

The original documents are located in Box 46, folder “Usher's Office - Memos” of the Betty Ford: White House Papers, 1973 - 1977 at the Gerald R. Ford Presidential Library.

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MEMORANDUM

THE WHITE HOUSE
WASHINGTON

September 11, 1974

Memorandum for: General Alexander Haig

From: Rex Scouten *RS*

The President receives an annual appropriation for the operation, maintenance and preservation of the Executive Residence. The budget for FY 1975 is \$1,695,000.

We have an excellent relationship with our House Appropriations Committee, especially Chairman Steed - Sen. Montoya shows little interest. The Committees have 3 main concerns:

1. Do we have sufficient funds to properly maintain and preserve the White House. We do.
2. Do we use any of this appropriation for the operation of the offices, Camp David or any other Presidential retreat. We do not.
3. Do we show every possible concern for the tourists visiting the White House. We do.

The Chief Usher is responsible for preparing the budget and administering the appropriation. We are not subject to GAO audit, Civil Service Employment or Federal Procurement Regulations but we do follow these established guidelines in every possible situation.

We have for the past 3 years budgeted \$60,000 annually for official entertainment (cost of food and beverage - not labor) and have spent an average of \$27,000 per year.

GERALD R. FORD LIBRARY

MEMORANDUM

THE WHITE HOUSE

WASHINGTON


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This has been possible due to excellent staff cooperation in obtaining reimbursements. The Department of State reimburses for all Foreign visits. RNC for all political events. Other Government agencies and private groups reimburse for functions held at the White House in their behalf whenever possible and appropriate. In any event, we prepare complete cost reports each month and can adjust our spending to keep abreast of any increase in Presidential entertainment requirements over \$60,000.

Attached are costs for White House entertaining from August 9 through August 31, 1974.

The First Family is expected to reimburse this account for the cost of their personal food, beverage, dry cleaning, toilet articles, etc. A monthly statement will be provided for Dorothy Downton with a request for reimbursement by check made payable to the Treasurer of the United States.


attachment.



ENTERTAINMENT BREAKDOWN

September 1974

DATE	FUNCTION	NUMBER GUESTS	CHARGE
9/2/74	Refreshments - After Bill Signing (coffee only)	191	Official
9/5/74	Coffee Break) Buffet Luncheon) Economic Summit Reception)	200 54 65	W. H. Office Entertainmer Account
9/10/74	Arrival Ceremony - Israel (coffee only)	30	Official ,
9/11/74	Luncheon - Economic Summit	49	W. H. Office Entertainmer Account
9/12/74	State Dinner - Israel	114 94 a. d. g.	State Dept.
9/15/74	Reception-GOP Natl. Committee (hors d'oeuvres & mixed drinks)	235	Rep. Natl. Co
9/16/74	Breakfast - GOP Finance Committee	12	Rep. Natl. Co
9/17/74	Refreshments - Gen. Fed. Womens' Club (pastries, coffee, tea)	173	Official
	Stag Dinner - Mbrs. of Congress	38	Official
9/19/74	Breakfast - Mbrs. of Congress	12	Official
	Staff Picnic - South Lawn	1200	Official
	Refreshments-Natl. Fed. GOP Womens' Board (pastries, coffee, tea)	112	Rep. Natl. Co
23/74	Stag Dinner - Mbrs. of Congress	49	Official
9/24/74	Reception - Cong. Adm. Assistants (hors d'oeuvres & mixed drinks)	340	Rep. Natl. Co



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9/25/74	State Dinner - Italy	120 107 a. d. g.	State Dept.
9/26/74	Breakfast - Bi-Partisan Leadership	8	Official
9/27/74	Reception - Economic Summit (hors d'oeuvres & mixed drinks)	780	W. H. Office Entertainmer Account
9/28/74	Breakfast - French Delegation	5	Official
9/30/74	Refreshments - Non-incumbent Congressional Candidates (coffee only)	136	Rep. Natl. Co.



ENTERTAINMENT BREAKDOWN

August 1974

DATE	FUNCTION	NUMBER GUESTS	CHARGE
8/9/74	Swearing-in Ceremony (pastries, coffee, tea, juice)	387	Official
8/13/74	Reception - Presidential appointees (sandwiches, cookies, coffee, tea)	340	Official
8/14/74	Luncheon - P. M. of Egypt	3	Official
8/15/74	Breakfast-Congressional & Staff	7	Official
8/16/74	State Dinner-King Hussein - Jordan	118 51 a. d. g.	State Dept.
8/19/74	Reception-VP's Sec. Serv. Detail (hors d'oeuvres & mixed drinks)	120	Official
8/22/74	Reception-US Congressional Candidates (Danish pastries, coffee, juice)	180	Rep. Natl. Co.
	Reception - following Bill Signing (sandwiches, cookies, coffee, tea)	189	Official
	Dinner - Mbrs. of Congress & wives	15	Official
8/23/74	Reception - Vice President's Staff (hors d'oeuvres & mixed drinks)	149	Official

DATE	FUNCTION	NUMBER GUESTS	FOOD & BEV. CHARGES
8/9/74	Swearing-in Ceremony (pastries, coffee, tea, juice)	387	\$ 302. 57
8/13/74	Reception-Presidential appointees (sandwiches, cookies, coffee, tea)	340	284. 47
8/14/74	Luncheon - P. M. of Egypt	3	28. 08
8/15/74	Breakfast-Congressional & staff	7	8. 16
8/16/74	State Dinner-King Hussein-Jordan	118 51 adg	2, 597. 21
8/19/74	Reception-VP's Secret Serv. Detail (hors d'oeuvres & mixed drinks)	120	294. 39
8/22/74	Reception-US Congressional Candidates (Danish pastries, coffee, juice)	180	40. 54
	Reception-following Bill Signing (sandwiches, cookies, coffee, tea)	189	226. 48
	Dinner - Mbrs. of Congress & wives	15	327. 85
8/23/74	Reception-Vice President's Staff (hors d'oeuvres & mixed drinks)	149	398. 65
8/28/74	Dinner - Cabinet	54	920. 63



THE WHITE HOUSE

WASHINGTON

February 3, 1975

Mrs. Ford:

Rex Scouten has asked me to send you the enclosed photographs of some of the rooms in the White House as they looked during the administration of President Chester Arthur--after the redecoration of the rooms by Louis C. Tiffany.

Betty C. Monkman
Betty C. Monkman
Office of the Curator



THE WHITE HOUSE

WASHINGTON

April 18, 1975

Mrs. Ford:

The four hard cover "Presidents" books are for you -- they are now on sale.

The soft cover "Guide" book goes on sale today. Will send you hard covers when available.

Ladies of the White House Book still scheduled for mid-July.



Rex Scouten



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 18, 1975

Memorandum for: Carolyn Porempka

From: Rex Scouten *R*

Attached is a list of table linens recently given to the White House by Mrs. Mamie Eisenhower.

I have accepted the gift on behalf of the White House. Do you think Mrs. Ford might send her a note -- I know Mrs. Eisenhower would deeply appreciate it.

Thank you.

*Handwritten note sent by Mrs. Ford
to Mrs. Eisenhower 7/10/75*

cc



A LIST OF LINENS FROM MRS. MAMIE EISENHOWER

June 16, 1975

1. 1 set - 8 place mats & 8 matching napkins - hand embroidered pink Irish linen.
2. 1 only - 54 x 54 cloth - hand embroidered white Irish linen.
3. 4 ea. - 54 x 54 cloths - w/ 24 matching napkins - fine linen - green w/ white embroidered leaf design.
4. 1 set - 68 x 102 cloth w/ 12 matching napkins - oyster white fine linen w/ ecru embroidered flower design & hemstitched edge.
5. 1 set - 72 x 108 cloth w/ 12 matching napkins - oyster white fine linen w/ ecru embroidered & cut-work design.
6. 1 only - 90 x 128 cloth - fine linen w/ white lace & gold leaf center inset & hemstitched border.
7. 1 set - 72 x 110 cloth - pink lace w/ pink flower applique
12 napkins - white linen w/ pink matching lace in one corner & hemstitched edge.
8. 1 set - 50 x 68 cloth w/ 6 matching napkins - Irish linen hand embroidered design in pastel colors, also cut-work design.
9. 1 set - 84 x 116 cloth w/ 12 matching napkins - fine oyster linen w/ heavy ecru lace inset & border design.
10. 1 set - 94 x 136 cloth & 12 matching napkins - fine white linen w/ very sheer wide lace inset & border.
11. 1 set - 72 x 120 cloth w/ 12 matching napkins - white Irish linen w/ cut-work & lace design & border.
12. 1 set - 72 x 108 cloth & 12 matching napkins - block pattern-pink linen w/ cut-work block & alternating white lace block.
13. 1 set - 72 x 144 cloth w/ 12 matching napkins - fine oyster white linen w/ cut-work,
(dinner size) hand embroidered & lace design.
14. 1 set - 68 x 106 cloth w/ 12 matching napkins - fine white linen w/ hand embroidered flower design in pastels & scalloped border.

Also: 1 set for a double bed - light blue silk w/ plain bottom sheet
top sheet & two pillow covers w/ very wide ecru lace trim.

B. F.

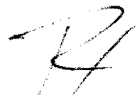
THE WHITE HOUSE
WASHINGTON

September 17, 1975

Nancy:

"Winter Scene with Church" painting
that hung at top of Grand staircase is being
restored.

We will have it back in a few weeks.



Rex Scouten



THE WHITE HOUSE

WASHINGTON

November 12, 1975

Mrs. Ford:

Mrs. Eisenhower, on Friday, will be staying at the Holiday Inn - St. Louis West, near St. Charles, Mo., tel. 314 - 291-5100. I have given this number to the White House operators.

Mrs. Eisenhower will return to Gettysburg on November 26. The first week of December she will be at Walter Reed for her annual check up.

As of now, she plans to spend Christmas at Gettysburg with John and Barbara.

Flowers will be at the Holiday Inn on Friday when Mrs. Eisenhower arrives.



Rex Scouten



THE WHITE HOUSE

WASHINGTON

November 14, 1975

Mrs. Ford:

Hard cover editions of all White House Historical Association publications will not be ready until mid-December.

I will send up a set as soon as available.

A handwritten signature in dark ink, appearing to be 'Rex Scouten', with a large, stylized 'R' and 'S'.

Rex Scouten



THE WHITE HOUSE

WASHINGTON

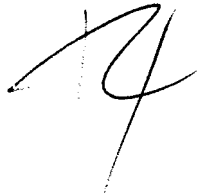
January 23, 1976

Nancy:

Please cancel Ray Hare appointment
for tomorrow - his family can't make it.

We are now trying for "after the
Brunch" on Sunday, February 15.

Please thank Mrs. Ford for her
consideration.

A handwritten signature in dark ink, appearing to be 'Rex Scouten', with a stylized, cursive-like script.

Rex Scouten



Chapman White
[Signature]

THE WHITE HOUSE
WASHINGTON

August 4, 1976

Mrs. Ford:

Pillows:

7 sent up from warehouse (your bedroom)

1 today from warehouse (your bedroom)
marked "Steve".

3 on Susan's bed.

These are the only ones that we have
record of -- I hope it corresponds with
your count.

[Signature]

Rex Scouten



November 5, 1976

Dear Mr. Wendt,

How much I appreciated your gracious letter telling of plans for the special Thanksgiving Day service to be followed by the family dinner. Although it is unlikely we will have the opportunity to join you, it is a special pleasure to send my best wishes to your congregation and to convey my interest and gratitude in this very special day you have planned. In these plans you have captured the spirit of Thanksgiving by sharing our bountiful blessings of good food and fellowship. May this celebration be a memorable one.

The President joins me in sending our warmest best wishes,

Sincerely,

The Reverend William A. Wendt
Rector
St. Stephen and the Incarnation Church
3421 Center Street, Northwest
Washington, D.C. 20010

SP/ph

c: ✓ Rex Scouten w/ copy of incoming
William Nicholson w/ copy of incoming for possible consideration



11-4-
#1

St. Stephen and the Incarnation Church

SIXTEENTH AND NEWTON STS., N. W.
OFFICE: 3421 CENTER STREET, N. W.
WASHINGTON 10, D. C.

November 1, 1976

Dear Mrs. Ford:

REF As this bicentennial Thanksgiving approaches, our parish community remembers gratefully the beautiful turkey you sent last year for our big neighborhood Thanksgiving dinner.

The turkey you gave was not only wonderful to see, delicious to eat, it was also a source of excitement to the people of our neighborhood to know that such a splendid gift had come from our far neighbors on Sixteenth St., who live in the White House.

This year we again plan to celebrate this holiday with a feast for about 700 people, immediately after the celebration of the Eucharist at 11:00 a.m.

Members of the congregation will bring pies and wine, side-dishes will be prepared by the good people who regularly cook and serve the nourishing lunches enjoyed by more than one hundred Senior Citizens in our parish hall every day of the week. The festive birds will appear by the grace of God and persons like yourself who realize that Thanksgiving Day is a great national and religious holiday for all, but that many citizens are far removed from the concept or the possibility of the kind of celebration immortalized by Norman Rockwell on a Saturday Evening Post cover.

I hope you will be able to join us on November 25 for the joyful communion service and the music, dancing and conviviality springing spontaneously from the family dinner afterwards.

Sincerely yours in the love of humanity,


William A. Wendt
William A. Wendt
Rector

THE WHITE HOUSE

WASHINGTON

November 18, 1976

Mrs. Ford:

The President was presented with two
30 lb. turkeys today.

Last year we sent one to Salvation Army and one
to St. Stephen's (see attached).

Would you like to do the same this year?



Rex Scouten

They don't need the turkeys at
Camp David so both' will be
given away as was done last
year. Nels Pierce was informed
11/20

