hutchinson and Kendall Reid;
Narrated by Samuel L. Jackson; Original Music by Ramsey Lewis;
Written by William C. Rhoden.

This two-part documentary debuts exclusively on HBO in February.

JOURNEY



OF THE AFRICAN-

AMERICAN ATHLETE

