

Ronald Reagan Presidential Library Digital Library Collections

This is a PDF of a folder from our textual collections.

Collection: Blackwell, Morton: Files
Folder Title: Presidential Gifts
Box: 20

To see more digitized collections visit:

<https://reaganlibrary.gov/archives/digital-library>

To see all Ronald Reagan Presidential Library inventories visit:

<https://reaganlibrary.gov/document-collection>

Contact a reference archivist at: reagan.library@nara.gov

Citation Guidelines: <https://reaganlibrary.gov/citing>

National Archives Catalogue: <https://catalog.archives.gov/>

THE WHITE HOUSE
WASHINGTON

Mamie,

We will use these with discretion.
Thanks for your advice and help with
my emergency last week

Maiselle
x2657

THE WHITE HOUSE
PRESIDENTIAL GIFT REQUEST FORM

Requested By: Morton C. Blackwell

Office: Public Liaison Ext.: 2657

Date Requested: Dec. 1, 1981 Date Needed: Dec. 10, 1981

REQUEST APPROVED BY:

Department Head

REQUEST AUTHORIZED BY:

PURPOSE: Event _____

Trip _____

With the President _____

Other meetings with heads of constituent groups who are
supportive of the President and his programs.

ITEMS REQUESTED:

25 cufflinks

25 stickpins

25 tie bars

10 bracelets

25 pens

5 jelly bean jars

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

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

DELIVER TO: Morton C. Blackwell/Maiselle Shortley OFFICE #: 191 OEOB

or

MAIL TO: _____

GIFT OFFICE USE ONLY

Order Filled By: _____

Date Dispatched: _____

WHITE HOUSE GIFT REGISTER

*file
President's Gifts*

Date Received: _____ Accepted By: _____

Name of Donor: _____

Title: _____

Address: _____

Country: _____

Presented By:

Donor: _____ Other (Name): _____

Address: _____

Circumstances of Presentation: _____

Brief Description of Gift: _____

Gift Intended For:

President: _____ First Lady: _____ President & First Lady: _____

Other First Family Member (Name): _____

Other (Name): _____ Title: _____

Office: _____ Tel.: _____

Acknowledgement:

Copy Attached: _____ To Be Handled By Gift Unit: _____
(Only for President and/or First Lady)

Disposition: To White House Gift Unit, Room 62, OEOB Date: _____

Report Prepared By: _____ Tel: _____

Other Comments:

THE WHITE HOUSE
PRESIDENTIAL GIFT REQUEST FORM

Requested By: _____

Office: _____ Ext.: _____

Date Requested: _____ Date Needed: _____

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

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

ITEMS REQUESTED:

_____	_____
_____	_____
_____	_____

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

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

DELIVER TO: _____ **OFFICE #:** _____

or

MAIL TO:

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

THE WHITE HOUSE
PRESIDENTIAL GIFT REQUEST FORM

Requested By: _____

Office: _____ Ext.: _____

Date Requested: _____ Date Needed: _____

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

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

ITEMS REQUESTED:

ballpoint pen -	tie bars
bracelets w/ charm	cuff links
stick pie -	

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

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

DELIVER TO: _____ OFFICE #: _____

or

MAIL TO: _____

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

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR WHITE HOUSE SENIOR STAFF

FROM: FRED F. FIELDING 

The White House Staff Manual and various prior Counsel's Memoranda set forth both the limits on acceptance of gifts and the requirements for reporting gifts. This memorandum outlines procedures which may assist you in meeting your obligation in this regard.

As a service to you, the Gift Unit will maintain a log of all gifts you receive throughout the year and will determine the value of the gifts. Use of this service is voluntary on your part except for foreign gifts over \$140 in value, but should be a easy way to keep accurate records. Completing the financial disclosure form remains your responsibility.

Please note: the Counsel's Office will continue to advise on the propriety of accepting particular gifts.

The attached form will facilitate the reporting of gifts, evaluation, and the Counsel's Office advice. It will be easier on everyone if you report gifts as soon as they are received; it is also advisable to do so to insure they are not neglected.

We suggest you report all gifts except:

- o gifts from family and relatives;
- o unsolicited advertising materials, such as pens, calendars, sample products;
- o publisher's or author's reading copies of books;
- o gifts that are immediately returned to the sender.

In order to report:

1. Complete the attached form;
2. Forward all copies of the form with the gift to the Gift Unit, room 494, OEOB;
3. The Gift Unit will determine the value and insert it on the form;
4. The Gift Unit will retain one copy of the form with the gift as identification;

page two

5. The Gift Unit will forward the other three copies to the Counsel's Office for a determination on proper disposition;
6. Counsel's Office will make its determination on the form, return one copy to the Gift Unit and one copy to the office which filed the report for its files.

The gift unit does not have facilities for storing flowers or food stuffs. We suggest you retain them in your office and forward the forms, with a detailed description, in order to obtain an evaluation and, where appropriate, a Counsel's Office recommendation.

WHITE HOUSE GIFT UNIT

WHITE HOUSE STAFF GIFT REPORTING FORM

SENIOR STAFF MEMBER _____

OFFICE _____ EXT. _____

REPORT PREPARED BY _____

ID
(To be Completed by Gift Unit)

DATE _____

NAME _____
First Middle Last

ADDRESS _____
Street City STATE ZIP COUNTRY

ORGANIZATION/BUSINESS OF DONOR _____ TITLE OF DONOR _____

GIFT INTENDED FOR
W White House Staff Member
O Other (e.g., family)

DONOR
F Personal Friend — Under Minimal Value
G Personal Friend — Over Minimal Value
H Foreign Official — Under Minimal Value
I Foreign Official — Over Minimal Value
P General Public — Under Minimal Value
Q General Public — Over Minimal Value
V VIP — Under Minimal Value
W VIP — Over Minimal Value
O Other — Under Minimal Value
T Other — Over Minimal Value

CATEGORY CODE _____
(To be Completed by Gift Unit)

DESCRIPTION OF GIFT _____

APPRAISED VALUE _____ ACKNOWLEDGED BY _____ FORM _____ DATE _____

RECEIVED BY
M Mail Room
P Presented Personally
S Staff
O Other

GSA #
ARCHIVE BOX #
(To be Completed by Gift Unit)

DISPOSITION
AR Archives
DS Destroyed
GS GSA Surplus (Turn Over to Government)
PS Presidential Staff—On Display in Office
PP Presidential Staff—Personal
RA Returned to Sender, Commercial
RB Returned to Sender, Over Minimal Value
RC Returned to Sender, Other
OH Other
(To be Completed by Gift Unit)

COMMENT: (e.g., Circumstances of Presentation; Reason for Not Returning to Donor, etc.)

GIFT INTENDED FOR _____
(Name)

COUNSEL'S OFFICE DECISION

Approve disposition: _____ Disapprove: _____

Comments: _____

THE WHITE HOUSE

WASHINGTON

May 12, 1982

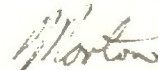
Dear Mark:

In response to your letter of April 4, your jelly bean jar is on the way. I hope Marge Nordyke will enjoy it.

Thanks for your report on your current activities. Do keep in touch with Peter at the Institute.

Keep up the good work.

Cordially,



Morton C. Blackwell
Special Assistant to the President
for Public Liaison

Mr. Mark Urdahl
807 Embarcadero del Norte
Apartment 14
Goleta, CA 93117

THE WHITE HOUSE
WASHINGTON

DATE: May 13, 1982

TO: MORTON BLACKWELL

Jelly bean jar was sent to
Mr. Mark Urdahl this date.
Returning original corre-
spondence to you.

FROM: MARY POWER
GIFT OFFICE
OEOB #494, Ext. 7133

GIFT
UNIT



Mark Urdahl
807 Embarcadero del Norte
Apartment 14
Goleta, CA 93117

April 4, 1982

Mr. Morton Blackwell
Special Assistant to The President
Office of Public Liaison
Old Executive Office Building,
The White House
Washington, DC 20062

Dear Morton,

I attended The Leadership Institute in Washington, DC last February 6-7. At the time I was serving an internship with Congressman Jack Kemp. Since then I have been working with College Republican National Committee and my own U.C. Santa Barbara College Republican chapter to help promote grassroots support for the Republican Party. You might remember I sent you a copy of a dossier on the activities of the U.S. "peace movement" sponsored by Clergy and Laity Concerned.

I am writing you to ask a favor. I need a jelly bean jar with the Presidential Seal on it. It seems rather trivial I'm sure, but it has important ramifications for our UCSB College Republican chapter and our effectiveness in helping the Republican Party. It is very important that I obtain the jar so that I can give it to one of the members of Republican Central Committee, Marge Nordyke.

Marge wrote me and asked me this favor when I was in Washington. As of yet I have not come through. Marge has been instrumental in helping me organize College Republicans here by teaching me how to work with the senior party apparatus in Santa Barbara. She has also donated money to UCSB CR's to get us going. As a matter of fact, she persuaded Republican Central Committee to pay for my tuition to The Leadership Institute. She can also be very influential in helping our chapter



Mr. Morton Blackwell
Page 2

obtain funds from other senior party members in the future. But this will be much more difficult unless we can reciprocate and show our appreciation. I have a particularly good relationship with Marge, and if I don't come through I'm sure she'll understand. But this is a "test" of my ability to come through for her, and I am very earnest in my desire to show her my appreciation and to help build College Republicans as well.

I hope that you can help me obtain a Presidential jelly bean jar. I realize that this request is almost silly in light of your duties to the President, but the gift would have highly beneficial political ramifications here at the local level both immediately and in the future. Simply, if I can scratch the back of the senior party, they'll scratch the back of College Republicans.

Likewise, be assured that I will help you in any way I can in the future. I communicate with Peter Keisler periodically; he has my addresses and phone numbers.

If you are able to facilitate my request, please send the jar to my above address here in Santa Barbara.

Thank you. I'm grateful for your help and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mark Urdahl".

MARK URDAHL