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Fort Hays Kansas State College - Student Union Drive - to Alumni Area Chairman of Student Drive

Fort Hays Kansas State College

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FORT HAYS KANSAS STATE COLLEGE - STUDENT UNION DRIVE

To Alumni Area Chairmen of Student Union Drive:

Here is the plan drawn up by your Alumni Division of the Student Union Drive of Fort Hays Kansas State College:

- A. First: Information and ratings. Attached please find a list of alumni by counties. With the help of other alumni please rate in the following manner:
1. Approximate age (place figure in a circle)
 2. "Mem." - would be interested in a memorial.
 3. What does the alumnus do--his job.
 4. Financial rating (what can they give) over a three-year period (1954-55-56). Indicate by letter as follows:
 - A - \$1000.00 or more
 - B - \$500.00
 - C - \$250.00
 - D - \$100.00 or less
 - E - Cannot give.
 5. Mark name of your worker best fitted to contact him or her.
 6. When all names are finished, send list to us at once in enclosed stamped envelope, not later than December 28, 1953.
- B. Secondly: Your Organization.
1. Select a Chairman and a co-chairman in each county.
 2. Count the number of alumni and friends of Fort Hays State, and have county chairmen choose one worker for each five (5) prospects.
 3. Before you send back the lists as suggested under A - 6 above, make yourself a copy so that your workers can call these people to invite them to attend the President's Alumni Meeting at the time and place indicated for your area.
 4. Fill out the Leadership Organization blank in duplicate for each county in your area. Keep one copy for yourself and send one to us with the lists that you are returning.
- C. Third: Dinner and Meeting Arrangements.
1. Make full and exact arrangements as to time, place, and price of dinner and send to me at once, according to letter recently sent you.
 2. About the first week in January a letter of invitation to attend the President's Dinner in your area will be sent from the College office to all alumni on your list and those additional friends that you suggest on your list. Wives or husbands are invited.
 3. Appoint a Dinner Committee and get an answer for attendance from everyone, and report to the Hotel, Church, or host preparing the dinner at least 48 hours in advance.
 4. Appoint in advance a decorating committee and one for music if you so desire.
 5. Make arrangements for tickets and paying for the meal. We will print the tickets for you.
 6. We will keep in close touch with you and send you a copy of the program.

D. Fourth: The Drive

1. After the dinner, a brief and interesting program centering around the President's remarks and Architect's plans for the Student Union will take place.
2. A brief period of instructions, seeing the prospective alumni, filling out cards and reporting them back to the Area Chairman, his accounting and sending on the results to the Alumni Drive Chairman at Fort Hays State will follow.
3. A brief word about Memorials and alertness to other sources of income for the building of your Student Union Building.
4. All attending should be ready to make their own pledges and fill out their own cards at the Dinner.
5. Pledge cards will be handed out by county chairmen to workers.
6. One week is given for all prospects to be seen. Let us clean it up in a hurry so we can start the building at once.
7. After the dinner and the business session - let's just relax, sing, talk over old times, have a dance or any fun that you may desire or devise.

Yours for the finest Student Union in Kansas,

Vernon E. Meckel, General Chairman
Alumni Drive for Student Union