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THE WHITE HOUSE

WASHINGTON

January 21, 1975

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: PHILIP W. BUCHEN *P.W.B.*

SUBJECT: Presidential Memberships and
Endorsements

The President continually receives offers of honorary memberships or requests to endorse various causes. With few exceptions, such solicitations are routinely denied. Since many of these solicitations are made through the White House staff, and not directly to the President, you should be aware of the procedures for handling memberships and endorsements involving the President.

No membership or endorsement is to be declined or accepted other than by or through Mr. Roland L. Elliott, Director of Correspondence. Any staff member who receives a solicitation for a membership or endorsement on behalf of the President should refer it promptly to Mr. Elliott's office for review. Do not refer such matters to the Office of the Counsel. In the event of any questions, Mr. Elliott will consult with the Counsel to the President prior to declining or accepting the membership or endorsement.

Your cooperation in complying with the procedures described above is appreciated.