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THE WHITE HOUSE

WASHINGTON

March 11, 1985

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: FRED F. FIELDING 
COUNSEL TO THE PRESIDENT

SUBJECT: Acceptance of Special Commercial Discounts

It is a recognized fact that in commercial dealings there are a variety of special rates and commercial discounts offered to individuals. These are usually derived from membership in organizations, occupations, age, etc. They are not granted exclusively to individuals in public service, nor only to those in the Executive Branch. However, it is also possible that they may be offered for an improper motive or the acceptance of them might result in the appearance of impropriety.

Recent events have brought to my attention the need to provide specific guidance regarding the acceptance of special rates and commercial discounts by members of the White House staff. The acceptance by a White House Staff member of any special rate or commercial discount will be governed by the rules and prohibitions related to the acceptance of gifts.

The only exceptions to this are when the rate or discount is offered to all government employees, or when the rate or discount is offered to a defined class of individuals and the White House staff member is a member of that class.

Note, however, in the instance where the offer is to a defined class other than all government employees, an exception does not apply, and such a rate or discount may not be accepted, under the following circumstances:

- A. it is offered only to members of the White House staff;
- B. the person or entity offering the rate or discount
 1. has exclusive interests that may be directly affected by the performance of the employee's official duties; or
 2. has or is seeking business with the White House; or

3. appears to be offering the rate or discount to the staff member with the hope or expectation of obtaining an advantage or preferment in dealing with the United States government for any purpose.
- C. acceptance of the rate or discount would otherwise adversely affect the public's confidence in the integrity of the government.

Additionally, particular mention should be made of the practice of purchasing items from foreign manufacturers and obtaining an offered discount by virtue of holding a diplomatic or an official passport. There is nothing per se illegal or unethical in this practice, whether the item was purchased while abroad or from the United States, as long as the purchase was consistent with the manufacturer's offer to the class and was made for personal use and not for resale. However, as a matter of White House policy, henceforth no member of the White House staff should avail himself or herself of an offered discount from a foreign manufacturer based solely upon the holding of such a passport, unless such person is out of the country on official business for a period in excess of thirty (30) days. This policy does not apply to the use of a passport to purchase items for personal use at a United States Embassy or for the waiver of any foreign taxes as provided by law or treaty.

Note further, that a staff member is prohibited from using any rate or discount related to government service to obtain any item for the purpose of resale at a profit. Such activity will result in dismissal from the White House staff, and may also result in criminal prosecution.

This guidance applies to rates and discounts. It does not preclude a White House staff member from seeking to negotiate a price in a commercial setting. In doing so, however, the member must be mindful that he or she should neither seek nor accept a price that would be violative of the spirit of this guidance or otherwise create the appearance of using one's government position for personal gain.

If you have any questions about the above, or about its application to a particular special rate or discount, please consult with the Counsel's office before accepting it.

THE WHITE HOUSE
WASHINGTON

file here

March 11, 1985

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Recent events have brought to my attention the need to provide specific guidance regarding the acceptance of special rates and commercial discounts by members of the White House staff. The acceptance by a White House Staff member of any special rate or commercial discount will be considered to be a gift, and governed by the rules and prohibitions related to the acceptance of gifts.

The only exceptions to this are when the rate or discount is offered to all government employees, or when the rate or discount is offered to a defined class of individuals and the White House staff member is a member of that class.

Note, however, in the instance where the offer is to a defined class other than all government employees, an exception does not apply, and such a rate or discount may not be accepted, under the following circumstances:

- A. it is offered only to members of the White House staff;
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If you have any questions about the above, or about its application to a particular special rate or discount, please consult with the Counsel's office before accepting it.

THE WHITE HOUSE

WASHINGTON

April 4, 1984

DB
This is exactly
what I want
Thank you!

MEMORANDUM TO MICHAEL K. DEEVER

FROM: DONNA BLUME

SUBJECT: Acceptance of Gifts While in China

Please read the attached memo in its entirety.

The main point to remember is that all gifts received must be sent to the White House Gift Unit immediately upon your return for appraisal. You may keep those valued at under \$140.00 (the gift unit will make that determination) but they must be reported on your financial disclosure form. Gifts valued at over \$140.00 will be retained by the White House Gift Unit for disposition.

If you should receive a gift on behalf of the President or Mrs. Reagan (try not to) it must be turned over to security for inspection.

Who's this



Gift memo

Donna. (you should be asked to do more!)

cc: William F. Sittmann

mkd

THE WHITE HOUSE

WASHINGTON

April 2, 1984

MEMORANDUM FOR THE CHINA TRIP PARTICIPANTS

FROM: FRED F. FIELDING *[Signature]*
Counsel to the President

SUBJECT: Acceptance of Gifts, Entertainment and Travel Expenses from Foreign Governments

It is especially important for those of you traveling with the President to China or providing support in China to review the law and White House policy regulating the acceptance of gifts and other items of value from foreign governments and sources.

This memorandum merely highlights the important aspects of those laws and regulations. Specific questions should be referred to the Counsel's Office.

I. Gifts from Foreign Governments or Officials

The United States Constitution and a federal statute (5 U.S.C. § 7342) generally prohibit U.S. government officials from accepting gifts from foreign governments or from foreign multinational organizations. The following general guidelines apply:

- A. A U.S. official may not request or encourage the tender of a gift or decoration. *#165.00 as of 6/29/83*
- B. Gifts valued at under \$140 may be accepted and retained (so-called gifts "of minimal value tendered and received as a souvenir or mark of courtesy"), unless acceptance would violate the regulations pertaining to domestic gifts. (Note: Gifts retained by you must be reported on the annual public financial disclosure form under the same conditions as domestic gifts).
- C. Valuation is based on retail value in the United States at the time of acceptance. 41 C.F.R. § 101-49.001-5. A valuation of any gift should be sought immediately upon your return.
- D. Gifts valued at \$140 or more may be "accepted" when it appears that to refuse...would likely cause offense or embarrassment or otherwise adversely affect the foreign relations of the United States." Such gifts, however, are "deemed to have been accepted on behalf of the United States." They must be turned over to the White House Gift Unit as soon as possible for recording, necessary reporting, and disposition.

II. Gifts from Foreign Individuals

Regretfully, we must caution you to be very wary of gifts that are suddenly and unexpectedly offered to you from foreign, non-official, individuals, especially when you do not know the donor. If you consider accepting, these gifts are to be treated the same as domestic gifts in regard to propriety of acceptance, reporting, etc.

III. Gifts for the President and First Lady

No staff member should accept a gift for the President or the First Lady except by prior arrangement with the host government or entity. Again, be especially wary of gifts which are suddenly and unexpectedly thrust upon you. Anyone who receives a gift intended for the President or First Lady must ensure that it is turned over to security personnel for inspection as soon as possible. Upon return, the gift should then be deposited with the White House Gift Unit, along with information concerning identity of the donor, time and place of acceptance, etc., so that the gift can be properly recorded and a decision made as to its disposition.

IV. Inspection of Gifts

In all instances when a gift comes into your possession - be it to you from a Foreign Government or individual, or for the President or First Lady - it is imperative that it be turned over to the security personnel for inspection at the earliest opportunity. In no instance should you take any gift onto an airplane or other transportation vehicle without such inspection.

V. Travel and Entertainment Expenses Provided by Foreign Governments

U.S. officials may accept gifts of travel or expenses (transportation, food and lodging) for travel taking place entirely outside of the U.S., provided that the value of the expenses are reasonable and acceptance is appropriately consistent with the interests of the U.S. A thorough record of any such expenses accepted should be kept as they may be required to be reported on the annual financial disclosure form.

In regard to any of the above, please check with my Office if you have any questions.

Thank you for your attention; your observance of these rules is essential and appreciated.

THE WHITE HOUSE
PRESIDENTIAL GIFT REQUEST FORM

Requested By: BILL SITTMANN

Office of: MICHAEL K. DEEVER

Extension: 2861 Room Number: West Wing

Date Requested: 10/27/83 Date Needed: 11/4/83

ADMINISTRATIVE OFFICE USE ONLY	
Request Approved By:	_____
Request Filled By:	_____
Date Dispatched:	_____
Receipt Confirmed:	_____

Request Authorized By: _____
(Department Head)

PURPOSE: Event: President's Trip

Trip To: Trip to Far East - Japan-Korea-China

Other: _____

ITEMS REQUESTED:

8 cuff links _____

8 pen sets _____

5 pen knives _____

8 Jelly bean jars _____

4 Jefferson cups _____

DELIVER TO: Gail Ledwig Room No. WestWing Extension: 6475

OR

SAME AS ABOVE

OR

MAIL TO: _____

SPECIAL INSTRUCTIONS: All wrapped and ready for travel
(i.e. gift wrap, box for travel, enclosure)

THE WHITE HOUSE
WASHINGTON

October 25, 1983

NOTE FOR: ~~BILL SITTMANN~~

FROM: THERESA A. ELMORE 

~~Please find attached a list of gifts
that were taken along on the
President's trip to South America
last November.~~

With the elimination of several
stops on the agenda, do you
anticipate your needs to be somewhat
less?

Please advise so that we may schedule
gift wrappers to prepare for the
upcoming Far East trip.

Thank you.

Attachment

ADMINISTRATIVE OFFICE

✓

THE WHITE HOUSE
PRESIDENTIAL GIFT REQUEST FORM

Requested By: Bill Sittmann/Michael Deaver

Office: West Wing Ext: 2861

Date Requested: 11/23 Date Needed: 11/29 a.m.

REQUEST APPROVED BY: <u>[Signature]</u> Department Head
REQUEST AUTHORIZED BY: <u>[Signature]</u>

- PURPOSE: Event _____
- Trip South American Trip
- With the President _____
- Other _____

ITEMS REQUESTED:

- | | |
|-------------------------------------|--------------------------------------|
| ✓ <u>4 cufflinks</u> ✓ | ✓ <u>1 set of highball glasses</u> ✓ |
| ✓ <u>2 Jefferson Cups</u> ✓ (RR) | ✓ <u>1 set of other glasses</u> ✓ |
| ✓ <u>4 Filled Jelly Bean Jars</u> ✓ | _____ |

SPECIAL INSTRUCTIONS: all wrapped and ready for travel
(e.g., box for travel; gift wrap)

ENCLOSURE: _____
(e.g., President's card; personal card/note — please attach)

DELIVER TO: Donna Blume, 1st Floor West Wing OFFICE #: 2861

or

MAIL TO: _____

GIFT OFFICE USE ONLY
Order Filled By: _____
Date Dispatched: _____

THE WHITE HOUSE
WASHINGTON
January 4, 1984

Bill / DB
ignore me.

MEMORANDUM FOR MIKE DEEVER

FROM: DANA ROHRABACHER DR

SUBJECT: Gift to Chinese

I understand there is some opposition to presenting a South Pointing Chariot to the Chinese.

This gesture would be as important to the Chinese, who look back, as our landing on the moon. We've rediscovered and ancient truth from their past.

I strongly urge approval of this gift.

To Dana

Fr. BS.

MRD, appreciate your concern. However we will not be able to use your suggestion

Cancelled

THE WHITE HOUSE
WASHINGTON

August 31, 1983

DB
Schedule

MKD

*is scheduled
for you -
Dance*

MEMORANDUM FOR MICHAEL K. DEEVER
FROM: JAMES S. ROSEBUSH *JSR*
SUBJECT: Gifts For Asian Trip

Bill
421

I have arranged a display of gift suggestions from Protocol and the White House for 3:00 p.m., Monday, September 12 in the dining room off the West Sitting Hall. The purpose will be for you and Mrs. Reagan to choose what you would like as official gifts and so that we can identify what things we are lacking. I will be there to identify the gifts we need and act on what you two decide.

Please let me know if this time is not convenient. I have placed this meeting on Mrs. Reagan's schedule.

THE WHITE HOUSE

WASHINGTON

November 8, 1982

MEMORANDUM TO THERESA ELMORE

FROM: WILLIAM F. SITTMANN

SUBJECT: Presidential Gifts for Miami, New Orleans and
Chicago

One box of gifts (which should include twenty five items plus fifteen ballpoints) should be prepared and made available to the Military Office, Secret Service and the Advance Office by tomorrow morning (November 9th) for the President's November 13th trip to Chicago and the November 16th and 17th trip to New Orleans and Miami.

Thank you.

cc: Bill Drennan
Gary Yager
Gray Terry

THE WHITE HOUSE
PRESIDENTIAL GIFT REQUEST FORM

Requested By: Bill Sittmann/Mike Deaver

Office: West Wing Ext.: 2861

Date Requested: 1/10/83 Date Needed: 1/11/83

REQUEST APPROVED BY:

Department Head

REQUEST AUTHORIZED BY:

PURPOSE: Event _____

Trip _____

With the President Texas

Other _____

ITEMS REQUESTED:

Standard Gift Boxes for Presidential Travel

SPECIAL INSTRUCTIONS: Should be wrapped for travel.
(e.g., box for travel; gift wrap)

ENCLOSURE: _____
(e.g., President's card; personal card/note — please attach)

DELIVER TO: Bill Drenna, Gary Yager, Gray Terry OFFICE #: _____
Military Office, Secret Service, Advance

or

MAIL TO: _____

GIFT OFFICE USE ONLY

Order Filled By: _____

Date Dispatched: _____

THE WHITE HOUSE
PRESIDENTIAL GIFT REQUEST FORM

Requested By: Bill Sittmann/- Mike Deaver

Office: West Wing Ext: 2861

Date Requested: 1/10/83 Date Needed: 1/19/83

REQUEST APPROVED BY: _____ <i>Department Head</i> REQUEST AUTHORIZED BY: _____ _____

- PURPOSE: Event _____
 Trip _____
 With the President Chicago _____
 Other _____

ITEMS REQUESTED:

Standard Gift Boxes for Presidential Travel

SPECIAL INSTRUCTIONS: Wrapped for Travel
(e.g., box for travel; gift wrap)

ENCLOSURE: _____
(e.g., President's card; personal card/note — please attach)

DELIVER TO: Bill Drenna, Gary Yager, Gray Terry OFFICE #: _____
Military Office, Secret Service, Advance

or

MAIL TO: _____


GIFT OFFICE USE ONLY Order Filled By: _____ Date Dispatched: _____

THE WHITE HOUSE

WASHINGTON

November 1, 1982

MEMORANDUM TO THERESA ELMORE

FROM: WILLIAM F. SITTMANN 

SUBJECT: Presidential Gifts for New York Trip

One box of gifts (which should include twenty five items plus fifteen ballpoints) should be prepared and made available to the Military Office, Secret Service and the Advance Office by tomorrow morning (November 2nd) for the President's November 5th trip to New York.

cc: Bill Drennan
Gary Yager
CeCe Kremer

File

THE WHITE HOUSE

WASHINGTON

October 12, 1982

MEMORANDUM FOR: BILL SITTMANN
GRAY TERRY
CECE KREMER
BILL DRENNAN
GARY YAGER

FROM: THERESA ELMORE *TE*

SUBJECT: Presidential Mementoes

Please allow this memorandum to serve as verification of the October 1st meeting regarding distribution of Presidential mementoes:

The purpose of the meeting was to:

1. Explain the confusion and lack of organization with distribution of Presidential mementoes between the three offices.
2. Attempt to divide areas of responsibility for distribution.
3. Emphasize the purpose and cost of Presidential mementoes.

As of the Ohio trip, October 4th, a study will be conducted with the Secret Service, the Advance Office and the Military Office. For one month each office will be given a trip package containing Presidential mementoes in the following ratio for each Presidential trip:

- 8 stick pins
- 9 tie bars
- 8 cuff links
- 15 ball point pens

Based on the reports I have received from each of the offices involved, the following will serve as the initial guidelines for responsibility:

Secret Service

1. Police Commissions and/or Director of State Highway Patrol
Chief of Police and/or Sheriff
U.S. Attorney
Fire Chief
Hotel Manager
2. Officer in charge of motorcades
Counterpart officers for each site
 - A. Officer in charge of hotel
 - B. Officer in charge of airport
 - C. Officer in charge of speech site, etc.
 - D. Officer in charge of Intelligence
 - E. Officer in charge of Bomb Disposal Unit
 - F. Officer in charge of Helicopter Surveillance
 - G. Fire Department representative for trip
 - H. Director of Hotel Security
 - I. Director of Airport Security
 - J. Director of Security for Convention Center/etc.
3. Ambulance/EMT Supervisor

Advance Office

Will be responsible for private sector organizations and individuals:
Hotel Management
Transportation Companies
Construction Crews
Restaurant

Military Office

Operating Support Base
Supporting Unit Commander
Technical Maintenance Rep
Fuel Contractor

Landing Zone
Owner/supervisor of site

Air Force One
Support Wing Commander
Ramp Manager
Maintenance Supervisor
Petrol Contractor
Base A/C Security Per.
Crash Crew Supervisor

Telephone Company

Telco Marketing Rep.
Telco Area Chief Engineer
Telco Engineering Staff
Area Installation Super.
Sector Foreman
Telephone Installers

Military Aides

DoD Area Point of Contact
Military Base Commander
Base Operations Officer

Procedures:

1. At least 48 hours before a trip is to occur, Bill Sittmann will forward a memo to my attention with copies to all three offices requesting the standard gift pack.
2. The offices will then be sent a gift pack.
3. It was agreed each office was responsible for submitting a breakdown of who in general were given the gifts.
4. This will be the basis for the month analysis.
5. It should be noted the management office reserves the right to increase or decrease the allotments based on the conclusion of the one-month study.

Again, the purpose of this exercise is not to restrict the usage of Presidential mementoes, but to distribute them in an organized, coordinated and consciencious manner indicative of the White House.


Thank you.

THE WHITE HOUSE

WASHINGTON

October 19, 1982

MEMORANDUM TO THERESA ELMORE

FROM: WILLIAM F. SITTMANN 

SUBJECT: Presidential Gifts for Trip to Raleigh, North Carolina

One box of gifts (which should include twenty five items plus fifteen ballpoints) should be prepared and made available to the Military Office, Secret Service and the Advance Office for the trip to Raleigh, North Carolina on October 26th.

cc: Bill Drennan
Gary Yager
CeCe Kremer

THE WHITE HOUSE
PRESIDENTIAL GIFT REQUEST FORM

Requested By: Bill Sittmann/Mike Deaver

Office: West Wing Ext: 2861

Date Requested: 1/4 Date Needed: ASAP

REQUEST APPROVED BY:

Department Head

REQUEST AUTHORIZED BY:

PURPOSE: Event _____

Trip _____

With the President _____

Other To keep on Air Force I permanently

ITEMS REQUESTED:

2 jelly bean jars

2 golfballs

4 cufflinks

2 Jefferson Cups

2 pen sets

SPECIAL INSTRUCTIONS: Should be gift wrapped
(e.g., box for travel; gift wrap)

ENCLOSURE: _____
(e.g., President's card; personal card/note — please attach)

DELIVER TO: Bill Sittmann/Donna Blume OFFICE #: West Wing

or

MAIL TO: _____

GIFT OFFICE USE ONLY

Order Filled By: _____

Date Dispatched: _____

THE WHITE HOUSE
WASHINGTON

October 4, 1982

MEMORANDUM TO THERESA ELMORE

FROM: WILLIAM F. SITTMANN *W*

SUBJECT: Gifts for Upcoming Trips

One box of gifts (which should include twenty five items plus fifteen ballpoints) should be prepared and made available to the Military Office, Secret Service and the Advance Office for the following trips:

Reno
Las Vegas
Los Angeles
San Diego
Santa Barbara
Dallas

cc: Bill Drennan
Gary Yager
CeCe Kremer

THE WHITE HOUSE

WASHINGTON

October 13, 1982

MEMORANDUM TO THERESA ELMORE

FROM: WILLIAM F. SITTMANN

SUBJECT: Presidential Gifts

The advance teams going to Illinois and Nebraska will be departing shortly. Would you please prepare three boxes for each city for the Advance Office, Military Office and the Secret Service. Each box should contain twenty-five small items and fifteen pens.

cc: Bill Henkel
Robert DeProspero
William Drennan

THE WHITE HOUSE

WASHINGTON

November 1, 1982

MEMORANDUM TO THERESA ELMORE

FROM: WILLIAM F. SITTMANN *WS.*

SUBJECT: Presidential Gifts for Survey Trip to South
and Central America, November 5th

Michael Deaver will be making the Survey Trip to South and Central America on November 5th and would like a box made-up with the following items:

8	jelly bean jars (wrapped)
6	cufflinks
6	beltbuckles
6	pen sets
6	medallions
20	ballpoint pens
15	tie bars

Manufacturer

Item

Unit Price

Stock

On Order

DETERMINED TO BE AN ADMINISTRATIVE MARKING E.O. 12958, Sec. 1.3(a)

CONFIDENTIAL

IN STOCK ITEMS:

Manufacturer	Item	Unit Price	Stock	On Order
Alperstein	Ball Point Pens	\$ 1.40	200	
Panoramic	Signing Pens (individual)	1.80	2,793	
Panoramic	Signing Pens (flats of 12)		112	
Dion	Cuff Links (enameled)	4.40	1,845	
Dion	Tie Bars (enameled)	3.25	1,584	
Dion	Stick Pins (enameled)	2.95	2,017	
Jelly Belly	Jelly Bean Jars (filled)	6.00	205	
Victorinox	Pen Knives	10.50	476	
J.Gardner	Belt Buckles	5.91	195	
Lenox	Scandia Crystal Bowl (NR)	55.00	36	
Izod	Sweaters, Camp David (V-neck)	--	50	
Izod	Sweaters, Camp David (Cardigan)	--	46	
Izod	White House Tennis Shirts	--	316	

DISCONTINUED (one-time order) ITEMS:

Parker	Pen/Pencil sets (RR)	30.64	334	
Parker	Pens (NR)	15.00	448	
Dion	Charm Bracelets (enameled)	3.40	499	
Dion	Charm (enameled)	2.50	2,248	
Lordship	Bookmarks (RR)	3.50	162	
Lordship	Bookmarks (NR)	3.50	361	
Balfour	VIP Cuff Links	31.13	401	
Balfour	Lucite Cork Floor Memento	29.94	1,471	
Medallic Art	Paper Weight Medallions			
	Bronze	12.50	445	
	Silverplate	16.50	183	
	Goldplate (Limited Edition)	23.50	189	
Spaulding	Golf Balls	12.15/doz.	2,276	
FIDM	Tote Bags (large)	12.00	42	
FIDM	Tote Bags (small)	10.50	53	
Modernage	Flight Bags (Europe)	19.44	9	
O.C.Tanner	Alarm Clocks	46.23	13	
J.Gardner	Binders, leather - brown	31.10	19	
J.Gardner	Binders, leather - maroon	31.10	17	
J.Gardner	Key Rings	4.95	33	
J.Gardner	Aluminum Cube	14.75	5	
Parker	Glasses (Highball, 6/set)	44.50/set	454	
Parker	Glasses (Old Fashioned, 6/set)	44.50/set	444	
Fostoria	Glasses (8/set, RR/NR)	87.50/set	8	
Fostoria	Fruit Bowl (1 RR/NR; 3 RR; 1 NR)		5	
Fostoria	Flared Bowl (20 RR/NR; 2 RR)	45.00	22	
Fostoria	Torte Plate (RR/NR)	45.00	21	
Lenox	Porcelain Bowl (NR)	90.00	22	
O.C.Tanner	Pewter Jefferson Cup (RR)	24.36	18	
O.C.Tanner	Pewter Jefferson Cup (NR)	22.25	19	
O.C.Tanner	Pewter Bud Vase (NR)	28.07	24	
Simons	Thimble	36.00	76	
Boehm	Eagle	200.00	4	
Boehm	Rose	31.25	19	
	Eagle (Bronze, Hostages)	--	21	
Capital Books	Washington-The Capital (regular)	--	1,052	
Capital Books	Washington-The Capital (leather)	--	49	
	Inaugural Book	--	87	

THE WHITE HOUSE

WASHINGTON

November 2, 1982

MEMORANDUM TO THERESA ELMORE

FROM: WILLIAM F. SITTMANN *WS*

SUBJECT: Presidential Gifts for Survey Trip to South
and Central America on November 5th

Michael Deaver will be making the survey trip to South and Central America on November 5th and would like to take the following items with him:

5	Paperweights
4	Jefferson Cups
4	Good Pen Sets
14	Beltbuckles
4	Sets of Golf Balls
6	Knives
4	Cufflinks
6	Jellybean Jars (Filled and Wrapped)
15	Ballpoint Pens

If possible, we would like to have the package ready by Thursday evening, November 4th, with my name labeled on the outside.

Thanks for your help.

THE WHITE HOUSE
WASHINGTON



November 9, 1982

Dear Betty:

Please allow this letter to serve as an official authorization for the White House to purchase the following item from Modernage:

ITEM: Corduro three (3) suiter garment valet
COLOR: Blue with white trim and handle
VERBAGE: Presidential Seal in white as well as: "The
Visit of President Ronald Reagan Latin America
1982"
LOCATION: Center top of bag
QUANTITY: Six-hundred (600)
PRICE: \$32.87 (additional charges will be incurred
for shipping)
DELIVERY DATE: November 26, 1982

Thank you again for all your efforts.

Sincerely,

Theresa A. Elmore
Executive Assistant to the
Director

Ms. Betty Sprague
President
Modernage
10710 Timber Ridge Road
Fairfax Station, Virginia 22039

THE WHITE HOUSE
WASHINGTON

November 17, 1982

MEMORANDUM FOR: ASSISTANTS TO THE PRESIDENT
FROM: JOHN F. W. ROGERS
DEPUTY ASSISTANT ~~TO~~ THE PRESIDENT
FOR MANAGEMENT
SUBJECT: PRESIDENTIAL MEMENTOES

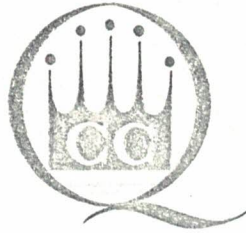
Please be advised that all requests for Presidential Gifts will now be processed through Theresa Elmore, White House Administrative Officer, rather than the gift unit.

All requests should be placed by filling out a Presidential Gift Request Form (please see attachment) and forwarding it to the Ground Floor of the West Wing. Additional forms are also available in Room 1, Ext. 2500.

If you have any questions regarding this new procedure, please do not hesitate to contact my office.

Thank you.

Attachment



QUEEN CITY CLUB

*Eastington
on Tuesday 11/23
at 8:30am
792-794*

November 4, 1982

Margaret Glasscock
Office of the Chief of Staff
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

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power of
halter 11/24
WB*

Dear Margaret,

Several months have passed since we've last been in touch with each other, however, I did wish to drop you a short note for several reasons which I am below outlining:

1) On November 22, 1982, I shall be coming to Washington for the purpose of attending the premier performance of the Spanish Riding School, that evening, and a reception in honour of General Kurt Albrecht, the Director of the School, at the Capitol Centre, and plan to be in Washington until the late afternoon of November 23, 1982, before returning to Lexington. In conjunction with the appearance of the Spanish Riding School, the United States Lipizzan Registry, of which my family and I belong, shall be holding their annual meeting at the Maryland Inn, in nearby College Park. Accordingly, Margaret, because of the very special kindness which you showed for me last year, and with the assistance of my good friend, Cathy Naugle, President, of the United States Lipizzan Registry, which is located in Burbank, California, we have arranged for a special V.I.P. invitation for you to be our guest for that evening. Under separate cover, you shall be receiving the invitation which is being sent to you from the U.S.L.R.. This is just a small token of my appreciation for all of your thoughtfulness, and I sincerely would hope that you shall be able to attend as our guest.

I have arranged for an invitation to be sent to my friend, Jim Baker, and would sincerely hope that it might be possible for him to attend this event as our guest. Jim's invitation is being sent from California, as well.

*For
Bill
to handle*

3) Through your and Jim's generosity last year, I received a pair of the cufflinks and tie-bar from the President, and such kindness has been very genuinely appreciated, and certainly, not forgotten. As a longtime Reagan fan, and as a former Baker for Attorney General supporter, and Lipizzan owner, and having seen newspaper photographs of President Reagan riding these beautiful white horses with the President of Mexico, to mention only one, Margaret, I have arranged for my very dear friend, Kit Glenn, President, of The R.E. Fennell Company, of Lexington, to custom make a black stallion halter, with a very special engraved brass nameplate for presentation to President Reagan, because of his genuine love for horses. In my opinion, Mrs. Glenn's firm, which is world famous, is one of the finest makers of equine equipment; a similar halter is being prepared for presentation to the Director of the Spanish Riding School, for his exclusive use in Vienna, at the reception, which I hope that you shall

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November 4, 1982

3) continued - be able to attend.

4) Additionally, Margaret, I shall be bringing a couple of small tokens of appreciation along to present to both you and Jim, and if possible, would like to present them to you, at your offices, within The White House. Might it be possible for us to arrange such an appointment to present all three of these tokens to you, and take a VIP tour of The White House, like the one that I went on several years ago as the guest of our good friend, Congressman Larry Hopkins? If so, our group would consist of only three folks inclusive of myself, my mother, Betsy Stewart, and Cathy Naugle, President of the United States Lipizzan Registry. Naturally, I would be very thankful, to you, for anything that you might be able to arrange.

Lastly, I shall under separate cover send a short note to Jim advising him of the above, and a small note to the President advising him that I shall be bringing a halter for his exclusive use on his Lipizzan.

Should you have any questions on the above, please do not hesitate to call me at: 606-266-7111, or write to my below listed Lexington address.

I shall look forward to seeing you soon.

With kindest personal regards and wishes, I remain

Cordially,



Daniel D. Stewart, III


REPLY TO: 1691 Mooreland Drive
Lexington, KY 40502



THE WHITE HOUSE
WASHINGTON

March 23, 1983

MEMORANDUM FOR: BILL SITTMANN
GREY TERRY
BILL DRENNAN (WOODY SUTTON)
GARY YAGER (JOE WHITTAKER)

FROM: THERESA ELMORE 

SUBJECT: PRESIDENTIAL MEMENTOS

Please allow this memorandum to serve as verification of the March 17th meeting regarding distribution of Presidential mementos:

The purpose of the meeting was to:

- reestablish guidelines which had been installed in the initial October 1, 1982 meeting.
- allow the expression of any dissatisfaction with present distribution system.
- suggest substitute items.
- receive ideas for the development of new gift items which might be appropriate for trippacks.

The consensus of the meeting was one of general satisfaction. The present system will, therefore, remain intact with the noted changes:

- Charms, charm bracelets, and key chains will periodically be substituted to offer variety.
- The Administrative Office will pursue the idea of a small lucite or marble paperweight for inclusion in the trippack.

Please do not hesitate to let us know if you have any additional questions or comments.

Thank you for your cooperation.