

April 1997

Todd Stern's Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																										
March <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>1</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>8</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>15</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>22</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td>29</td></tr> </table>	S	M	T	W	T	F	S	2	3	4	5	6	7	1	9	10	11	12	13	14	8	16	17	18	19	20	21	15	23	24	25	26	27	28	22	30	31					29		1	2	3	4	5
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Todd Stern 04/10/97 04:30:42 PM

Record Type: Record

To: Carolyn E. Cleveland/WHO/EOP

cc:

Subject: Re: Encryption Meeting

Heidi Kurkus, of the Vice President's Office, was calling to invite you to a meeting on Encryption which will take place on Friday at 3:30 p.m. in Room 253, OEOB. She was inviting you at the suggestion of Sylvia Mathews. Other attendees will be: Larry Haas, Sally Katzan, Barry Toiv and Sylvia Mathews. Shall I accept for you. Her number is 67099.

Carol 

accept.



Elizabeth M. Toohey

04/08/97 04:35:13 PM



Record Type: Record

To: See the distribution list at the bottom of this message

cc: See the distribution list at the bottom of this message

Subject: Cabinet Meeting

There will be a Cabinet Meeting on Thursday, April 10, 1997. It is on the President's schedule for 1:30 p.m. in the Cabinet Room. The focus of the meeting will be the President's Welfare-to-Work Initiative.

As always, Assistants to the President are invited to observe. Please RSVP to me in order to have a reserved seat.

Please note that this meeting will be manifested. If you do not RSVP, you will not have access to the room.

Thank you, Liz 6-7072

Message Sent To:

John Podesta/WHO/EOP
Sylvia M. Mathews/WHO/EOP
Donald A. Baer/WHO/EOP
Maria Echaveste/WHO/EOP
Rahm I. Emanuel/WHO/EOP
John H. Gibbons/OSTP/EOP
Marcia L. Hale/WHO/EOP
John L. Hilley/WHO/EOP
Ron Klain/OVP @ OVP
Ann F. Lewis/WHO/EOP
Bruce R. Lindsey/WHO/EOP
Michael D. McCurry/WHO/EOP
Bob J. Nash/WHO/EOP
Victoria Radd/WHO/EOP
Bruce N. Reed/OPD/EOP
Charles F. Ruff/WHO/EOP
Craig T. Smith/WHO/EOP
Douglas B. Sosnik/WHO/EOP
Gene B. Sperling/OPD/EOP
Todd Stern/WHO/EOP
TARULLO_D @ A1 @ CD @ LNGTWY
Jodie R. Torkelson/WHO/EOP

Message Copied To:

MEMORANDUM
OF CALL

Previous editions usable

TO:

Todel 67560

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

Kari Sandasia

OF (Organization)

Dept of Commerce

☐ PLEASE PHONE ☐ FTS ☐ AUTOVON

482-4246

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

You're invited to the April 3
memorial service for Ron
Brown from 2pm - 4pm
between 13th & 14th St and
Constitution Ave - the Customs Bldg.
Bus stop close of business tomorrow →

RECEIVED BY

Jill

DATE

4/1

TIME

7:00

50383-111 NSN 7540-00-634-4018
U.S. G.P.O.:1994-300-891/00003

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

The
~~and~~ invitations are in the
mail.

PHOTOCOPY
PRESERVATION



THE SECRETARY OF COMMERCE
Washington, D.C. 20230

March 31, 1997

'97 APR 2 AM 8:58

The Honorable Todd Stern
The White House
Washington, D.C. 20502

Dear Todd:

This week marks the one-year anniversary of the air tragedy in Croatia, and will be an especially difficult time for the Department of Commerce. Those that died on St. John's Mountain were all involved on a mission of peace, seeking to improve the lives and the opportunities of those who have suffered in the war-ravaged Balkans. It is fitting that we honor the memory and the sacrifice of those whom President Clinton eulogized at the Dover Air Force Base Ceremony last April as "...as patriots, whether soldiers or civil servants or committed citizens, they were patriots."

I hope you can join us on Thursday, April 3, 1997 as we commemorate the lives and contributions of all those who perished in the air tragedy. There will be a memorial ceremony at 2:00 p.m. at the Mellon Auditorium. So that we may make overall arrangements and reserve seating at the Mellon Auditorium for you, please contact Kari Fantasia at (202) 482-4246.

I truly hope that you are able to accept my invitation and I look forward to seeing you on April 3.

Sincerely,

William M. Daley

40
11:45

Diplomatic Reception
Rm
Motorcade out

Sender _____ H _____
U.S. DEPARTMENT OF COMMERCE
The Secretary of Commerce
Washington, D.C. 20230

OFFICIAL BUSINESS

50

The Honorable Todd Stern
The White House
Washington, D.C. 20502

Jewish Policy Leaders' Study Group

MEMO

To: Members of the Jewish Policy Leaders' Study Group
From: Rabbi Sidney Schwarz
Re: Next Study Group Meeting
Date: March 25, 1997

When: Friday, April 4, 1997; 12 noon – 1:45 p.m.

Where: Arent Fox –1050 Connecticut Ave., NW, 5th floor - Board Room

Topic: Jewish Views on Civil Disobedience

RSVP by: April 1, 1997

Please bring \$7 to cover your lunch expenses. We look forward to seeing you there.

FAX back to Jason Kimelman-Block at
The Washington Institute for Jewish Leadership and Values
11710 Hunters Lane • Rockville, MD 20852 • Phone: (301) 770-5070

FAX: (301) 770-6365

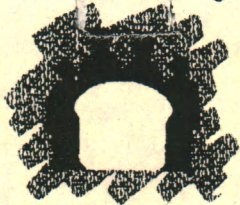
Mr. Todd Stern

☒ Yes, I will attend the Jewish Policy Leaders' Study Group, April 4.

☐ No, I will not attend the meeting, but please keep me informed of your group's activities.

☐ It is unlikely that I will be able to participate in the group.

Please add _____ to your list (include mailing address & fax#).



'97 MAR 27 AM 9:54

March 25, 1997

TO: Jewish Policy Leader Study Group Participants
FROM: Rob Ferish *Rob*
RE: Upcoming Sessions

This is a quick note to say the Study Group is alive and thriving. Discussions the last few times have been lively and engaging, having both professional and personal relevance. New people continue to join in.

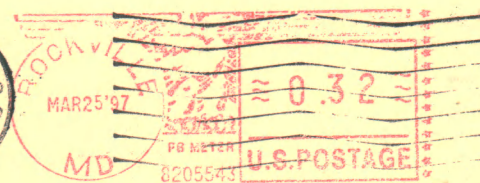
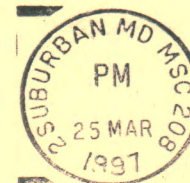
I write to encourage you to reserve time on your calendars for upcoming sessions (the next three are April 4, May 2, and June 6). The level of conversation and rapport grows as we get to know each other better. Sid Schwarz indicates the meaning of life will be revealed in at least one of these sessions. (Tapes are not available).

Hope to see you soon.

(Chait + 8)
44.
1.



**The Washington Institute
for Jewish Leadership and Values**
11710 Hunters Lane
Rockville, Maryland 20852



Mr. Todd Stern
Staff Secretary
The White House
1600 Pennsylvania Ave. N.W.
Washington, DC 20502

MESSAGE CONFIRMATION

APR-03-97 11:07

FAX NUMBER : 2024562215

NAME :

FAX NUMBER : 913017706365

PAGE : 01

ELAPSED TIME : 00'31"

MODE : G3 STD

RESULTS : O.K

UNITED STATES POSTAL SERVICE
475 LENFANT PLAZA SW RM 4474E
WASHINGTON D.C. 20260-2437



MS SHARON E THOMAS
UNITED STATES POSTAL SERVICE
475 LENFANT PLAZA SW RM 4474E
WASHINGTON D.C. 20260-2437

Todd D. Stern

(please print your name)

(2020 456-2702

(day-time telephone number)

_____ will attend stamp dedication ceremony

 X will not attend stamp dedication ceremony

honoring Raoul Wallenberg on April 24, 1997

No. of People _____ (Limit 2)

Seating is Limited

Please present R.s.v.p. card at door

4-3-97

Accept _____

Regret _____ ✓

— C



*The Postmaster General/CEO
and*

*The United States Holocaust Memorial Museum
cordially invite you to attend a ceremony dedicating the
Raoul Wallenberg stamp
on Thursday, April 24, at 10:30 a.m.
Joseph and Rebecca Meyerhoff Theater
The United States Holocaust Memorial Museum
100 Raoul Wallenberg Place, S.W.
Washington, D.C.*

Seating is limited

U.S. Postal Service
475 L'Enfant Plaza S.W.
Washington, DC 20260-2437



16:23 04/01/97 ISS#2 431 WGMF,DC 20066

MR TODD STERN
ASSISTANT TO THE PRESIDENT
THE WHITE HOUSE
1600 PENNSYLVANIA AVE NW
WASHINGTON DC 20502-0001





James Madison University
Center for Professional Development
College of Business

197 MAR 12 AM 09:33

Already regretted

March 10, 1997

Mr. Todd Stren
Specialist
EOP
1600 Pennsylvania Avenue, NW
Washington, DC 20500

Dear Mr. Stren:

"WOW Takes More Than a Minute!"

The truth is, 4,245 days will have passed when a "wow" of an idea finally comes to life on May 14, 1997 -- the day you'll learn the amazingly simple secret of lasting business success. We promise you a day to remember.

Only on May 14, only in the U.S., only in 100 cities including Washington, DC -- and only in our "Lessons in Leadership" series -- can you experience closed-circuit "WOW Takes More Than a Minute: How to Stay Focused on the Customer." James Madison University's National Center for Professional Development is excited to host our local gathering -- a gathering celebrating Washington, DC's can-do spirit. Our excitement is backed up by a guarantee.

Can you guess who makes us so confident? For starters, Dr. Ken Blanchard and Dr. Tom Peters, the two best-selling business authors of all time! Everybody has heard of them, but not everybody has the chance to learn directly from them -- like you can on May 14. Who doesn't love great "chemistry"? Blanchard and Peters have it. And would you believe it started when they were classmates at Cornell? The best part is, the chemistry will be even more powerful because their Cornell classmate -- none other than Dr. Marjorie Blanchard -- is joining forces with them on May 14.

Marjorie Blanchard is nationally acclaimed for her success in inspiring people to achieve greater working relationships, stronger leadership and reduced stress. She gives information you can use -- now! Factor in her dynamic ability to inspire you, and it's clear how she gained a brilliant reputation as a speaker, trainer and leader. She received her B.A. and M.A. degrees from Cornell and her Ph.D. from the University of Massachusetts-Amherst. She's been named "Speaker of the Year" by *New Woman* magazine and American Express, and "Entrepreneur of the Year" by Cornell's Johnson School of Business. The bottom line is, Marjorie Blanchard delivers.

She'll put you in touch with the best of times, those times when you're part of a group bonded by common goals and clear purpose. Who doesn't want the rush of energy and excitement that comes from being on such a winning team? Most of us spend our entire lives trying to catch that feeling. Well, here's the good news: When your focus is on the customer, understanding that everyone is a customer, that special spirit makes your organization radiate positive energy. Why? Because making the human connection with your co-workers and your customers creates an unbreakable bond -- a shared sense of fun, satisfaction and accomplishment. And the payoff is big.

You know what we mean. When you achieve the power of cooperation, you can move mountains. Whether the competition is fierce or the Dow Jones is down, whether the "timing is wrong" or the budget is tight -- nothing can stop you! Not when you've got unbridled enthusiasm on your side. Teams with a deep sense of togetherness, trust and purpose turn lows into highs. It's no pipe dream. Teams with a "direct line of sight" to the customer and to each other know that -- no matter the conditions -- they can handle anything. Charts and red tape fall by the wayside. Outside conditions may change, but that only brings new opportunities that secure, spirited, "determined-to-succeed" teams stand ready to pursue -- immediately. When all employees share an organization's heartbeat, they're unstoppable. That's when failure is not an option. That's when the feeling is unbeatable!

Experience that feeling -- when Ken Blanchard, Marjorie Blanchard and Tom Peters team up with you on May 14. They'll have all of us owning the idea that "I am responsible -- not management! -- for taking care of me"... that petty political maneuvers and hidden agendas are out... that cooperation, team learning and positive attitudes are in... and that there's nothing to be gained from pointing fingers -- unless they're pointed toward the future. In short, misunderstandings are out. Open communication and understanding are in. Armed with this outlook, you can stay focused on a simple -- but crucial -- fact of life: Everyone needs the customer to survive.

On May 14, Ken, Marjorie and Tom will give you six and one-half hours of their very best, sharing equal time in individual presentations, followed by a spirited "give-and-take" among all three -- and the audience.

Dr. Ken Blanchard will get us off to a strong start. With books such as *The One Minute Manager*, he is the first author ever to have four titles on *Business Week's* Top 15 book list at the same time. The other books are *Raving Fans*, *Everyone's a Coach* and *Empowerment Takes More Than a Minute*. Now, Blanchard's latest book, *Mission Possible*, has rocketed into *Business Week's* Top 15 as well. His constant reminder to "catch people doing things right" is a battle cry that works. Be sure to catch Ken and Marjorie Blanchard on May 14.

And be sure your teams catch Dr. Tom Peters. With books such as *The Pursuit of WOW!* and *In Search of Excellence*, Tom Peters is the world's best-selling business author. He is also the world's leader in credibility. Research by Siegel & Gale/Ropel Starch Worldwide ranks Tom Peters "number one in awareness and credibility among business leaders" with an index score of 50 -- more than twice that of the runner-up, Microsoft chairman Bill Gates. No less than Dr. Stephen Covey, author of *The 7 Habits of Highly Effective People*, calls Tom Peters "a national treasure" and credits him with "single-handedly leading the excellence movement in the United States over the last decade."

In this age, excellence is never easy. Ambiguity swarms around us. Change strikes like a blizzard. But unstoppable teams laugh at change. They not only survive, they thrive. Ken Blanchard, Marjorie Blanchard and Tom Peters can make this feeling contagious in your organization. Their "outside" voices, with universal appeal and credibility, add a needed exclamation point to the message you've been trying to send. And let's face it, lots of people need a wake-up call. You might understand "customer focus," but have you ever found yourself struggling to get other people fully involved? Ken Blanchard, Marjorie Blanchard and Tom Peters will help you do it.

You deserve a special moderator to maximize the impact of Ken and Marjorie Blanchard and Tom Peters. You will get it in Emmy award-winning journalist and best-selling author Linda Ellerbee. You can count on her probing, candid style -- and her ability to challenge the brightest of minds -- to make for an extremely lively day on May 14! While we can't list everything our speakers will offer you, expect help such as:

- How to say "hello" to helpful people and "goodbye" to difficult people
- How to become more secure by not becoming "indispensable"
- How to learn to trust -- by becoming trustworthy
- How to make business a "hoot" -- fun for customers and employees
- How to keep every employee's "eye on the customer" -- whether the day's news is good, bad or indifferent
- How to make government workers and taxpayers "raving fans" of each other
- How to thrive by thinking of your organization -- and your boss -- as your customer

Imagine the cost to access the wealth of books, tapes, lectures and articles on how to profit from focusing on the customer. The cost would be staggering. If you traveled to three different locations -- and managed to get a seat --

for each of these speakers' rare public presentations, the total cost would exceed \$2,000. But now you can see them at a fraction of the cost. Register for "WOW" by May 7 and you will experience it for as little as \$199, with group discounts. Also, when you sign up by May 7 you get absolutely free the \$129 "Lessons in Leadership" tape series. The tape set makes for a great daily reinforcement as you drive to and from work -- and, combined with the already low program cost, adds tremendous value.

Speaking of value, consider the benefits of purchasing tickets not only for your workplace, but also for some of your customers as well as your bankers, suppliers... and any other relationships vital to your organization. They'll thank you for your kindness -- but your rewards can go far beyond a bunch of "thank yous."

Here's a true story, similar to the many examples that Ken Blanchard, Marjorie Blanchard and Tom Peters will give to you on May 14. In this case, an employee normally regarded as far removed from the front line went to a "Lessons in Leadership" program and got to meet an important customer -- one her company brought as its guest. She learned a seemingly small detail about this customer's interests during the course of the day. A few days later, the employee had an opportunity to pass along some helpful information -- a small gesture that wound up tipping the balance toward \$4.5 million dollars coming into the thoughtful employee's organization. That was one "Lessons in Leadership" ticket that certainly led to a remarkable success story!

Of course, we can't know exactly what your success stories will be, but we're convinced you'll find "WOW Takes More Than a Minute" to be more than a bargain -- or your money back.

As you can see, we're excited about this opportunity to learn "the best from the best!" Could you help us spread the news? Please make photocopies of this letter for your co-workers and friends. It's a way to get the word out in time to take advantage of group discounts -- because the benefits to your organization will multiply with each person you bring.

Sincerely,

A handwritten signature in dark ink, appearing to read "R.D. Reid", with a stylized flourish at the end.

Dr. Robert D. Reid, Dean
College of Business

P.S. "WOW" will literally follow you home. Remember, there's a free gift for everyone enrolled by May 7 -- a \$129 value. It's your copy of the "Lessons in Leadership" cassette-tape series. As a special bonus, you'll get a recording of the first brainstorming session when Ken and Marjorie Blanchard and Tom Peters began working on "WOW Takes More Than a Minute." These tapes will keep your drive to and from work fun and focused.

Lessons in Leadership

Presented via

closed-circuit by: James Madison University's National Center for Professional Development

Date & Time: Wednesday, May 14, 1997, 11:45 a.m. - 6:30 p.m.
(Doors will open at 10:45 a.m. Seating is open.)

Location: United Artists Fairfax Village 10, 4110 West Ox Road, #12110, Fairfax, Virginia

Program: 11:45 a.m. - 2:50 p.m. and 3:50 p.m. - 6:30 p.m. Ken Blanchard, Marjorie Blanchard and Tom Peters,
moderated by Linda Ellerbee, presented live via closed-circuit:

"WOW Takes More Than A Minute"

How to say "hello" to helpful people and "goodbye" to difficult people

How to become more secure by not becoming "indispensable"

How to learn to trust -- by becoming trustworthy

How to make business a "hoot" -- fun for customers and employees

How to keep every employee's "eye on the customer" -- whether the day's news is good, bad or indifferent

How to make government workers and taxpayers "raving fans" of each other

How to thrive by thinking of your organization -- and your boss -- as your customer

Take advantage of discounts by registering as a group. Due to limited space and an expected sell out, please be sure to register early. Register by May 7 and receive the free "Lessons in Leadership" cassette series (\$129 value) and the Blanchard - Peters brainstorming bonus tape! A late cancellation fee of \$50 per ticket will be charged after May 7 - cancellations after May 14 cannot be accepted. Remember, tickets are transferable.

Ticket includes coffee, light meal, program materials plus bonus cassettes for those who register by May 7.	30 or more team members	\$199 per person
	20 to 29 team members	\$219 per person*
	10 to 19 team members	\$229 per person*
	3 to 9 team members	\$239 per person*
	1 to 2 team members	\$249 per person*

Register by calling toll free 1-800-689-9771
OR fax the form toll free 1-800-233-0937

OR mail the form below to:

Lessons in Leadership, PO Box 22233
Lexington, KY 40522

Washington, DC, Wednesday, May 14, 1997

Number of tickets _____ Name of Participant _____

Title _____ (List multiple participants/titles on a separate sheet.)

Ticket(s) should be sent to _____ Title _____

Organization _____

Address _____ Mailstop _____

(city) (state) (zip) Phone _____ Fax _____

Enclosed is a check payable to: Lessons in Leadership. _____ Bill my company. Purchase Order # _____

Charge my credit card: American Express _____ MasterCard _____ VISA _____ Discover _____ Diner's Club _____

Card holder's name _____ Expiration date _____

Card number _____ Total Amount _____

Signature _____

IF YOU HAVE ANY QUESTIONS, PLEASE CALL TOLL FREE 1-800-689-9771

<http://www.wyn.com> email: teams@wyn.com



James Madison University
Center for Professional Development
College of Business
Harrisonburg, Virginia 22807



Mr. Todd Stren
Specialist
EOP
1600 Pennsylvania Avenue, NW
Washington, DC 20500

100132



4-10-97

Accept _____
Regret _____ ✓

C.

1997 DAYS OF REMEMBRANCE

_____ NUMBER ATTENDING

☒ I/WE WILL NOT ATTEND

NAME (PLEASE PRINT) _____ Todd D. Stern

ADDRESS _____ The White House

CITY/STATE/ZIP CODE _____ Washignton, D.C. 20500

PHONE _____ (202) 456-2702

GUEST(S) _____

PLEASE RETURN THIS CARD BY MAY 1, 1997



DAYS OF REMEMBRANCE

UNITED STATES HOLOCAUST MEMORIAL MUSEUM

1997

The United States Holocaust Memorial Museum
cordially invites you to the

NATIONAL
DAYS OF REMEMBRANCE
COMMEMORATION

Thursday, May 8, 1997

United States Capitol Rotunda

Washington, D.C.

Noon

Miles Lerman, *Chairperson*

Ruth B. Mandel, *Vice Chairperson*

Benjamin Meed

Chairperson, Days of Remembrance Committee

United States Holocaust Memorial Council

PHOTOCOPY
PRESERVATION

Please Join Us
In Celebrating
Our New Space!!!



'97 APR 14 9:51

Dedication Week
for the new
McDonough Wing

CHAI FELDBLUM

TIM WESTMORELAND

RALPH NEAS

SCOTT FOSTER

DAVID RAPALLO

SHARON PERLEY

LORETTA MOSS

of

THE FEDERAL LEGISLATION CLINIC

CORDIALLY INVITE YOU TO AN

OPEN HOUSE

April 23, 1997 -- 5:00 p.m. to 7:00 p.m.

Georgetown University Law Center
600 New Jersey Avenue, NW
Suite 340
Washington, D.C.

Please RSVP no later than April 21, 1997 to Loretta Moss (202) 662-9595.

Accessible entrance is located on F Street, NW between New Jersey Avenue and 2nd Street.

Prior to the Open House, you are invited to attend the Opening Celebration of the Office of Public Interest and Community Service (OPICS). Information on that event is on the reverse.

"Working at the Crossroads of Law and Politics"

4/14/97

Accept ☒

Regret ☐

JCC

Jan Klein

4/15/97

Accepted to Karen -

Todd,

Stop by if

You can.

Tom

Yes, please do

Chai

Jennifer

Let's go

to this

me

Wednesday, April 23, 1997

**Celebration of Community Service
Office of Public Interest and Community Service Grand Opening**

The Office of Public Interest and Community Service was created to strengthen the Law Center's long-standing commitment to public service. The office serves as the main information center regarding public interest and community service activities at the Law Center, provides advice and guidance to students and graduates interested in pursuing public interest careers, and facilitates law-related community service work by Georgetown students.

OPICS will celebrate its grand opening on April 23rd as part of the academic celebration on the occasion of the completion of the Georgetown University Law Center Campus.

The program will begin in *Bernard P. McDonough Hall, Moot Courtroom, at 3:30 p.m.* Special guests include:

Abe Pollin, Chairman of the Board, Washington Sports
Mark Gearan, L'91, Director, Peace Corps
Stephen Bright, Director, Southern Center for Human Rights
Harold Brazil, LLM'78, Member-at-Large, D.C. City Council

In addition, the Robert F. Drinan, S.J. Alumni Public Service Award will be presented to **Joan Claybrook**, President, Public Citizen. *A reception will immediately follow the program in the East Atrium of Bernard P. McDonough Hall.*

If you plan to attend the OPICS Opening Celebration, please RSVP by April 21, 1997 to Loretta Moss (202) 662-9595.

4/14/97

Accept ✓

Regret

† CC

Jim Klein

4/15/97

Accepted to Karen -

*Please Join Us
In Celebrating
Our New Space!!!*



'97 APR 14 AM 9:51

*Dedication Week
for the new
McDonough Wing*

CHAI FELDBLUM

TIM WESTMORELAND

RALPH NEAS

SCOTT FOSTER

DAVID RAPALLO

SHARON PERLEY

LORETTA MOSS

of

THE FEDERAL LEGISLATION CLINIC

CORDIALLY INVITE YOU TO AN

OPEN HOUSE

April 23, 1997 -- 5:00 p.m. to 7:00 p.m.

Georgetown University Law Center
600 New Jersey Avenue, NW
Suite 340
Washington, D.C.

Please RSVP no later than April 21, 1997 to Loretta Moss (202) 662-9595.

Accessible entrance is located on F Street, NW between New Jersey Avenue and 2nd Street.

Prior to the Open House, you are invited to attend the Opening Celebration of the Office of Public Interest and Community Service (OPICS). Information on that event is on the reverse.

"Working at the Crossroads of Law and Politics"

*Todd,
Stop by if
you can.
— Tim*

*Yes, please do!
— Chai*

*Jennine —
Let's go
to this.
me*

Wednesday, April 23, 1997

**Celebration of Community Service
Office of Public Interest and Community Service Grand Opening**

The Office of Public Interest and Community Service was created to strengthen the Law Center's long-standing commitment to public service. The office serves as the main information center regarding public interest and community service activities at the Law Center, provides advice and guidance to students and graduates interested in pursuing public interest careers, and facilitates law-related community service work by Georgetown students.

OPICS will celebrate its grand opening on April 23rd as part of the academic celebration on the occasion of the completion of the Georgetown University Law Center Campus.

The program will begin in ***Bernard P. McDonough Hall, Moot Courtroom, at 3:30 p.m.*** Special guests include:

Abe Pollin, Chairman of the Board, Washington Sports
Mark Gearan, L'91, Director, Peace Corps
Stephen Bright, Director, Southern Center for Human Rights
Harold Brazil, LL.M.'78, Member-at-Large, D.C. City Council

In addition, the Robert F. Drinan, S.J. Alumni Public Service Award will be presented to **Joan Claybrook**, President, Public Citizen. ***A reception will immediately follow the program in the East Atrium of Bernard P. McDonough Hall.***

If you plan to attend the OPICS Opening Celebration, please RSVP by April 21, 1997 to Loretta Moss (202) 662-9595.



GEORGETOWN UNIVERSITY LAW CENTER

*Federal Legislation Clinic
111 F Street, NW
Washington DC 20001-2022*

Todd Stern
Assistant to the President
The White House
Ground Floor, West Wing
Washington, DC 20500



Accept

4/16/97

Regret



Event Co-Chairs

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The Washington Institute for Jewish Leadership and Values

Fifth Annual Benefit Dinner

honoring

Irene and Abe Pollin

Jewish Leadership Award

May 29, 1997

In support of *Panim el Panim:*
High School in Washington



The Washington Institute for Jewish Leadership and Values is an educational foundation advancing *tikkun olam*, activism, and civic engagement by American Jews, grounded in *Torah* and Jewish values. Its flagship program is *Panim el Panim*: High School in Washington.

Since 1988, over 4,000 Jewish teens have experienced *Panim el Panim*. The program motivates Jewish teenagers to become involved in their community by showing them the relationship between current social and political issues and Jewish values. Students from 100 communities across the United States come to Washington for four-day seminars held throughout the year to learn how to become more active, knowledgeable and committed Jews and Americans. The program inspires students to accept the responsibility of *tikkun olam*, to help make the world a better place for all people.

**The Washington Institute
for Jewish Leadership and Values
invites you to support our commitment
to inspire Jewish continuity through our youth**

Please join us for our
Fifth Annual Benefit Dinner

*1997 Jewish Leadership Award
Irene and Abe Pollin*

Thursday, May 29, 1997
6:30 p.m. – Reception
7:15 p.m. – Seated Dinner and Program

Organization of American States Building,
Hall of Americas
Seventeenth Street and Constitution Avenue, N.W.

Valet Parking

Couvert – \$125 per person
Patrons – \$500
Benefactors – \$1,000
Sponsors – \$2,500

RSVP on enclosed card by May 20, 1997

**PHOTOCOPY
PRESERVATION**

**The Washington Institute
for Jewish Leadership and Values
11710 Hunters Lane
Rockville, Maryland 20852**

Response Card

Name _____

Address _____

City _____ State/Zip _____

Daytime Phone _____

Evening Phone _____

Will _____ attend

☐ Enclosed is my/our couvert of \$125 per person.

☐ I/We would like to be Patrons at \$500, which includes couvert for two to the event. A check for \$500 is enclosed.

☐ I/We would like to be Benefactors at \$1,000, which includes couvert for two to the event. A check for \$1,000 is enclosed.

☐ I/We would like to be Sponsors at \$2,500, which includes couvert for four to the event. A check for \$2,500 is enclosed.

☐ I/We cannot attend but enclosed is a contribution of \$_____ in honor of Irene and Abe Pollin and in support of the *Panim el Panim* program.

☐ I would like to be seated with _____

(use reverse side if needed)

Dietary laws will be observed.

Please RSVP by May 20, 1997

Please make checks payable to The Washington Institute for Jewish Leadership and Values (WIJLV). Contributions, excluding dinner cost of \$65, are tax-deductible.



Mr. Todd Stern
Staff Secretary
The White House
1600 Pennsylvania Ave. N.W.
Washington, DC 20502



WIJLV
11710 Hunters Lane
Rockville, Maryland 20852

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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

ADMINISTRATOR
OFFICE OF
INFORMATION AND
REGULATORY AFFAIRS

APR 16 1997

MEMORANDUM TO: Todd Stern
Jim Steinberg
Don Gipps
Bill Crowell
Bill Reinsch
Bob Litt

FROM: Sally Katzen

SUBJECT: Encryption Steering Committee Meeting

There will be an Encryption Steering Committee meeting on Friday, April 18, 3:30-4:30 p.m. in Room 248. No substitutions please. While I would prefer to coordinate calendars, unfortunately, this week is especially hectic. I would appreciate your understanding.

Please confirm your attendance with my assistant, Phyllis Kaiser-Dark (395-4852).

4-16-97

Accept ☒

Regret ☐

4/17/97

Accepted by Phyllis - meeting now at 4:00pm