

Linden Weekly COMMUNIQUE

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COLLEGE SETS FUND-RAISING RECORD - Lindenwood has finished its 1985-86 fiscal year with a record \$787,000 in cash and pledges, representing a more than 12% increase from the \$700,000 fund-raising goal. The amount also is an increase from the \$658,000 raised during the previous fiscal year, and it's the first time in 25 years Lindenwood has exceeded its goal. Officials credit the record year to increased support from alumni and corporations and foundations.

Much of the college's success in fund raising has been prompted by the efforts Robert F. Hyland, regional vice-president of CBS, Inc., who is chairman of the college's board of directors, and Thomas L. Gossage, senior vice-president of Monsanto Chemical Co. who serves as development chairman of the Lindenwood College Board of Directors.

The bulk of the \$787,000 will be earmarked to scholarship funding, internal operations and major renovation and repair of campus facilities and buildings.

For the current fiscal year, there will be 25 separate drives during the next 12 months to raise \$250,000 for renovation and repair and \$700,000 for general operational support and scholarship assistance, said James D. Thompson, director of development.

PRESIDENT CALLS ALL-CAMPUS MEETING - All faculty and staff employees of the college are being asked to attend a general session July 30 beginning at 9 a.m. in Jelkyl Theatre. The meeting has been scheduled by President Spainhower to introduce Daniel N. Keck, newly-elected Vice-President of Academic Affairs and Dean of Faculty. Keck, former dean of Carthage college in Kenosha, WI, took over the position last week. Attendance is mandatory for the session, which should last about 30 minutes.

HATS OFF TO PHON-A-THON VOLUNTEERS - A group of paid volunteers is the reason for the tremendous success of this year's Alumni Phone-a-Thon, which, thus far, has raised \$183,000 in pledges. The record amount is \$83,000 more than that raised as of this date a year ago, and it establishes alumni giving at 45%.

The top seven callers are Carol Figus, who raised \$44,000; Frances Summers, \$20,000; Donna Ziegemeier, \$18,000; Scott Wilcox, \$17,000; Adam Barks, \$9,000; Darla Schaeffner, \$5,000; and Curt Vehlewald, \$3,000.

"As a group, paid callers raised more than 75% of the total pledges received," said Lynne Landholt, assistant director of development, and they will continue efforts until Lindenwood alumni have been contacted. "We cannot stress enough the importance of these people in our phone-a-thon efforts. Never before have we had such an excellent staff, and its hard work is a tremendous asset to the college," she said.

RADIO CAMPAIGNS UNDER WAY - As part of the college's advertising campaign for the new fiscal year, radio campaigns are under way this week on KY98-FM and, beginning July 28, on KMOX-AM. Running for the next three weeks throughout the day and evening hours, the KY98 campaign features Joan Andrew former KY98 radio personality, in several 60-second spots on the Saturday Campus which begins in September. The KMOX campaign also features several 60-second spots on the Saturday Campus, aired live by Bruce Bradley on his new morning drive show Monday through Friday. Both three-week radio campaigns are being reinforced by quarter-page magazine print insertions on the Saturday Campus which appear in current issues of ST. LOUIS MAGAZINE and ST. LOUIS MARKETPLACE. Switch your AM or FM dial and listen to the new Saturday Campus promotions.

MORRIS NAMED ASSISTANT DIRECTOR - Phyllis A. Morris, former secretary in the Development Office, has been promoted to Assistant Director for Development Administration. A member of the college's administrative staff since 1984, Morris is a 1977 graduate of McKendree College in Lebanon, IL, who is pursuing graduate work in mass media in the LCIE. Commenting on her July 1 promotion, she said, "I really love working with the students here, and helping to raise money for their education is a rewarding experience."

ALUMNA JOINS PRINTING CENTER - Kimberly S. Poole of St. Peters, a May graduate with an B.S. in communications, has joined the college as a typesetter in the Printing Center. She also will have part-time secretarial functions in the Public Relations Office. Listed on the Dean's List in her junior and senior years at Lindenwood, Poole was active at KCLC Radio and completed an internship with the COUNTY TRIBUNE in O'Fallon. She plans to pursue graduate studies in the fall. Poole replaces Marcia Gay, also a May graduate, who resigned several weeks ago.

HOW TO FILL OUT NEW REQUISITION FORMS - As a means of simplifying instructions for new Requisition Forms, we're reprinting a sample copy with instructions. The new forms, which replace the white Inter-Departmental Orders (IDOs), can be obtained from the Business Office and Purchasing Dept. If you have any questions, contact one of the offices for further assistance. Please take a few minutes to familiarize yourself with the new forms so that they will be filled out correctly to expediate the purchases of goods and services, both internally and externally.

REQUISITION ON PURCHASING DEPARTMENT LINDENWOOD COLLEGE		Current Year Budget Amount	A	Purchase Order No. P.D. use	
		\$ _____			
Date of Request	Date Required	Less: Expenditures to Date As of Prior Month-end	B	Department Charged	
		\$ _____			
Deliver to: Bldg., Room, Name of Reciever		Current Months Expenditures	C	Account Number	
		\$ _____			
		Budget Balance	D	Signature	
		\$ _____			
Quantity	Description of Items	Estimated Cost	Actual Cost P.D. use		
	<p>INSTRUCTIONS</p> <p>A For the account line item number written in F, write the total amount allocated to it for the current fiscal year. For example, \$20,000. This number will remain constant through the fiscal year unless you've had a budget adjustment.</p> <p>B Using budget sheets from the prior month furnished by the Business Office, write the total expenses charged thus far to this account during the fiscal year. For example, \$2,200.</p> <p>C Write your current month's expenditures to this account - those not reflected on the previous month's budget sheet. For example, \$300.</p> <p>D Subtract B and C from A to obtain the current budget amount in this account. For example, \$15,000 - which is your current, remaining budget.</p> <p>E Write the name of the department charged. For example, Public Relations.</p> <p>F Write down all eight digits of the department's account this is being charged to. For example, 1570-1000.</p> <p>G In this same box next to your account number, serially number your requisition. For example, if you've charged five items to this account thus far, you would write down a 6 next to the account number so that it would read 1570-1000 (6).</p> <p>These forms are to be used for both internal and external purchases. For internal purchases, obtain an estimated cost of the goods or services from other departments and write the amount in the "Estimated Cost" section.</p> <p>White Interdepartmental Office forms (IDOs) are no longer used.</p> <p>If you have questions, call Carol Whitman, Ken Musbach or George Tilden. Requisition forms can be obtained from the Business Office, or any of these individuals.</p>				
SOURCES OF SUPPLY					
6/86		St. Charles, Missouri 63301			