

LONG LANE FARM
Middletown, Connecticut

October 6, 1934

TO WHOM IT MAY CONCERN:

Miss Helen E. Chisholm of Old Saybrook, Connecticut assisted me with some clerical work for about a month while she was at our school during which time I found her very conscientious and industrious, intelligent and anxious to please. She co-operated with her associates and was most sincere in her efforts.

Sincerely,

(signed) Amy E. Harris

General Supervisor

State of Connecticut

Mansfield State Training School and Hospital

Mansfield Depot, Connecticut

Feb. 6, 1935

TO WHOM IT MAY CONCERN:

Miss Chisholm, of Old Saybrook, Connecticut, came to this department after graduating from Russell Sage in 1934, and gave her services as a volunteer social worker, leaving at the end of the summer.

The work done by Miss Chisholm was of value and of great help to the department. I found her to be a well balanced young woman of high intelligence and excellent standards of living. I personally appreciated her gentle willingness to be of help in any capacity and in any place in the department where help was most needed.

I found Miss Chisholm refined, gentle, understanding, a good and accurate worker, and honest and loyal in her dealings with those with whom she came in contact. I feel that her personality is one which will accomplish much good and that she will be of great service to those who need her help.

Yours very truly,

(signed) Mabel A. Matthews, Director
Social Service Department

C O P Y

C O P Y

INDUSTRIAL SCHOOL FOR GIRLS

Marshallton, Delaware
October 5, 1936

TO WHOM IT MAY CONCERN:

I wish to say that Helen E. Chisholm was a member of our staff for a period of one year and did very excellent work in every capacity that she was asked to fill. This period of service dates from May 1935 to May 1936.

Very truly yours,

(signed)

Sadie D. Harrison
Superintendent

TREASURY DEPARTMENT

Washington, D.C.

October 10, 1936

**Miss Helen E. Chisholm has worked continuously in the
filing section of the Adjusted Compensation Bonds (Loans and Currency)
Treasury Department, under my supervision, since May 25th, 1936, and
has efficiently performed all duties assigned to her.**

(signed) H. Wilfred Lord

Filing Section

Adj. Comp. Bonds

Stenographer - Secy

January 20, 1936

Mrs. Harriet M. Chenault,
4636 South Michigan,
Chicago, Illinois.

My dear Mrs. Chenault:

Mr. A. E. Smith has referred your application for a position as stenographer-secretary to me because I am in need of such a person in the National Youth Administration office here.

I am very much interested in your qualifications and would be very glad if some arrangement could be worked out whereby I might have use of your services. The difficulty, of course, is that you are so far away that it is not possible to interview you personally or to know how satisfactorily you could pass the usual test, that I believe, is customary for all applicants for government positions to take.

If you were to be in Washington any time this would offer an opportunity for an interview and allow us to take care of all necessary preliminaries. If you are interested, I hope you will write me immediately.

Very sincerely yours,

Juanita J. Sandler
Administrative Assistant
in Charge of Negro Activities

RECEIVED
GENERAL INVESTIGATIVE DIVISION
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

Handwritten signature

OPPORTUNITY
PROVIDENT HOSPITAL and TRAINING SCHOOL
426 East Fifty-First Street
CHICAGO

Office of the
MEDICAL DIRECTOR

January 22nd

Telephone
ATLantic 5300

1 9 3 6

*Noted
GSS*

Miss Juanita J. Saddler,
Administrative Assistant in charge
of Negro Activities,
National Youth Administration,
Washington, D. C.

My dear Miss Saddler:

This will acknowledge receipt of your letter of January 21st, in which you state that my application for position as secretary-stenographer in the office of the FERA, has been referred to you.

I have asked Dr. John W. Lawlah, Assistant Medical Director of Provident Hospital to call on you, and he will be able to give you further information relative to my personal qualifications. If, after talking with Dr. Lawlah, you still feel that it would be advisable for me to come to Washington, I believe it can be arranged, although I, of course, desire to avoid that expense if possible. I could leave Chicago on Friday afternoon and if an interview could be arranged for Saturday forenoon or afternoon, I could then arrange to be in Chicago for my work on Monday.

With regard to the examinations, I might state that on October 9th, a Mr. Jones from the PWA office in Lafayette, Indiana came to my home and gave me a short stenographic test. I do not know the result of this test, nor do I know whether it is possible for you to get this information. I also passed an examination with the WPA (local) in Chicago on October 2nd.

Thank you very much for your letter, and I shall hope that it will be possible to give me this appointment as I am very anxious to return to Washington.

Very truly yours,

Harriet M. Chenault
Harriet M. Chenault

OPPORTUNITY
PROVIDENT HOSPITAL and TRAINING SCHOOL
426 East Fifty-First Street
CHICAGO

Office of the
MEDICAL DIRECTOR

January 29th

Telephone
ATLantic 5300

1 9 3 6

Miss Jaunita J. Saddler
National Youth Administration
1734 New York Avenue, N.W.
Washington, D. C.

My dear Miss Saddler:

Upon Dr. Lawlah's return to Chicago, he informed me that he had talked with you concerning my application and that you were writing me. Inasmuch as I have not yet received a letter from you, I am wondering if you had written and, through some error, I had not received the letter.

I do not wish to annoy you, but neither would I like to feel that any lack of interest on my part, or negligence in completing my application, had prevented my being appointed. Knowing that sometimes the mails do go astray, I hasten to check with you.

I am wondering if there is a branch of the NYA here in Chicago, and if so, could I not be given these tests you mentioned. I shall be only too glad to cooperate in any way, and want you to know that if making a trip to Washington is absolutely necessary, I can make such arrangements.

Hoping to hear from you at an early date,
believe me

Very truly yours,

Harriet M. Chenault
Harriet M. Chenault

Phone No. Dec. 2324

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment Natl. Youth Administration Date Jan 23, 1936

1. Name in full (Mr., Miss, or Mrs.) Miss Josephine Louise

2. Present address 1929-18th St. Northwest Washington D.C.

3. Legal (voting) residence _____

4. Where born Washington D.C. When born Nov 11, 1910

5. If foreign-born, state whether naturalized or alien _____

6. Indicate sex, marital condition, and race by check, thus: If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male	<input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	White	<input checked="" type="checkbox"/> Colored

7. Number and ages of dependents domiciled with you not any

8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
<u>not any</u>									

9-a. Are any members of your family employed in this organization? no

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
<u>not any</u>	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below:

not any

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

no

12. Military and naval record. If any, check (✓) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
Enlisted	Discharged	Enlisted	Discharged	Enlisted	Discharged		
Rank	Rank	Rank	Rank	Rank	Rank		
Organization	Organization	Organization	Organization	Organization	Organization		

[OVER]

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) Speak French & Spanish

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK AND SALARY	LENGTH OF SERVICE	
		FROM	TO
<u>Lamson & Berry, City 2001-11th St. N.W.</u>	<u>Stenographer 1250 per wk</u>	<u>June '33 to</u>	<u>present time</u>

15. Education. Indicate by circling the number of years: Also give dates of attendance:

Common school	High school	College	(Name of college, degree, and dates conferred)
<u>1 2 3 4 5 6 7 8</u>	<u>1 2 3 4</u>	<u>1 2 3 4</u>	<u>Howard University B.S. in Commerce</u>

16. In case of emergency, notify Walter E. Blawie
 Relationship Brother Post office address 2101-11th St. N.W., City

I certify that the foregoing answers are correct to the best of my knowledge and belief.

Josephine C. Blawie
 (Name as usually written and which will be used as official signature)

Give names and addresses (indicating occupation or profession) of three personal references:

- Mr. H. Chas. H. Houston
69- Fifth Avenue
New York City
Special Council, M.A.A.C.P.
- Mr. Wm. E. Taylor
Dean, Howard Univ. Law School
Washington, D.C.
- Atty. B. V. Lamson Jr.
2001-11th St. N.W.
Washington, D.C.
Lawyer

Endorsements, if any.

WORKS PROGRESS ADMINISTRATION

WALKER-JOHNSON BUILDING
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

HARRY L. HOPKINS
ADMINISTRATOR

January 23, 1936

Mr. William A. Smith
Works Progress Administrator
11 South 12th Street
Richmond, Virginia

My dear Mr. Smith:

It has come to the attention of this office that in some instances state Works Progress Administrators or subordinate officials in state offices of the Works Progress Administration have submitted questions directly to the Government of the United States for decision. In the future no communications shall be addressed by state Works Progress Administrators directly to the Civil Government of the United States, the General Accounting Office, the Treasury Department or any other fiscal agency of the government located in Washington.

Any questions which would appear to be proper for submission to any of the fiscal agencies in Washington must be addressed to this office. After consideration here, such questions as are proper for submission to the fiscal agencies of the Government for decision or comment will be submitted by this office, and appropriate notice of the decision or comment transmitted to the state Works Progress Administrators concerned.

This letter should be brought to the attention of all employees of the state, district and local offices.

Very truly yours,

Josephine C. Davis

*Dist. 1/2
Lanc 5*

*4 trans. enclosed
4 typ. " "
1 copy to*

January 23, 1936

Mr. William A. Smith
Works Progress Administrator
11 South 12th Street
Richmond, Virginia

My dear Mr. Smith:

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This letter should be brought to the attention of all employees of the state, district and local offices.

Very truly yours,

Josephine C. Davis

MA
BY
JT
ME.

FORM 2
E.O. 1

PERSONNEL REFERENCE

(This form will be delivered personally by applicant and returned by Division Head to the Personnel Division, indicating hereon whether applicant is accepted or rejected.)

Date 1/23/36

FROM: Director of Personnel

TO: Mrs. Niskey
Division Head

In response to your request, the following applicant Josephine C. Davis is suggested for the position of stenog.

Acceptable:
No

Not acceptable:

Signed Jessie M. Coe (DPT)
Personnel Division

REMARKS (To be filled in by interviewer)

To be filled in if applicant is accepted

<u>Position</u>	<u>Salary</u>	<u>Date Reporting for duty</u>
_____	_____	_____

HARRY W. NICE, GOVERNOR

SAMUEL E. SHANNAHAN,
DIRECTOR OF CHARITIES, CHAIRMAN

WILLIAM L. GALVIN
SIDNEY HOLLANDER
THOMAS B. FINAN
LEE L. DOPKIN
MORRIS A. ROME

ROBERT H. RILEY, M. D.
DIRECTOR, STATE BOARD OF HEALTH
EX OFFICIO



STATE OF MARYLAND
BOARD OF STATE AID AND CHARITIES
20 HOPKINS PLACE
BALTIMORE

HARRY GREENSTEIN,
STATE RELIEF ADMINISTRATOR

ANITA J. FAATZ
DIRECTOR, SOCIAL WORK DIVISION

January 24, 1935⁶

Stenographer

Miss Juanita Sadler, Liason Officer
National Youth Administration
1338 G St., N.W.
Washington, D. C.

My dear Miss Sadler:

Miss Beatrice Murphy has asked that I send you a letter of reference. Miss Murphy was employed with the Emergency Relief Administration in Washington in the division where I was working for about one year, and remained on for some time after I left. During the period of time that I was District Secretary of Bannaker Center, she worked in the capacity of secretary to me.

I found Miss Murphy unusually capable in this capacity; in fact much more so than in routine work. She is a person of considerable initiative, literary ability, and keen intelligence. She takes responsibility well, and likes work which gives her some scope for initiative and imagination. She writes letters intelligently, and was very much interested in the work when in my department.

I am glad to recommend her for a position with you, as I think she is a person who is above average in intelligence and ability.

Very sincerely yours,

Pauline Miller Shereshefsky
PAULINE MILLER SHERESHEFSKY

PMS:LA

GEORGE E. ALLEN
COMMISSIONER
ADMINISTRATOR OF
EMERGENCY RELIEF
DISTRICT OF COLUMBIA

BOARD OF PUBLIC WELFARE
DISTRICT OF COLUMBIA
PUBLIC ASSISTANCE DIVISION
5TH AND H STREETS N.W.
WASHINGTON, D. C.
M. ALICE HILL, DIRECTOR

ELWOOD STREET
DIRECTOR OF PUBLIC WELFARE
DEPUTY ADMINISTRATOR OF
EMERGENCY RELIEF
DISTRICT OF COLUMBIA

CENTRAL DIVISION
3RD & C STREETS, N W

January 24, 1936.

Mrs. Juanita Sadler,
National Youth Administration Office,
1338 G St., N.W.,
Washington, D. C.,

Dear Mrs. Sadler:

Beatrice Murphy has applied for a secretarial position with the National Youth Administration and I wish to recommend her as an efficient dependable person. She has shown unusual ability as she has been the editor of the Children's Page in the Tribune for four months. She has been a reporter and feature writer for the Tribune for the past three years.

Her three years services at the Emergency Relief Division has been most satisfactory as a secretary. For the past few months she has been working at the Catholic University as a secretary to Father Furfey. It is my understanding that this is part time work and that Father Furfey, Acting Head of the Department of Sociology, has written a book and she is taking the dictation on it.

During a special Intake Survey of conditions in fifteen cities she acted as secretary for the study group. She has shown outstanding qualities of initiative as well as creative ability and skill.

Very truly yours,


(Mrs.) Elizabeth Williams,
Intake Supervisor.

EW:CE

NATIONAL YOUTH ADMINISTRATION

1734 NEW YORK AVENUE NW.

WASHINGTON, D. C.

January 23, 1936

Stenographer
Name of Applicant -Josephine C. Davis

References: & Experience:

Law firm -Lewis, Beaubian & Lawson -2001 11th St., N.W.

Mr. W.H.C.Brown, Receiver Industrial Savings Bank, 11th & You Sts., N.W.

Howard Law School, Secretary to Dean

Office Assistant, Wilberforce University, Wilberforce, Ohio

Office Assistant, Douglass High School, Huntington, West Virginia

Training:

B. S. in Commerce, Howard University

Recommendations:

Mr. Charles H. Houston, Special Counsel, N.A.A.C.P.

Mr. William Hastie, Asst. Solicitor, Dept. of Interior

Mr. W.H.C.Brown, 11th & You Sts., N.W.

Mr. Arthur W. Mitchell, Congressman from Illinois

FORM 2
E.O. 1

PERSONNEL REFERENCE

(This form will be delivered personally by applicant and returned by Division Head to the Personnel Division, indicating hereon whether applicant is accepted or rejected.)

Date 2/3/26

FROM: Director of Personnel

TO: Miss Gadsden
Division Head

In response to your request, the following applicant _____

Miss E. Davis is suggested for the position of
Steno In interview

Acceptable: _____

Not acceptable: _____

Signed Clarence Kelley (PPH)
Personnel Division

REMARKS (To be filled in by interviewer)

To be filled in if applicant is accepted

Position Salary Date Reporting for duty

WORKS PROGRESS ADMINISTRATION

WALKER-JOHNSON BUILDING
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

HARRY L. HOPKINS
ADMINISTRATOR

February 1, 1936

To all State Emergency Relief Administrators:

There have been established five regional or field offices for the purpose of furnishing State and District Administrators and Directors timely information and interpretation of established policies and procedures of the Federal Emergency Relief Administration and the Works Progress Administration, and also for the purpose of maintaining a means and a system of reporting to the Washington office.

The Regional Field Representative is the authorized agent of the Washington office, charged with the responsibility of giving advice and instructions to State and District organizations and to make reports and recommendations to the Washington office. All changes in the State and District personnel or practices, when necessary or desirable for the best interest of the program, shall be made through the Field Representative.

It is a function of the Regional Staff to foster desirable and helpful relationships with Federal, State and local Governmental Departments or agencies to the end that the entire program may be well balanced and coordinated.

All members of the Regional Staff are under the supervision and control of the Field Representative, who shall act as my personal representative in the region to which he is assigned.

Very truly yours,

Josephine C. Davis

Rec'd at

Jan. 6

*2 to new copies
2 to old
1 to [unclear]*

February 1, 1936

To all State Emergency Relief Administrators:

There have been established five regional or field offices for the purpose of furnishing State and District Administrators and Directors timely information and interpretation of established policies and procedures of the Federal Emergency Relief Administration and the Works Progress Administration, and also for the purpose of maintaining a means and a system of reporting to the Washington office.

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It is a function of the Regional Staff to foster desirable and helpful relationships with Federal, State and local Governmental Departments or agencies to the end that the entire program may be well balanced and coordinated.

All members of the Regional Staff are under the supervision and control of the Field Representative, who shall act as my personal representative in the region to which he is assigned.

Very truly yours,

Josephine C. Davis

of maintaining a means and
work programs administered
of the Federal Emergency M
interpretation of captioned
Administrators and Director
offices for the purpose of
These have been seen
to the Personnel Division

FORM 2
E.O. 1

PERSONNEL REFERENCE

(This form will be delivered personally by applicant and returned
by Division Head to the Personnel Division, indicating hereon
whether applicant is accepted or rejected.)

Date 2/1/56

FROM: Director of Personnel

TO: Mrs. Kieker
Division Head

In response to your request, the following applicant _____

Josephine Davis is suggested for the position of
stenog.

Acceptable:

Not acceptable:

Signed James Kelley (#)
Personnel Division

REMARKS (To be filled in by interviewer)

To be filled in if applicant is accepted

<u>Position</u>	<u>Salary</u>	<u>Date Reporting for duty</u>
_____	_____	_____

Phone No.

Col A Anna Belle Lacey
Stenographer
PERSONAL HISTORY STATEMENT
(To be prepared by appointee in own handwriting)

Department or Establishment

Date

Jan 28, 1936

1. Name in full (Mr., Miss, or Mrs.) Lacey Anna Belle
(Surname) (Given name) (Middle name)
2. Present address 1443 Tea Wash. D.C.
(Number) (Street) (City) (State)
3. Legal (voting) residence Georgia #2 Dougherty Albany
(State and Congressional District) (County) (City or town)
4. Where born Georgia Albany When born Dec 26, 1902
(State or foreign country) (City or town) (Month Day Year)
5. If foreign-born, state whether naturalized or alien

6. Indicate sex, marital condition, and race by check, thus: If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE. (If other, state which)	
Male	Female	Single	Married	Divorced	Widowed	White	Colored

Anna Belle Lacey

7. Number and ages of dependents domiciled with you One - 54 NO-7753

8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
<u>F.E.R.A.</u>	<u>1734 27th Ave</u>	<u>Steno. (Temporary)</u>	<u>1440</u>	<u>Sept</u>	<u>3</u>	<u>1934</u>	<u>Oct</u>	<u>29</u>	<u>1934</u>

9-a. Are any members of your family employed in this organization? no

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below: no

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
<input checked="" type="checkbox"/>	Position Department or office	
<input checked="" type="checkbox"/>	Position Department or office	
<input checked="" type="checkbox"/>	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below: no

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service? no

12. Military and naval record. If any, check (✓) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
Enlisted	Discharged	Enlisted	Discharged	Rank	Rank	Organization	Organization

[OVER]

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.)

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK AND SALARY	LENGTH OF SERVICE	
		FROM	TO
Natl. Benefit Life Ins. Co. 609 7th St. N.W.	Steno-Typist 75 ⁰⁰	4-31-30	5-31-32
Associated Publishers 1538 9th St. N.W.	" "	12-15-34	12-1-35

15. Education. Indicate by circling the number of years: Also give dates of attendance: *H.F.*

Common school								High school				College				(Name of college, degree, and dates conferred)
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	
1914-1924								1924-1926				1926-1928				

16. In case of emergency, notify

Relationship *Husband* Post office address *1443 Len St. N.W.*

I certify that the foregoing answers are correct to the best of my knowledge and belief.

Anna Belle Lacey
(Name as usually written and which will be used as official signature)

Give names and addresses (indicating occupation or profession) of three personal references:

- J. P. Pyrus Atty*
1130 Columbia Rd.
Wash, D.C.
- A. S. Pinkett Atty*
1915 - 9th St. N.W.
Wash, D.C.
- G. E. Cochran*
456 Indiana Ave.
Wash, D.C.

Endorsements, if any.

Comp. Cont.
Surgeon Gen. - at Resettlement

WORKS PROGRESS ADMINISTRATION

WALKER-JOHNSON BUILDING
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

HARRY L. HOPKINS
ADMINISTRATOR

January 28, 1936

Too many errors
2

Mr. William A. Smith,
Works Progress Administration,
Richmond, Virginia

11 South 12th St

My dear Mr. Smith:

It has come to the attention of this office that in some instances State Work Progress Administrators of subordinate offices in State offices of the Works Progress Administration have submitted questions directly to the Comptroller General of the United States for decision. In the future no communication should be addressed by State Works Progress Administrators directly to the Comptroller General of the United States, the General Accounting Office, the Treasury Department, or any other physical agency of the Government located in Washington.

Submission

Any questions which would appear to be proper for submission to any physical agency in Washington must be addressed to this office. Such questions here as are proper for submission to the physical agencies of the Government for decision or comment will be submitted by this office, and appropriate notice of the decision or comment transmitted to the State Works Progress Administration concerned.

This letter should be brought to the attention of all employees of the state, district and local offices.

Very truly yours,

Anna Belle Lacey

HHP:1

January 28, 1936

Mr. William A. Smith,
Works Progress Administration,
Richmond, Virginia

My dear Mr. Smith:

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Any questions which would appear to be proper for submission to any physical agency in Washington must be addressed to this office. Such questions here as are proper for submission to the physical agencies of the Government for decision or comment will be submitted by this office, and appropriate notice of the decision or comment transmitted to the State Works Progress Administration concerned.

This letter should be brought to the attention of all employees of the state, district and local offices.

Very truly yours,

Anna Belle Lacey

HIP:1

WORKS PROGRESS ADMINISTRATION

WALKER-JOHNSON BUILDING
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

HARRY L. HOPKINS
ADMINISTRATOR

January 18, 1936.

Miss Juanita Sadler
National Youth Administration
1338 - G Street, N. W.
Washington, D. C.

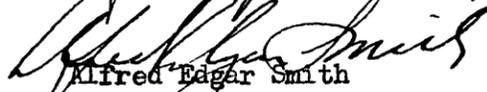
Dear Miss Sadler:

This will introduce Mrs. Anna Belle
Lacey, 1443 P Street, N. W. No 7753+

Mrs. Lacey is desirous of securing
employment with this Administration, and wishes to
be considered for a secretarial position in your
office.

We should appreciate any con-
sideration you may be able to extend Mrs. Lacey,
and will be pleased to talk with you personally,
concerning her.

Very sincerely yours,


Alfred Edgar Smith
Administrative Assistant.

∇

1

app

February 18, 1936

Mr. A. E. Smith,
Administrative Assistant,
Federal Emergency Relief Adm.,
1734 New York Avenue, N.W.
Washington, D. C.

My dear Mr. Smith:

I am returning herewith the applications
and correspondence pertaining to Miss Beatrice Murphy,
Mrs. Viola Burke Taylor and Mrs. Harriet M. Chenault.

Thank you very much for your help in
this matter.

Sincerely yours,

Juanita J. Saddler
Assistant Administrator
in charge of Negro Activities

JJS:hc

MEMORANDUM

January 17, 1936.

TO: Miss Juanita Sadler
FROM: Mr. Alfred E. Smith
SUBJECT: Attached communications.

* * * *

Attached are copies of communications addressed to:

Miss Beatrice Murphy
1017 Euclid Street, N. W.

and

Mrs. Viola Burke Taylor
1630 Florida Avenue, N.W.
Apt. #106

These communications are self-explanatory.

A.E.S.

M E M O R A N D U M

January 17, 1936.

TO: Miss Juanita Sadler

FROM: Mr. Alfred E. Smith

SUBJECT: Application of Mrs. Harriet M. Chenault, 4636 South
Michigan, Chicago, Illinois.

* * * * *

Attached is the application of Mrs. Harriet M. Chenault,
about which we talked on the telephone this morning.

I should appreciate it if you will return the application
after you have looked it over.

A. E. S.

Supervisory Post

June 12, 1936

Miss Flora Y. Hatcher,
439 West 125rd Street,
New York City, N. Y.

My dear Miss Hatcher:

I am very glad that you wrote to me, although I may not be able to give you the kind of help that you desire. My delay in answering your letter has been due to no lack of interest in your request, but to the fact that I was out of the office for quite a long period because of illness.

I do know the Director in charge of the National Youth Administration there in New York City, he is Mr. Mark McCloskey, 265 West 14th Street. I am not sure you will find him an easy person to talk with, but I am sure that a recommendation from me will not be of much help to you so far as he is concerned. I should think you might find the Adult Education Program and some of the things they are attempting to do in Worker's Education and through their forum groups, more to your liking. I suggest that you get in touch with Mr. Irvin Gerdy who is in charge of the Education Division of Works Progress Administration. His office is at 111 Eighth Avenue, unless he has very recently moved. You might also see Mr. Leo Usmon, who is in charge of Forums. The latter is a very fine person and you will find him interesting to talk with. I don't know that you will enjoy the emergency angle of all of these programs, whereas in many instances the work is satisfying, there are other conditions which make complete adjustment very difficult. Mr. Gerdy will be able to give you a pretty complete picture of all of the educational work being done through WPA and will know whether or not there are any openings in this field. I would consider him a much more favorable possibility than Mr. McCloskey, yet you may want to have an interview with him also.

I know exactly what you are experiencing and I sincerely hope that you will find satisfactory expression for some of the ideas that are pressing you for outlet. I should think Worker's Education would offer satisfactory opportunities for you. Mr. Gerdy will know what is being done in this field there.

I hope Carrie finds a library that can use her services. I am sure she will prove an excellent addition to any staff.

... I hope you will write me again and let me know if you make any progress along the line I suggested here. Please have no hesitancy in writing me at any time. I remember very pleasantly our brief chats together and I hope we may have the opportunity of talking together again sometime in the near future.

Antonio...

Hatcher
8/12/38
-2-

I hope you will write me again and let me know if you make any progress along the line I suggested here. Please have no hesitancy in writing me at any time. I remember very pleasantly our brief chats together and I hope we may have the opportunity of talking together again sometime in the near future.

With very best wishes, I am

Very sincerely yours,

Juanita J. Saddler
Administrative Assistant
in charge of Negro Activities

JJS:hc

THE ROSEHOLM
PILOT OFFICE
NEW YORK IN ELIOT
BANKS VIA BROOKLYN STATION
I THINK

7-1
9/17/36
H. H. H.

439 West 123rd Street
New York City
May 19, 1936

Miss Jane Sadler
National Youth Administration
1734 New York Ave.
Washington, D.C.

Dear Miss Sadler:

I hope you will pardon my taking advantage of your being a friend of friends of mine, but I wanted to ask your advice and help regarding a matter. I wonder if you know the people in charge of the NYA work here in New York and if you could give me any leads as to the ones to see about a job with the Administration. Perhaps you could tell me too about the various projects being done by the NYA and in the light of my experience what you think I might be best suited for. Also I'm wondering if you have any pointers on the Adult Education projects here in the city. I know that it is important to see the right people and yet unless one who knows the inside gives such leads, it is rather hard to take a chance. Too since I have not as yet definitely resigned from the job I am in at present, I have been careful not to talk too freely at National Board etc about some of the things I have been thinking. I think you can appreciate this fact, - and thus I have felt free to write you this, and of course, I would greatly appreciate your regarding it as confidential. It might be that NYA is not taking on any people, and it might be too that when I saw into it further, I would not be interested, but I would like to have the opportunity of talking to some one about the possibilities.

Carrie Meares was over to see us on Sunday. She had just returned from Virginia where she had been attending the Library Convention. She "graduates" from Pratt in a week or so and hopes soon thereafter to be a full fledged librarian.

Do forgive the unadulterated nerve of this letter, but any light you can throw on the above will be much appreciated!

With all good wishes to you,

Flora Y. Hatcher

Social Work

2113 N. St. N. W.
Washington, D. C.
June 12, 1936.

Mrs. Jaunita Saddler.
1340 G. Street N. W.
Washington, D. C.

Dear Mrs. Saddler:

I have made numerous attempts to get in touch with you, but with no success, so I am taking the liberty of writing to you.

I realize that you are very busy with your office duties following your recent illness.

Enclosed is a brief of my educational experience and professional training. I would appreciate it very much if you would allow me to come to your office and talk to you at your most earliest convenience.

Thanking you in advance for your kind consideration.

Very truly yours,

Mae Neely Stark
Mae Neely Stark.
Decatur 2177.

June 13 p m

MNS.

Mae Stark

Name: Mae Neely Stark

Address: 2113 N. St. N. W. Washington,
D.C.

Birth Date: May 27, 1906.

Telephone: Decatur 2177

Citizenship: United States.

Marital Status: Married.

Religion: Protestant

Birthplace: Buxton, Ia.

Race: Colored.

Membership in Professional Societies, Academic or other Honors.

American Association of Social Workers.

National Conference of Social Workers.

Alpha Kappa Alpha Sorority, Theta Chapter, (Graduate)
Chicago, Ill.

Education:

Northwestern University, B. S. in Education, 1931.

Certificate in Playground Work, Spring '31, Evanston, Ill.

University of Chicago, School of Social Work, Graduate--

Study, part time 1931-1935. Completed 8 majors

in Social Service Administration, towards Masters'.

Supervised Field Work: Blind Service Division

and Family Welfare of Cook County Bureau,

Chicago, Ill. Six months--three days each week.

Experience:

Spring '30--2 Months, Field Worker in a Religious Pro-
ject at Errett Institute, Evanston,
Ill.

Summer '31-- Volunteer Field Worker in the
Evanston Associated Charities,
Evanston, Ill.

Sept. '31--Mar. '33 Jr. Case Worker, United Charities,
Chicago, Ill. Hull House District.
Duties: Home Visitor, Interviewer and Family
Consultant. Carried an average
Case load of 125 Families.

March '33--Jan. '34 Junior Case Worker, Service Bureau
for Women, Chicago, Ill. Service to
Duties: the Unattached Woman, Average case
load of 175 women.

Jan. '34--July '35 Case Worker, Cook County Bureau of
Public Welfare, Chicago, Ill. Carried
Duties: an average case load of 125 Families.

In October 1934 I was promoted to
Senior Case Supervisor. I was re-
sponsible for the training of 8-12
case aides and junior workers.

The Association for the Study of Negro Life and History, Incorporated

JOHN HOPE, PRESIDENT

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The Journal of Negro History

CARTER G. WOODSON

DIRECTOR AND EDITOR

1538 NINTH STREET, N. W.

Washington, D. C.

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June 22, 1936

Stenographer

Miss Juanita Saddler,
Youth Administration,
Washington, D. C.

My dear Miss Saddler:

This will introduce to you Mrs. Jerusha Evans who, as I understand her reputation, is a good stenographer and general office worker. She has been displaced in the school system as a result of the failure of Congress to provide further for Character Education in the District of Columbia. This means that her employment at the Randall Junior High School, where she has been serving, will be terminated at the end of this month. Anything that you may do to assist her in finding work elsewhere will be very much appreciated by the undersigned.

Respectfully yours,

C. G. Woodson
C. G. Woodson,
Director

CGW/sa

211 15th St. N.W.

June 22, 1936

Supervisor

A. J. S.

June 30, 1936

Mrs. Alice D. Crawford, Director
Glen Cove Lincoln Settlement, Inc.,
113 Glen Cove Avenue,
Glen Cove, Long Island, N. Y.

My dear Mrs. Crawford:

I have your letter of June 25th in which you make application for work with the National Youth Administration.

I am turning your communication over to Mrs. Mary McLeod Bethune, who will no doubt be very much interested in your qualifications and will be glad to present your case to Mr. Hesley. If you wish to write to Mrs. Bethune directly, her address is 1540 G Street, Northwest, Washington, D.C.

Very sincerely yours,

JJS:hc

Juanita J. Saddler

GLEN COVE LINCOLN SETTLEMENT, Inc.

113 Glen Cove Avenue
GLEN COVE, LONG ISLAND
Telephone Glen Cove 576

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June 25, 1936

Miss Juanita Saddler
Assistant Administrator
National Youth Administration
Washington, D. C.

My dear Miss Saddler:

For the last six months I have been following up the National Youth Administration program, and am intensely interested in it. In March I presented a project to the Director of the Nassau and Suffolk County, division, for the Lincoln Settlement House, where I was employed. This project was accepted.

While in conference in Mineola with Mr. John H. Cornehlisen, Jr, I had an opportunity to talk with Mr. Carl Hesley of Albany. He stated that he was anticipating employing a worker to build projects, give vocational guidance, and, in general, interest the eligible youths of the state in the Youth Movement. He stated that he was anxious to employ a man for this work, but advised me to send in an application. I have done this. Mr. Hesley informed me that he would get in touch with me a little later regarding the application.

When I found that you, a woman, was on the National Staff, I decided that I would appeal to you at once in my behalf. I do not know exactly all of the duties that this coordinator may be expected to do. However, I can not think of anything that a man can do in connection with this work that I can not do.

The question of traveling at night, driving a car, and long hours have often been the reasons advanced for disqualifying a woman. My work on previous projects have necessitated my being able to meet all these situations.

I am enclosing a list of my qualifications, and some copies of letters of recommendations. I will be very glad to furnish you with any further information regarding my training and experience.

References:--

Mr. S. A. Allen
79 Madison Avenue
New York City

Mr. James A. Ross
Old Post-Office Building
Albany, N. Y.

Mr. Dean Yarbrough
204 W. 136th Street
New York City

Mrs. Carieta Rhoane
200 W. 135th Street
New York City

Very truly yours,

Alice D. Crawford

Alice D. Crawford

Enc.

EDUCATION

<u>Name of School</u>		<u>Location</u>	<u>Specialization</u>	<u>Graduated</u>	<u>Year</u>
Hartford Public	High	Hartford, Conn.	Domestic Science	-	1909-11
Cheyney Teacher's	Normal	Cheyney, Pa.	Domestic Science	Yes	1911-14
Boston Conservatory	College	Boston, Mass.	Voice	Yes	1923-25
University of Mass.	University	Boston, Mass.	Languages	-	1924-26
Temple	University	Phila., Pa.	Physical Edu.	-	1918-19

Remarks:-- I took three courses at the Philadelphia School of Social Work 1921-1922. I also took the following courses in summer schools:--

Education--Cheyney, Pa.-1916

Swimming---University of Penn. 1919

Physical Education (Course for Teacher's)--University of Penn. 1921

Speech & Dramatics--Columbia University, N. Y. 1930-1934

Economics--Morgan

The majority of my special courses were taken while I was employed, so that I might render better, immediate service. Time did not permit me to do much research work, thus I was unable to work for credits.

Positions Held--Type of Work

Riverdale Orphanage--Supervisor 1914-1915

Organized groups for recreation and employment. Trained them, supervised work and play areas. Studied cases. Supervised the workers, both men and women in my department. Conducted special activities for the children. While employed here taught also at the 63rd St. Settlement House.

Sleighton Farms--Relief Officer 1915-1917

Directed groups for gardening and out-door work. Trained and supervised groups in all types of recreational activities. Organized groups for leadership, studied cases of girls, and planned activities to meet their needs.

Urban League--Supervisor of Recreation 1923-1928

Planned and supervised music and drama and pageants for recreation centers and play-grounds. Trained leaders, made surveys and correlated the work of the various centers into community projects. Attended the duties of a case social worker.

Play-ground, Supervisor of Recreation, City Hall June 1918-Nov.20.

Planned and supervised all phases of recreation for both children and adults on city play-grounds and swimming pools. Directed pageants given in public parks. Provided means of raising money for things necessary for the advancement of my program, created community interest in our activities.

Lincoln House--Director 1935-1936

Supervised 59 paid workers and 21 volunteer workers. Planned the laying off of play-ground, tennis courts, and other play-ground facilities for the National Youth Administration Project that I recently started. Directed and planned recreational and social activities for the thousands of members of our group in this community. We also sponsored a W.P.A. Sewing-Room Project for our unemployed women.

PAUL LAURENCE DUNBAR APARTMENTS INC.
2594 Seventh Avenue
New York City

December 8, 1934

To Whom it May Concern:

I take great pleasure in recommending to the favorable consideration of anyone in search of a recreational worker, Mrs. Alice Crawford. Mrs. Crawford was supervisor for the Paul Laurence Dunbar Apartments Playground for the years, 1929 and 1930. She came in daily contact with several hundreds of children and was able to keep them interested by her constructive program.

Mrs. Crawford has had special training for playground and recreational work. Since leaving the Dunbar Apartments which was occasioned by a very much greater opportunity for her in Baltimore, Maryland, she has had varied and worthwhile experience.

I feel certain that if you should give her an opportunity, you will not regret the decision.

Any further information that you would like to have in regard to Mrs. Crawford, please feel free to command me.

Very truly yours,

Signed: CLARA B. BRUCE
Assistant Resident Manager

CBB/h

TEMPORARY EMERGENCY RELIEF ADMINISTRATION

79 Madison Avenue
New York City

December 7, 1934

TO WHOM IT MAY CONCERN:

Mrs. Alice Davis Crawford has been known to me for a number of years. She is a woman, possessing remarkable abilities and unusual initiative, who has had much experience in recreational and playground work.

The following is a brief outline of Mrs. Crawford's work history since I have been in contact with her:

Supervisor of Playgrounds, Park Department, Cambridge,
Massachusetts
Social Worker, Robert Gould Shaw Settlement House,
Boston, Massachusetts
Member of Staff of Boston Urban League
Head Worker, St. Mark's Social Service Center, New York
City
Head Worker, Dunbar Playground, New York City
Head Worker at the community house and supervisor of com-
munity activities, Baltimore, Maryland.

When I was Director of the Boston Urban League, I had the opportunity to supervise Mrs. Crawford's activities. She was resourceful, tactful, and loyal to every trust.

I have no hesitancy in recommending Mrs. Crawford to anyone who may be in need of her services.

Sincerely yours,

(Signed) SAMUEL A. ALLEN

Representative on Racial Problems

210 West 150th Street
New York City
December 7, 1934

TO WHOM IT MAY CONCERN:

During the course of a Survey of the Negro Population of Baltimore, made by the Research Department of the National Urban League, I, as Field Supervisor, had occasion to study the work of the Division of Recreation of the Board of Education.

I was especially impressed by the work of the Dramatic Department of which Mrs. Alice D. Crawford was head. A study of the records of this department and observation of the various activities revealed marvelous ability to organize and to secure cooperation. I saw evidences of this ability both in the numbers of persons who came to her office for instruction in leadership during the various centers away from Mrs. Crawford

Anyone interested in a tireless worker who has unusual ability and training will do well to seriously consider Mrs. Crawford.

Very truly yours,

(Signed) DEAN S. YARBROUGH

Bell Telephone
Locust 0500
Edwin M. Stanton Public School
Seventeenth and Christian Sts.
Philadelphia.

Office of the Principal.

July 21, 1924.

To Whom it May Concern.

I have known Mrs. Alice Davis Crawford personally and professionally for a number of years.

She is thoroughly trained and well equipped for social work in the Public Schools with the children or in the community at large with the adults.

As a worker in our Community Recreation Center she has been a vital force for good. As a social worker in the recreational and extra school activities her influence has been of inestimable value.

In the Durham Public School a large school organization of approximately thirteen hundred pupils of which I am principal she organized extra school activities for about twenty groups carrying on a most comprehensive work play study program. She organized a self government council in the school which revolutionized the problem of discipline and created a new spirit among the children and aroused a keener interest on the part of the home and the community.

Mrs. Crawford in addition to her training has a charming personality and a remarkable store of energy.

I cheerfully and most heartily commend her to any community or organization desiring to get the services of a wide awake cheerful well trained and energetic worker.

Very truly yours,

Clarence Whyte

Principal

Stanton Summer School.

Supervisor

Application

WPA FORM 261

5522

PERSONNEL APPLICATION
WORKS PROGRESS ADMINISTRATION OF

New Jersey
(Give name of State)

(This application is to be filled out in ink or typewriting and signed by the applicant. If additional details will be of value, a separate sheet may be used and attached)

Leave this space blank

1. Name Wright Leonard Conover 2. Sex m 3. Date 7/7/36
(Last name) (First name) (Middle name)
4. Present Address 69 Summit St Newark 5. Telephone No. _____
(Street or R. F. D. and City)
6. Legal address (if different from above) _____
7. Position desired Supervisor or _____
8. Salary desired \$ 100 per month. 9. Lowest acceptable salary \$ 100 per month
10. When could you begin work if appointed Immediately
11. If appointed, would you be free to work overtime when necessary? Yes
12. Would you accept temporary work? No 13. If so, for how long? _____
14. Are you interested in part time work? No 15. If so, on what days of the week and during what hours of the day? _____
16. Date and place of birth 11/7/06 Newark N.J. 17. Are you a citizen? Yes
18. If naturalized, give the time, date and place _____
19. State whether single, married, widowed, divorced or separated? married
20. State whether white, colored or other race Colored
21. State whether you live alone, with your husband, wife, children, parents or otherwise living with wife
22. Give the sex, age, and relationship of persons dependent upon you for support
(a) Wholly dependent _____
(b) Partially dependent _____
23. Describe briefly the nature of any defects, infirmities, or chronic diseases you have _____
24. Have you ever been arrested, indicted or convicted for violation of any law other than a minor traffic violation? No 25. If so, state the particulars briefly: _____
26. If you have had fewer than three employers, give the following information as to three persons not related to you who can tell of your qualifications:
Name Arthur Hardy Address 536 1/2 St Occupation Executive secretary
Constance Swander 25 Arlington St CR. Director
Walter Wright Lincoln N. Pa.

27. Education

Type of School	Name and Location (City and State)	From (Yr)	To (Yr)	Diploma (Yes or No)	Kind of Course
----------------	---------------------------------------	--------------	------------	------------------------	----------------

Elementary	Abington Ave Newark	1912	1919		
------------	---------------------	------	------	--	--

High	Barnage High	1919	1923		College Prep.
------	--------------	------	------	--	---------------

Business					
College					

College	Brown U. 2 yrs Lincoln U. A.B.		1932	Degree	Majors and Minors sociology, history
---------	-----------------------------------	--	------	--------	---

Post Graduate or professional	New Jersey Law School	(2 1/2 yrs)	1935		
----------------------------------	-----------------------	-------------	------	--	--

Other	New York School Social Work	2 courses	1936		
-------	-----------------------------	-----------	------	--	--

28. What parts of the above work was done in evening schools?

29. Give below an outline of your employment record, showing your present or last position first and working backward. List all your principal work and in addition every full time position you have held in the last three years.

N.Y.A. Project supervisor Jan. 1936

E.A.A. case worker Oct. 1935

Insurance agent Supreme Liberty 1934

30. Outline any specialized experience which would be of value in the work for which you are applying

31. I certify that the above statements are true to the best of my knowledge and belief.

(Signature) Leonard Wright

WORKS PROGRESS ADMINISTRATION

WALKER-JOHNSON BUILDING
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

HARRY L. HOPKINS
ADMINISTRATOR

Stenographer

1215-240
2/4331
216.5

July 14, 1936

Mrs. Mary McLeod Bethune
Director
Division of Negro Activities
National Youth Administration
1340 G Street, N. W.
Washington, D. C.

Dear Mrs. Bethune:

This will introduce Miss
Mildred R. Loving.

Miss Loving has just qualified in our personnel office by passing a stenographer's test with a perfect paper. This is in itself, I think, definite recommendation, inasmuch as this test is quite difficult.

She wishes to be considered for a position as stenographer or secretary in the event there is a vacancy in your office or Administration.

I should appreciate any consideration you can give Miss Loving's application.

Very sincerely yours,

Alfred Edgar Smith
Alfred Edgar Smith
Administrative Assistant

Handwritten:
Clerical

July 21, 1936

Miss Marion T. Carter,
921 You Street, Northwest,
Washington, D. C.

My dear Miss Carter:

This will acknowledge receipt of your letter of July 17th in which you make application for a clerical position in the Negro Division of the National Youth Administration.

I am very glad to know of your qualifications, but unfortunately there is no vacancy on this staff at the present time. I shall be glad to keep your application on file and should a vacancy occur, your application will receive due consideration.

Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

hc

Clerical

921 You St., N. W.
Washington, D. C.
July 17, 1936

Mrs. Mary Bethune
Youth Administration
1340 G Street, N. W.
Washington, D. C.

Dear Mrs. Bethune:

I hereby make application for a clerical position in your division.

I am twenty-six years of age and a resident of Washington, D. C. Having attended the Washington elementary and high schools, in June 1935 I received the A. B. degree from Howard University.

For four years, beginning 1930, I held the position of clerk at the Industrial Savings Bank. In March 1934, due to the Bank Holiday, Mr. W. H. C. Brown became Conservator of the Bank. I then served as his secretary. I also served in this capacity when he was appointed Receiver of the Bank in September 1934, which position I retained until March of this year when Mr. Brown resigned as Receiver.

During the Membership Campaign of the National Association for the Advancement of Colored People, held during the month of May of this year, I served as secretary to Mrs. Daisy Lampkin, conductor of the campaign, and am at the present time employed in the office of Mr. A. S. Pinkett, Secretary of the D. C. Branch.

Any of the persons whom I have mentioned above will be able to give you information concerning my ability and character.

Hoping to hear from you at your earliest convenience, I am

Very truly yours,

Marion T. Carter

Marion T. Carter (Miss)

AM Lucas

MARY MCLEOD BETHUNE

NATIONAL YOUTH ADMINISTRATION

JULY 28, 1966

MR. C E LUCAS
180 WEST 185th STREET
NEW YORK CITY (HARLEM YMCA)

POSITION FILLED STOP SORRY DID NOT CONTACT YOU EARLIER

MARY MCLEOD BETHUNE
DIRECTOR DIVISION OF NEGRO AFFAIRS

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION (130)

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEGER
FIRST VICE-PRESIDENT

SYMBOLS

DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

Received at 708 14th St., N. W. Washington, D. C.

1936 JUL 24 PM 2 32

NA811 14=FZ NEWYORK NY 24 213P

MRS MARY MCLEOD BETHUNE=

1340 G ST NORTHWEST WASHDC=

LETTER FROM HAROLD TODAY CONGRATULATIONS COULD RETURN
WASHINGTON TOMORROW OR PREFERABLY SUNDAY FOR CONFERENCE=
CLARENCE E LUCAS.

THERE IS NO DEPENDABLE SUBSTITUTE FOR WESTERN UNION TIME

C. E. LUCAS
EXPERT ACCOUNTANT AND AUDITOR

~~MEMBER OF THE INSTITUTE OF CHARTERED ACCOUNTANTS~~

July 26th, 1936.

ASSOCIATED WITH
BLAYTON, ADAIR & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
ATLANTA, GEORGIA

Dear Mrs. Bethune:

Upon receipt of letter from Harold last Friday
I wired you as follows:

"Letter from Harold today. Congratulations!
Could return Washington tomorrow or preferably Sunday
for conference."

This was, of course, sent to the same address as
this letter.

I, with your many friends here, was happy to know
of your appointment and the recognition it implied. I
was especially pleased because in this case it was not the
"handkerchief-head" type who was sought, but instead one with
known integrity and race pride. I do sincerely congratulate
you upon its possibilities.

Harold indicated you needed an administrative
assistant. Of course, I do not think you could find a bet-
ter man than "your humble servant", the writer. Whatever I
do, however, I must do promptly, as several things seem to
be "breaking" at the same time. So if you think I could be
of service to you, I will appreciate it if you will let me
know just what you have in mind, what it will pay and how long
it will last, by Wednesday of this week. Wednesday afternoon
is the dead-line set for me to make another important decision.

To refresh your memory of my activities, I am en-
closing experience memo. herewith.

With continued best wishes for your good health and
success, I am

Sincerely yours,



C E Lucas
180 West 135th St
New York City
(Harlem Y M C A)

Enc. (1)

C. E. Lucas' Business Experience

1. Wall Street District, New York City, 4 years
After basic training New York City schools became confidential clerk-stenographer to Honorable George Foster Peabody, then Treasurer General Education Board, Rockefeller Foundation, Hampton Institute, etc.
2. Howard University, Washington, D. C., 19 years.
From bookkeeper to Chief Accountant and Assistant Treasurer.
 - a. Planned, adapted and supervised all accounting, i. e. for Government, Endowment and General Funds. Periodic audits by Certified Public Accountants and U. S. Dept. of Interior. Received highest commendation on accounts in U. S. Dept. of Int., Bureau of Ed. Bulletin #39, 1916
 - b. Investigated students' financial standing and interviewed students, parents, etc. desiring deferred payments of tuition and fees.
 - c. Taught Accounting.
3. Teacher Dunbar Evening High School, Washington, D. C. 11 years.
Business subjects, including commercial law (while employed during the day at Howard University).
4. Public Accountant, 10 years. (Also while employed as above)
5. National Benefit Life Insurance Co., Washington, D. C., 4 years.
Resigned from Howard University to become Asst. Sec'y-Treas. Assigned primarily to supervision of real estate investments and legal work.
 - a. Represented Company on Board Directors of Citizens Trust Company, Atlanta, Ga., whose stock it owned.
 - b. Made survey of living conditions and financial standing of farm tenants and prospective purchasers for over 4000 acres farm land.
 - c. Recommended policy, and supervised handling of details for urban and rural real estate; sales, mortgages, leases, rents, repairs, insurance, etc., including determining needs for fertilizer, mules and run-money on farms.
 - d. Designed register and supervised handling of all insurance - fire, theft, liability, plate glass, etc.
6. Tuskegee Institute, Alabama, 4 years.
After National Benefit Life Insurance Company bankrupt, went to Tuskegee Institute.
 - a. Asst. to Treas., Budget Officer and Cost Accountant, 3 yrs.
 - b. Asst. to Director Dept. of Agriculture (present President), in charge of all inventories of tools, equipment, machinery and live stock, etc., also made the financial and statistical reports, 1 yr.
7. Assistant Managing Accountant, U. S. Dept. of Interior (WPA), Survey of the Training and Employment of White Collar and Skilled Negro Workers, New York City, 1936.
8. Was graduated Howard University School of Law, 1912.
9. Enlisted in Army during World War and hold honorable discharge.

References:

Hon. George Foster Peabody, "Yaddo", Saratoga Springs, N. Y.
Mr. W. W. Brierly, Secretary, General Education Board, Radio City, New York City.
Mr. S. W. Rutherford, former General Manager National Benefit Life Insurance Company, 1520 R St., N. W., Washington, D. C.
Dr. F. D. Patterson, President, Tuskegee Institute, Tuskegee, Ala.

Home address, 300 Stuyvesant Avenue, Brooklyn, N. Y.

*Salary
\$5000 and
per diem for
travel exp.*

EXPERIENCE & QUALIFICATIONS

NAME: GREENE, Berniece Wolfe-

Address: 400 West 149 St. - N.Y.C.

BORN: CAMBRIDGE, Mass. - December 26, 1900

-- EDUCATION --

ELEMENTARY & HIGH SCHOOL -- educated in Cambridge, Mass.

SECRETARIAL-BUSINESS COURSE COMPLETED - New York City

N.Y.U - Special Course - Advanced English & Political Science

FORDHAM UNIVERSITY - Special Course - Social Service - combined with CHILD WELFARE and
COMPULSORY EDUCATIONAL LAWS OF THE STATE.

-- EXPERIENCE --

EXECUTIVE SECRETARY & PLACEMENT MANAGER - Organization - Business & Beneficial - Membership 1800
men. Employed twelve(12) consecutive years.
12 years - Traveled extensively placing crews in various hotels.
Personal contact in all business relationship.
Handled all monies amounting to \$1000 unbonded.

ACTING ATTENDANCE OFFICER: - Field Work- House to House canvass - Handling children in schools.
Social Service combined. Writing up individual reports.
3 years - W.P.A. - pertaining to Juvenile Delinquency - Project eliminated.

INVESTIGATOR: - Dept. Of Hospitals - Field work combined with social service. Personal contact
in home. Collateral visits to business places, etc.
1 year - W.P.A. - "Reduction in Personnel".

" " Research Survey - Mayor's Commission - collecting statistical data, etc.

-- AFFILIATIONS --

COUNSELLOR - Recreation Centre - voluntarily - group of 30 mixed children - games, hikes, etc.

Nat'l Business & Professional Women's Club, Inc. - Vice-President. Active in Welfare work for
first offenders in court.

Community Council- Chairman - Activities under the Juvenile Aid Bureau - Juvenile Delinquency.

Urban League -- Y.W.C.A. - and active in Clubs doing welfare work voluntarily.

REMARKS: Interested in the adolescent child-- the environment of home -- study of playmates, etc.

Willing to furnish personal references if desired.

C
O
P
Y

Washington, D.C.
August 11, 1936

W.P.
Stenographer

To: Mrs. Mary McLeod Bethune,
Director Division Of Negro Affairs,
National Youth Administration,
1340 G Street, NW.,
Washington, D.C.

From: (Miss) Evelyn Williams,
1421 12th Street, NW.,
Washington, D.C.

Subject: Secretarial Position.

Having had the pleasure and opportunity of being interviewed by you, (August 10, 1936) I am following your suggestion, in submitting this letter as application for a secretarial position.

Schools: Saint Josephs' Elementary School, Pensacola, Florida.
(completed 8th grade.)
Boro Hall Academy, Brooklyn, New York, (completed high school course.)
Boro Hall Academy, Brooklyn, New York, (Secretarial Science, 2 year course.)
St. Johns' College. (3 years college work.)

Experience: I received a temporary appointment by National Emergency Council, May 13, 1935. I was employed in a stenographic capacity, at \$1,440 per annum. I was transferred to Works Progress Administration, October 1, 1935; retaining the same classification and receiving the same salary. The appointment with WPA terminated December 31, 1935. I received a temporary appointment by United States Public Health Service, January 6, 1936, in a stenographic capacity, at \$1,440 per annum. This appointment terminated May 5, 1936. I received several days employment by the Forest Service. This work was of a stenographic nature.

Qualifications: Having had previous experience in several Governmental agencies, I am eligible for replacement under Personnel Replacement Division, a branch of Works Progress Administration. I have taken their stenographic test and satisfied their requirements.

(2)

Mrs. Mary McLeod Bethune.

August 11, 1936.

Tests Taken: Civil Service's Stenographic Examination, July 22, 1936.
Resettlement Administration's Stenographic Test,
July 17, 1936. (I was notified that I passed.)
Personnel Replacement Division's Stenographic Test,
June 1, 1936. (I satisfied their requirements.)

Any consideration that you may give my application
will be greatly appreciated.

Very respectfully,

Evelyn Williams,

(Miss) Evelyn Williams,
1421 12th Street, NW.,
Washington, D.C. Apt 408
Tel. Potomac-1401-W

Supervisory

NATIONAL YOUTH ADMINISTRATION
OF ILLINOIS

Harrisburg, Illinois
August 11, 1936

Mr. E. Dean Russell
632 15th Street N.E.
Washington, D.C.

Dear Mr. Russell:

Your very fine letter of August 10 in which you inquire as to the possibility of securing employment with the National Youth Administration, acknowledged.

I am enclosing herewith two copies of application, which I trust you will execute and return to this office at your earliest convenience. We are very pleased with your qualifications and assure you that should there be an opening, your application will be given due consideration.

May I suggest that when you return to the district that you advise us of your address in southern Illinois, or even better, call on us in our Harrisburg office.

With kindest regards, I am

Yours very truly,

John Barr Foster
John Barr Foster, Dist. Director
National Youth Administration
District #5

JBF:RD
Enc.

NATIONAL YOUTH ADMINISTRATION
OF ILLINOIS

Harrisburg, Illinois
August 26, 1936

Mr. Edgar Dean Russell,
301 E. Walnut St.,
Murphysboro, Ill.

Dear Mr. Russell:

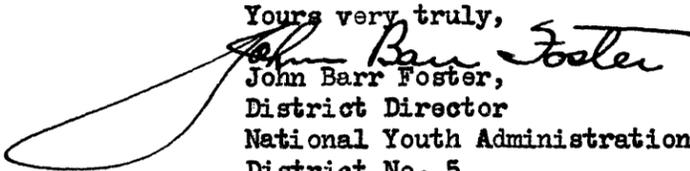
I have received today copies
of your application for employment with the
National Youth Administration, for which I thank
you very much.

A special assistant from our
state office, in charge of negro activities, will
be in our district around the first of September
and at that time I should be very happy to talk
with you in regard to the position which you are
seeking.

I shall contact you in regard
to this matter as soon as I know definitely when
this representative will be here.

With kindest regards, I am

Yours very truly,


John Barr Foster,
District Director
National Youth Administration
District No. 5

JBF:GP

file
(work)

copy
Stenographer
clerk
social worker

U.S. DEPARTMENT OF LABOR

BUREAU OF LABOR STATISTICS

WASHINGTON

August 13, 1936

Mrs. Mary McLeod Bethune, Director
Division of Negro Activities
National Youth Administration
Washington, D. C.

My dear Mrs. Bethune:

This will be handed you by Miss
Estelle B. Gilliam, 654 Girard Street, N. W., Apartment 512, Washington,
D. C.

During the past four years Miss
Gilliam has been employed in the Public Assistance Division of the
Board of Public Welfare, District of Columbia, as clerk-stenographer.
She is originally from South Carolina and received her education in
Asheville, North Carolina, later attending Claflin College and Howard
University. She also served for a short time as a member of the staff
at the Phyllis Wheatley Young Women's Association, 901 Rhode Island
Avenue, Washington.

I am wondering if it will ~~not~~ be
possible for you to find a place for this young woman in the proposed
National Youth Administration Women's Camp setup. I have talked with
Miss de Schweinitz recently and it appears that there will be a
limited number of openings for qualified supervisors and persons with
clerical status. I promise I shall not make any unnecessary requests
of you, but would consider it a most personal favor if you can find
any way in which the services of this young woman can be utilized.
She has an invalid sister who is dependent on her for support. I am
sure she will merit any consideration that you may find possible to
give her application.

With kind personal regards, I am

Very truly yours,

Lawrence A. Oxley

Lawrence A. Oxley
Chief, Division of Negro Labor

WEST A. HAMILTON

PERCIVAL Y. HAMILTON

HAMILTON PRINTING COMPANY

PRINTERS



PUBLISHERS

1353 YOU STREET, N. W.
WASHINGTON, D. C.
Telephone North 7798

August fourteenth
1 9 3 6

Mrs. Mary M. Bethune,
National Youth Administration, Washington, D. C.
My dear Mrs. Bethune:

I am taking the liberty of writing this letter to you in the interest of Mrs. Selemer B. Thompson, the bearer of this letter.

I have known Mrs. Thompson well and favorably for more than ten years. She is a young woman of excellent character and education, of great ability and has an intriguing personality and capacity for work.

She has come under my observation here in Washington for the past several years as a social worker and executive and supervisor in the oldest family relief association-- the Family Service Association, formerly the Associated Charities. Her work there as case worker and supervisor has been outstanding.

Being ambitious, she naturally aspires to larger and better things, and I myself field that the outlet for her abilities in her present employment are far too limited.

I am therefore commending her to you in the hope that somehow, somewhere in your organization, there is room for this type of person. She would in my opinion, make you a marvellous assistant, either in the office or in the field as an executive assistant and contact person.

Born and educated partly in Atlanta Georgia, she was trained here as a teacher and besides has had much additional training as a social worker both here and in New York.

I hope it is possible for you to use her in your work-- you will make no mistake.

Yours very truly,

West A. Hamilton
West A. Hamilton

HOWARD UNIVERSITY
Washington, D. C.

Department of Home Economics

August 18, 1936

Supervisory

Mrs. Mary McLeod Bethune
Director, Division of Negro Affairs
National Youth Administration
1340 G St., N. W.
Washington, D. C.

Dear Mrs. Bethune:

It has recently come to my attention that you are contemplating developing some national demonstration projects under the National Youth Administration in Washington, D. C.

I have had some experience in working under the Federal Emergency Administration so have as a result developed a keen interest in these emergency education projects.

I would like to tell you something of my background as to experience and training in order that you may have an opportunity to judge as to what possibilities there might be for using my services in connection with the development of your program:

A. Academic and professional training

1. Graduated from Central High School in 1922.
2. Received the Bachelor of Science degree in Home Economics from Ohio State University in 1928.
3. Studied at Columbia University during the summer of 1929.
4. Studied at La Maison Poire Blanche, Paris, France in the summer of 1930.
5. Studied at Columbia University in 1930-31. Received the Master of Arts degree from this university in 1931.
6. Studied Workers' Education at New York University in the summer of 1934.
7. Studied in the Institute of Modern Housing, New York University in the summer of 1935.

- 2
8. From December through March, 1936, was an unofficial member of the course conducted by the N. A. H. O. for training managers for the P. W. A. Housing Projects.

B. Professional experience

1. Taught at Bluefield Institute 1926-27.
2. Taught at Wilberforce University 1929-30 (1½ years).
3. Was in charge of the Science Division of the Department of Home Economics at Howard University from 1931-1936.
4. Conducted a demonstration Nursery School at Howard University in the summer of 1932.
5. Served as Director of a Resident Camp School for Unemployed Business and Professional Women (program of Workers' Education with a staff of seven) in the summer of 1934.
6. In the summer of 1935 was in charge of the Parent Education Program at the Institute for Training Adult Education Leaders, Tallahassee, Florida for six weeks.
7. During the school year of 1935-36 I did research work under the supervision of the P. W. A. Housing Division. I completed a seventy-six page statistical report in June, 1936.
8. Directed five N. Y. A. students in a survey of two hundred families in connection with the above study. Statistical compilations were made by these students under my direction.
9. Engaged at present in further technological investigations along the same lines.
10. Member of the Business Management Committee of the Consumers' Cooperative Association of Washington, D. C. in 1936.
11. Served as Special Consultant in Parent Education at conference for Negro Supervisors of Emergency Education held at Fisk University, July 13-25, 1935.

I would be pleased to confer with you at your earliest convenience.

I wish to suggest the following persons as references:

1. Mr. James Atkins, Specialist in Negro Emergency Education Projects, 1340 G St., N. W.
2. Dr. Mordecai W. Johnson, Howard University
3. Dean L. K. Downing, Howard University
4. Mrs. Mary Funkheiser, Director, Women's Work Projects, District of Columbia, District Building.
5. Dr. Ambrose Caliver, Specialist in Negro Education, Interior Department.

Sincerely yours,

Ethel Roberson Stephens

Supplementary

HOWARD UNIVERSITY
Washington, D. C.

Department of Home Economics

August 18, 1936

Mrs. Mary McLeod Bethune
Director, Division of Negro Affairs
National Youth Administration
1340 G St., N. W.
Washington, D. C.

Dear Mrs. Bethune:

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3. Dean L. K. Downing, Howard University
4. Mrs. Mary Funkheiser, Director, Women's Work Projects, District of Columbia, District Building.
5. Dr. Ambrose Caliver, Specialist in Negro Education, Interior Department.

Sincerely yours,

Ethel Roberson Stephens
Ethel Roberson Stephens

all

PUBLIC SCHOOLS OF THE DISTRICT OF COLUMBIA
CARDOZO HIGH SCHOOL
NINTH STREET AND RHODE ISLAND AVENUE NW.
WASHINGTON, D.C.

R. N. MATTINGLY
PRINCIPAL

September
second
1936

Superintendent

Mrs. Mary Bethune,
National Youth Aid,
1340 F Street, N. W.,
Washington, D. C.

Dear Mrs. Bethune:

I wish to file application for a position on
the personnel of the National Youth Aid.

My education was received in the Public Schools
of Washington, D. C. Having graduated from Miner Normal
School in 1927, I assumed duties of principal of Abell
School, Abell, Maryland. In 1929, I resigned to further
my education - returning to Miner Normal School to take
the recently added third year.

From 1930 to 1933, I served as a per diem
substitute teacher in the graded schools of this city.

In 1933, I received an appointment as caseworker
with the Public Assistance Division, Board of Public
Welfare, District of Columbia, which position I held until
August, 1935, when the personnel was reduced.

The year 1935-36 I again served as substitute
teacher in the public schools here. I also served four
years as superintendent of the Senior Department of Asbury
M.E. Church School and am at present music director of same.

My experience as teacher and social worker
insures efficient service in whatever capacity I might
serve.

Hoping this letter will receive your kind
consideration, I am,

Very respectfully yours,

P. Raymond Glascoe

P. Raymond Glascoe,
1801 Eighth Street, N. W.,
Washington, D. C.

April 29, 1936.

To Whom It May Concern:

It is a pleasure to recommend Mr. P. R. Glascoe, who has served us so efficiently a number of years as per diem substitute, for the position he seeks.

He has been outstanding in all grades. He is conscientious, accurate with records, cooperative on building programs and an asset where ever he serves, when it is possible to secure him.

Very respectfully,

SIGNED M. T. Latimore

Administrative Principal.

April 29, 1936

TO WHOM IT MAY CONCERN:

Mr. P.R. Glascoe, a per diem substitute in the elementary schools of Divisions 10-13, has substituted in the Cleveland School on as many occasions during the past several years as it has been possible for me to secure his services. I have encountered great difficulty in securing him at times because he is so much in demand throughout Divisions 10-13. This is truly an indication of the fact that his services are highly efficient and that this efficiency is recognized by all elementary principals. I have always found this young man to be alert to his numerous responsibilities as a substitute, to be highly professional in his attitude, to be industrious, to employ the latest methods and techniques in teaching and to exhibit unusual control over most difficult classroom situations.

It is truly a pleasure to recommend Mr. P. R. Glascoe to you. I earnestly request that you will give this young man your serious and sympathetic consideration in the position which he is now seeking.

SIGNED E. M. Holmes

Admin. Prin.

April 20, 1936

To Whom It May Concern:

Mr. P. Raymond Glascoe is a young man of splendid character. He has rendered substitute service in the schools of the 11th Division over a period of years. His work is characterized by industry and dependability. Throughout all of his placements his work has been entirely satisfactory. I consider it a privilege to have been able to secure his services in the capacity of per diem substitute.

Respectfully yours,

SIGNED: Leon L. Perry

Supervising Principal
Division 11.

*file
Supplementary*

app.

MEMORANDUM

Name: Maurice Strider

Address: 148 Dewees Street, Lexington, Kentucky.

Present position: Head of History and Art Dept.
Dunbar High School
Lexington, Kentucky.
Safety Director for Colored schools of Lexington.

Birth: March 18, 1913

Weight: 145 pounds

Height: 5 Feet, 8 inches

Education: Graduated from Dunbar High School, Lexington-
February 1930. Entered Fisk University in
September, 1930.

A.B. Fisk University, June 1934

Field of specialization: History.... 47 hrs.

Education..... 45 "

Psychology ... 30 "

Art Educ. 25 "

Fisk Music School: Awarded four scholarships
in vocal music and training.

University of Cincinnati Graduate School of
Arts and Sciences: Summer 1935, work leading
to M.A. degree.

Experience: One year of practice teaching at Pearl High
School, Nashville, Tenn.- 1933-34. Have had
present position for two years.

Extra-curricular activities and special accomplishments:

For four years a member of the Fisk Jubilee
Singers. Member, Men's Glee Club, Octet and
Quartet. Vice-president, Men's Senate 1933-
34. Member, Kappa Alpha Psi Fraternity.

Have given private Art exhibitions in the Fisk
Library and K.N.E.A. 1930- awarded medal
by the American Automobile Association for,
"Distinguished service in the protection of
the lives of school children".

Summer 1931- One of the 20 Negroes selected to
represent Colored America at the World Y.M.C.A
conference, which met at Toronto, Canada and
Cleveland, Ohio, officially representing Kentucky.
52 nations were represented.

Member, K.N.E.A.- N.A.T.C.S. President, Dunbar
Alumni Association.

Married December 1933- no children.

For additional information or proof address- The Alumni
Secretary, Fisk University, Nashville, Tenn.

1751 U Street, N. W.,
Washington, D. C.,
September 16, 1936.

Supervisory
APP

Dr. Mary McLeod Bethune, Director,
National Youth Administration,
1340 G Street, N. W.,
Washington, D. C.

Dear Dr. Bethune:

Application is made herewith for a possible opening in the National Youth Administration for which you might consider the following facts concerning myself as meriting:

I was born in Washington, D. C., on May 7, 1906. After attending the public schools in my native city and Catskill, N. Y., I entered Dunbar High School, of Washington, D. C., in 1924.

Because of a definite interest in civics and English, aroused in both of these subjects by virtue of intensive and extensive projects put into operation by two of my high school instructors, Miss Bertha McNeill and Miss Angleina Grimke, respectively, I majored in the social sciences and English during my college career at Howard University. At this institution of higher learning, I was elected into the membership of The Stylus of Howard University, a creative literature honors organization, founded by Dr. Alain LeRoy Locke and Dr. Montgomery Gregory some years prior to my coming to the university. Numerous articles were written by me and published in THE WASHINGTON TIMES, THE WASHINGTON NEWS, THE WASHINGTON TRIBUNE, THE PITTSBURGH COURIER and THE AFRO-AMERICAN during my college career. In the year 1926, I was awarded the Countee Cullen Award in New York City for creative writings which I submitted to the board of judges in The Opportunity magazine contest. Because of chances to travel, mainly in the eastern sections of the United States and Canada, I had the good fortune to be in a position to make many speeches in the interest of worthy youth movements and general racial advancement during my last year in college.

In 1929, I entered the Howard University School of Law and completed sufficient courses of study to qualify for advanced work as a student in the Pulitzer School of Journalism and thus formally complete the theoretical side of work in the newspaper profession. Because of insufficient funds, saved from my wages for after-school work, I was unable to enter the Pulitzer School of Journalism. My employment in the Department of Justice, during my term in the law school, did, however, allow me an opportunity to suggest corrective measures in the behalf of peons and tenant-farmers throughout the south. Meanwhile, my interest in and activities for more near-at-hand projects having a more direct bearing upon youth continued with my close association with Joseph N. Hill, professor of English and dramatics, Lincoln University, Oxford, Penns.

After resigning my position with the Department of Justice, I was made staff correspondent and District of Columbia representative to THE PITTSBURGH COURIER. This post was held until the end of June, 1934, when lack of an adequate income forced my resignation. Soon thereafter, Dr. Robert G. McGuire,

president of the McGuire Properties, Inc., of Washington, D. C., employed me general manager of his firm, where I had direct charge of the books, records and employees of his immediate business and the large property holdings of himself and members of his family. An inner desire to be at liberty to devote more time to work in the field of journalism and current youth movements caused me to readily accept an offer, made by Mrs. Ethel Murray, business manager of THE WASHINGTON TRIBUNE, to become circulation manager of that semi-weekly publication in November, 1935.

In addition to the many duties which engaged my attention as circulation manager of THE WASHINGTON TRIBUNE, I immediately organized units of boys' clubs throughout Washington and Alexandria, Va. Detailed interest was given to the youths' plans for future careers, job training in newspaper craftsmanship for boys thus interested, and vocational placement for youths terminating their regular service with the newspaper. Through the far-sightedness of Major Campbell C. Johnson, executive secretary of the 12th Street Branch of the Y. M. C. A., I was able to secure facilities in the Y. M. C. A. building for meetings of the units of the boys' organization and for wholesome recreation. Outdoor recreation for the youths was planned to include track, baseball, volley ball, quoits, model airplane contests and other forms of healthful and instructive field recreation. On August 26, 1936, the summer activities for the boys culminated in an outing to Camp Clarissa Scott, Highland Beach, Md. Field events, swimming and other forms of recreation were planned and carried out under my direction for the 107 boys who were able to go on this outing. The broad social views and deep interest in worthy activities which characterize the fine spirit of Mrs. Julia West Hamilton, acting executive secretary of the Phyllis Wheatley Y. W. C. A., and Mrs. Virginia R. McGuire, director of camp activities of the Y. W. C. A. organization, were largely responsible for the complete success of this recreational youth-project which allowed me to secure the camp, which had closed for the season, for this play-time activity.

Upon my return from a vacation, lasting for a period of two weeks, Mrs. Murray, of THE WASHINGTON TRIBUNE, saw fit to dispense with my services as circulation manager of the publication. No reason for this action was given either me or Dr. Frank Horne, who, at my request, telephoned Mrs. Murray on September 14, 1936, the day of my dismissal. Prior to my going on the vacation, the business manager had indicated that my work was most satisfactory and she approved of the tentative plans which I had made for continued activity for THE WASHINGTON TRIBUNE's circulation building during the fall and winter.

At any time, I would be pleased to file with your office references from the following persons who have full knowledge of my character and abilities:

Mrs. Julia West Hamilton, acting-executive secretary, Phyllis Wheatley Y. W. C. A.; Dean Lucy D. Slowe, of Howard University, Washington, D. C.; Dr. and Mrs. Robert G. McGuire, 1820 Ninth Street, N. W., Washington, D. C.; Alfred E. Smith, assistant director, Works Progress Administration; William Henry Hastie, assistant solicitor, the Department of Interior; Vice Consul William C. George, American Consulate, Las Palmas, Canary Islands; William G. Num, city editor, THE PITTSBURGH COURIER, 2628 Center Avenue, Pittsburgh, Penna.; William P. Bayliss, circulation manager, THE PITTSBURGH COURIER, 2628 Center Avenue, Pittsburgh, Penna.; Dr. Lornazo Don Turner, Fisk University, Nashville, Tenn.; Dr. Alain LeRoy Locke, department of philosophy, Howard University, Washington, D. C., and others.

I wish to thank you for your consideration of this application and the accompanying data for whatever position you feel my qualifications might merit.

Yours very truly,

Dutton Ferguson

ATP
Supervisor

✓

528-23rd Street, Northeast
Washington, D. C.
Sept. 17, 1936.

Mrs. Mary McLeod Bethune
Director, Division of Negro Affairs
National Youth Administration
1340-G Street, N.W.
Washington, D. C.

Dear Mrs Bethune:

I am writing to make application for a position in the Youth Administration Department. I feel that I am qualified for a position of this type.

I am a graduate of the Normal Department of Virginia State College, Bachelor of Arts degree from Howard University, Washington, D. C. and the Master of Arts degree from Teachers College, Columbia University, New York City, 1930. I majored in Social Science and minored in Education. I have had Social Case Work and Advanced Social Case Work from Rutgers University, New Jersey (Extension), Lecture Course on Public Relief from Mar. 1934 to July 1934, six weeks training course at the East Orange Training School of Social Work, East Orange, New Jersey.

I have had seven years of teaching experience in the New Jersey and Virginia School Systems, playground work, Washington, D. C., 1928-29, clerical work in the Office of the Dean of the School of Education, Howard University, Nursery School work, Trenton, New Jersey, Family Visitor, E.R.A., Atlantic City, New Jersey, Dec. 1933 to Feb. 1934, Case Supervisor in the Family Service Department of the Emergency Relief Administration, Atlantic City, Feb. 1934 to May 1936, and Editor on a White Collar and Skilled Negro Survey project under the Works Progress Administration from May 6, 1936 to June 27, 1936.

My services were terminated with the E.R.A. May 1, 1936, because of the exhaustion of State funds.

I am a member of the National Conference of Social Work and I have taken great interest in this Organization. I have an application of recent date in the American Association of Social Workers.

Any consideration which you may give my application will be greatly appreciated. Any further information will be gladly furnished. I have many very fine letters of recommendation that I will be glad for you to read.

Very truly yours,

Idella O. Tyler
Idella O. Tyler.

Telephone-Atlantic 6393-W

file

206 West 133rd Street
Apartment 10
New York City, New York
November 1, 1936

app

Mrs. Mary McLeod Bethune, Director
Division of Negro Affairs
National Youth Administration
1734 New York Avenue, N.W.
Washington, D. C.

Dear Mrs. Bethune:

Will you please accept my sincere thanks for your kindness in referring me to Mrs. Sara Spencer Washington.

In accordance with your suggestion, I wrote to Mrs. Washington and gave her a statement of my educational qualifications, experience, and references.

I received a reply from Mrs. Washington yesterday in which she stated that she needed the services of an experienced double entry bookkeeper. I am sending you, enclosed, a copy of my reply to Mrs. Washington, While I have had no real experience in bookkeeping I am still hoping that Mrs. Washington will consider my application favorably.

Assuring you of my appreciation and hoping that you will continue to keep me in mind, I am

Sincerely yours

Jane R. Bosfield

Jane R. Bosfield

206 West 135rd Street
Apartment 10
New York City, New York
November 1, 1936

Mrs. Sara Spencer Washington, President
The Apex News and Hair Company
Indiana and Arctic Avenues
Atlantic City, New Jersey

Dear Mrs. Washington:

I am pleased to acknowledge the receipt of your letter of October 28. I regret to have to state that I have had no great amount of experience in bookkeeping.

I majored in bookkeeping during my four years in high school and I completed a four-months' intensive course in accounting at Boston University. During my employment as stenographer and secretary I have been required to keep some accounts and this, together with my training, should stand me in good stead if you are willing to give me an opportunity to serve you.

Looking forward to receiving favorable word from you, I am

Very truly yours

Jane R. Bosfield

Jane R. Bosfield

application

Qualifications of Miss Jane R. Bosfield for position
as secretary or stenographer

Date: July 14, 1936.

Address: Howard University, Washington, D. C.

Date of birth and birthplace: February 7, 1894, Cambridge, Massachusetts.

Education:

Graduate, Cambridge English High School, Cambridge, Massachusetts, 1911.

Three-months' intensive course in secretarial duties and accounting, Boston University, Boston, Massachusetts, 1917.

Courses in Sociology and Social Work at Boston University, Summer Session, 1934.

Courses in English 1 and 2 and Psychology 1 and 2, Howard University, 1934, 1935.

Experience:

Compositor, Riverside Press, Cambridge, Massachusetts, 1912-1914.

Stenographer, Williams & Williams, Attorneys at Law, Boston, Massachusetts, 1914-1915.

Stenographer, Medfield State Hospital, Medfield, Massachusetts, 1916-1918. (State Civil Service)

Stenographer, United States War Department, Washington, D. C., June 13, 1918, to June 30, 1920. (Federal Civil Service)

Stenographer-Clerk, Office of Dr. Emmett J. Scott, Secretary-Treasurer, Howard University, Washington, D. C., July 1, 1920, to March 1921.

Secretary to the Dean of the School of Medicine of Howard University, Washington, D. C., July 1, 1921, to July 31, 1936.

Teacher of shorthand in the Dunbar and Cardoza Night High Schools, Public School System of the District of Columbia, 1923-1931.

References:

Dr. Mordecai W. Johnson, President, Howard University, Washington, D. C.

Dr. Emmett J. Scott, Secretary, Howard University, Washington, D. C.

Dr. Edward A. Balloch, Dean Emeritus of the School of Medicine of Howard University, The Wyoming Apartments, Washington, D. C.

Dr. Numa P. G. Adams, Dean, The School of Medicine, Howard University, Washington, D. C.

Dr. H. A. Callis, 2306 E Street, N.E., Washington, D. C.

Dr. A. M. Curtis, 1939 Thirteenth Street, N.W., Washington, D. C.

October 24, 1936

Mrs. Sarah Spencer Washington,
Indians and Artic Avenue,
Atlantic, New Jersey.

My dear Mrs. Washington:

I want very much to apologize for not having answered your letter of October 14th, sooner. It was forwarded to me from my Daytona Beach office and reached this office while I was away from my desk. I have just received it.

Please may I thank you for the opportunity you have given me to serve you in the way of recommending the important person you need for personal and secretarial services in connection with your very fine business. I want to congratulate you upon the success you have had and the splendid contribution you are making to the business world. You are an inspiration to the women of our race in the field of business.

I recognize the importance of the type of person you desire and I am calling to your attention a young woman who has served in a very outstanding way. Her name is Jane Bosfield, and she can now be located at 41 East 42nd Street, New York City, c/o Mr. River's Office, National Republican Headquarters, Liggett Bldg., 14th Floor. I am enclosing a copy of her record and qualifications and am instructing her to get in touch with you also.

Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

October 24, 1936

Miss Jane Bosfield,
National Republican Headquarters
Liggett Building, 14th Floor,
41 East 42nd Street,
New York City, New York.

My dear Miss Bosfield:

I am writing to ask that you get in touch immediately with Mrs. Sarah Spencer Washington, Indiana and Artie Avenue, Atlantic City, New Jersey, regarding a position as private and confidential secretary.

I have written her, sending a copy of your record and qualifications because I feel that you are the type of young woman she would like to have in her employ. Do this at once for me and let me know the result of your contact.

Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

NEW YORK-ATLANTIC CITY-PHILADELPHIA-NEWARK
CHICAGO-WASHINGTON-BROOKLYN-BALTIMORE
RICHMOND-ATLANTA-JOHANNESBURG, SOUTH AFRICA

THE APEX NEWS AND HAIR CO., Inc.
MANUFACTURERS OF
APEX BEAUTY PREPARATIONS

SARA SPENCER WASHINGTON, PRES.
INDIANA AND ARCTIC AVENUES
ATLANTIC CITY, N. J.

October 14, 1936

TELEPHONES
4-8021
4-9537
4-8593

CABLE ADDRESS
"APEX"

Mrs. Mary McLeod-Bethune
Daytona-Cookman Institute
Daytona Beach, Fla.

My dear Mrs. Bethune:

I am writing to you in the hope that you will be able to assist me in a small personal matter concerning our personnel.

I find that I am in need of the services of a young woman to act as my private and confidential secretary and if you should know of anyone who may be interested in such a position, I shall be very grateful to you if you will have her get in touch with me immediately.

I should like a person who is experienced in double entry bookkeeping as well as in secretarial duties. I do not wish her to be too young and frivolous but would prefer a person of a quiet, settled type in her late twenties or early thirties, who would be thoroughly dependable and trustworthy.

She must be capable, intelligent and have a good educational background, as in my frequent absences, I shall have to trust quite a bit of my personal and private correspondence to her as well as other matters of paramount importance. And naturally I shall wish a person of good moral character.

If you are able to assist me in this matter, I shall be deeply appreciative and hope that I shall have an early opportunity to be of service to you.

With very best wishes,

Sincerely yours,

Sara Spencer Washington
Sara Spencer Washington
Pres. Apex News and Hair Co.

SSW:LMR

Application

2113 N. Street N. W.
Washington, D. C.
Nov. 1, 1936.

Mrs. Mary Bethume.
1340 G. Street N. W.
Washington, D. C.

My dear Mrs. Bethume:

As you recommended, I talked with Mr. Charles Browning when I was in Chicago and a month later I received a letter from him stating that there was nothing available in the Chicago area at this time.

Every one seems to be of the opinion that there will be opening up of positions after the election. I sincerely hope that you will keep me in mind for a position either here or in Chicago.

Thank you for your past considerations.

Very truly yours,
Mae Neely Stark
Mae Neely Stark.

MNS:

Mays

National Youth Administration
153 Court Street, Newark, New Jersey

Ident: 3529-58156

Name: Jones, James	Sex: Male
Address: 156 Orange Street Newark, New Jersey	Age: 20
Interest:	Birthplace: Virginia
Training: 3 Yrs. High School	Why and when stopped school: 1934
Relief	Ever come in conflict with law: No
No. in Family: 7	Married or Single: Single
	Type of work in past 3 Yrs.: Printers
	Assistant-Albert Kelley, Roseland, NJ
	C. O. Camp
	Salary in past 3 Yrs.:

Disposition of Case:

NATIONAL YOUTH ADMINISTRATION
FOR NEW JERSEY

1060 BROAD STREET
NEWARK, NEW JERSEY
Office, 153 Court Street

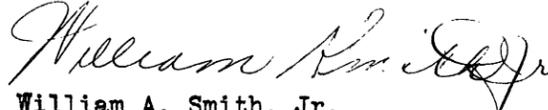
December 1, 1936

Mrs. Mary McLeod Bethune, National Director
In Charge of Negro Affairs
National Youth Administration
1734 New York Avenue NW
Washington, D. C.

My dear Mrs. Bethune:

Herewith please find enclosed a copy of the record of
James Jones, the young man who sang at the luncheon.

Very truly yours,


William A. Smith, Jr.
State Director of Colored Projects

By direction of:
Daniel S. Kealy
State Director of NYA

WAS:LH
Enclosure (1)

(Miss) Geraldine Ann Cosby, Rt. 1, Box 416, *Phone: Hillside 0444*
Bennings, D.C. or
Forestville, Md. Marlboro 1845

I have applied to the following for a position
as Clerk-Typist:

- I. Social Security, but as my papers have not been rated on the Civil Service Examination, which I took July, 1936, they can not help me until they hear from the Civil Service, and that will not be until February.
- II. Replacement Bureau and Mrs. Yates is going to do all she can to help me.
- III. Wrote a letter to Mr. Dempster, Md. NYA Director and also to Mr. Francis H. Dryden, WPA Administrator, asking them if they could give me a position in their office. *Balt. Md.*
- IV. Congressman Gambrill of Maryland called Mr. Arthur Williams *12/4/36* and asked him to do all he could to reinstate me.

My Qualifications

On June 5, 1934, I was employed ^{*by*} the RFC as Clerk-Typist and worked there until Jan. 15, 1935. Work gave out, so they had to dismiss quite a number of people.

On July 8, 1935, I was employed ^{*by*} the NYA, but due to curtailment in the personnel staff, I am to be terminated December 15.

My salary at both places was \$1440.

I have had three years of high school and seven months of Business College. I was born April 10, 1916, in Washington, D.C.

I am very badly in need of employment.

December 10, 1936

APL

Mr. Samuel S. Whaley
1442 Coreoran Street, N.W.
Apartment 6
Washington, D. C.

My dear Mr. Whaley:

Thanks for your letter and the information concerning your education and experience. We shall file this application and if an opening should come in our department, we shall be glad to give your application due consideration.

Sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

NATIONAL YOUTH ADMINISTRATION
OF ILLINOIS

1319 SOUTH MICHIGAN AVENUE
CHICAGO, ILLINOIS
December 15, 1936
(continued)

WILLIAM J. CAMPBELL
State Director

Telephone: WABASH 7100

I do hope that you will find time to come to Chicago and talk with our youth. Have you thought of including us in your program soon? What about a Youth's Mass Meeting with Mrs. Bethune as guest speaker?

Sincerely yours,

Leita Keith Payne

Address Reply:-
Hotel Grand
5046 South Parkway

9-X	ABILITIES	RAW SCORE	E POOR	D FAIR	C AVERAGE	B GOOD	A EXCELLENT
SERIAL # 13747	General (OT)	54					
Bulls LAST NAME	SELF-CONFIDENCE	163					
Robert FIRST NAME, INITIAL	SOCIABILITY	37					
	CLERICAL	93					
ADDRESS	Home adjustment	0					
	Health "	2					
I.S.E.S. OFFICE	Social "	0					
	Emotional "	0					
	Manipulation	227					
	3 Dimensional	1.37					
	Chemistry	B+					
	Current Events	46					
			< 2%	< 10%	< 25%	< 50%	< 75%
						< 90%	< 98%

1. I.S.E.S. OFFICE INDUSTRIAL COMMERCIAL SERVICE LABOR

2. SUGGESTED I.S.E.S. JOB CLASSIFICATION Clerical (Non-Machine)

Youth should be placed where he can use judgment.

3. N.Y.A. PLACEMENT RECOMMENDATION Clerical - Dr. Vernon's Project.

4. VOCATIONAL PROSPECTS Superior Intelligence, as well as self-confidence. Youth is wholesomely sociable and gregarious. Rates fair in Clerical ability, but is outstanding in ability to visualize structure in 3 dimensions which indicates that he should succeed in occupations such as box making, punch press operating, tool and die making, apparatus designing, and engineering. Rated Superior in Chemistry as Vocational Interest as well as in Current Events. Excellent adjustment in health - social attitude, home and social set-up.

Payne

File

NATIONAL YOUTH ADMINISTRATION
OF ILLINOIS

~~1319 SOUTH MICHIGAN AVENUE~~
CHICAGO, ILLINOIS

75 W. Van Buren

WILLIAM J. CAMPBELL
State Director

Telephones WABASH 7100

December 15, 1936

My dear Mrs. Bethune:

Work is light this morning and my Director has given me permission to write you a letter. The office is excited over the profile of this youth and Dr. Vernon thought you would be interested in it.

Robert is a very insignificant looking lad but the tests revealed superior intelligence and unusual ability. Because of his economic back ground and social set-up he has remained out of school. As an N. Y. A. assignment I am asking for him as one of my clerks which can be arranged if we can get the Family Service Relief to send a housekeeper in the home to care for the temporarily bedridden mother. Then Robert can be released for N. Y. A. work.

Can you advise me as to how I may secure a scholarship for Robert? His expressed interest is in Chemistry and you notice our test in Vocational Interest revealed ability well above average.

My work is becoming more and more interesting in revealing to youth his capabilities and possibilities. Many leave the office with renewed hope and a vision. Last week one girl said, "Had some one talked to me in this manner before I stopped I would have had a clearer and a more definite plan." How she wished that youth in school could get the message that is being given to so few at our office! It was then that I told her about a woman leader that the Negro Rade has. One who had a vision and now we have a school in Daytona, Florida! That girl left saying that she would do her bit by passing her news to others.

That afternoon I interviewed another girl and at the end in comments I wrote "Vocational Insecurity and Immaturity" and did not give the routine appointment for another interview. Both felt that the interview was unsatisfactory. Later this girl returned and asked whether she would be permitted to tell me something. When time permitted she returned and told her story. She was an unmarried mother with all the deplorable social and home problems. In the office she had met this girl referred to in the previous paragraph who explained to her that she could tell Mrs. Payne anything and she could just understand and help. She suggested that this child return and tell her full story, that it would be safe and sympathetically understood. The truth made a difference in the interview; new tests were advised and new ratings were secured. The girl scored well and decided to try an educational adjustment.

When both girls left- was I sorrowful? Facing confidences of youth and what outlet have I to offer them? In our Psychological Laboratory scores disclose the fact that our youth measure favorably with other youth, but in the present social order economic and educational possibilities for them compare very unfavorably with those of other groups.

File

Established by
Colonel John C. Robinson
Former-Member of His Majesty's Imperial Ethiopian Air Force and
Former Instructor at the Aeronautical University in Chicago

Telephone
ATLANTIC 4800

THE JOHN C. ROBINSON NATIONAL AIR COLLEGE

AND

SCHOOL OF AUTOMOTIVE ENGINEERING

LOCATED ON SPACIOUS GROUNDS OF PORO COLLEGE

Main Office 4401 South Parkway . . Chicago

December 17, 1936.

Mary McLeod Bethune
1340 G St. N.W.
Washington, D.C.

My dear Mrs. Bethune:

First allow me to express my best wishes for your health and all of your enterprises. I want you to know how deeply I appreciated your encouragement in my plans for opening my own school. As you know such encouragement from a person in whose judgement one has great confidence is of vital assistance. I am still looking forward to the time when I may express my appreciation in person.

I wish to introduce to you at this time Miss Jessie W. Anderson, who is a student in my college. Miss Anderson is extremely interested in aviation and wishes to prepare herself for the commercial field. However, she is not financially able to pursue her course and our college is still too young to allow her to continue without funds. Due to her interest we have given her a partial scholarship which takes care of her instructions in her ground work, but this cannot take care of either the materials necessary for her experimental work in mechanics and engineering or her flying instructions.

I am sending her to you with the hope that you can assist her in obtaining a scholarship or some funds to back her. I am hoping that she may secure assistance through the N.Y.A. or some government fund to assist students in aviation. She had planned to try to secure an audience with Mrs. Roosevelt. I am sure you can lay out the proper course for her.

Thanking you for your time and any possible assistance, and wishing you A Merry Christmas and A Happy New Year, I remain

Sincerely yours,

Col. John C. Robinson
Col. John C. Robinson

FORM 2
E.O. 1

PERSONNEL REFERENCE

app

(This form will be delivered personally by applicant and returned by Division Head to the Personnel Division, indicating hereon whether applicant is accepted or rejected.)

Date 1/11/37

FROM: Director of Personnel

TO: Mrs. Bettins - 1340 9 ST
Division Head

In response to your request, the following applicant _____

Mr. D. D. Nelson is suggested for the position of _____

interview.

Acceptable:

Not acceptable:

Signed Frances Kelley
Personnel Division

REMARKS (To be filled in by interviewer)

To be filled in if applicant is accepted

Position

Salary

Date Reporting for duty

Phone No.

PERSONAL HISTORY STATEMENT

(To be prepared by appointee in own handwriting)

Department or Establishment _____ Date 1/11/37

1. Name in full (Mr., Miss, or Mrs.) Nelson Dennis Denmark
(Surname) (Given name) (Middle name)

2. Present address 2431 K St. Washington D.C.
(Number) (Street) (City) (State)

3. Legal (voting) residence Princeton Ohio Hamilton Ohio
(State and Congressional District) (County) (City or town)

4. Where born Washington, D.C. When born Nov 3, 1907
(State or foreign country) (City or town) (Month Day Year)

5. If foreign-born, state whether naturalized or alien _____

6. Indicate sex, marital condition, and race by check, thus: If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION			RACE. (If other, state which)	
Male <input checked="" type="checkbox"/>	Female _____	Single _____	Married <input checked="" type="checkbox"/>	Divorced _____	Widowed _____	White _____ Colored <input checked="" type="checkbox"/>

7. Number and ages of dependents domiciled with you Wife & 3 children (2 boys 6 & 5 - 1 girl 2 1/2 yrs.)

8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
<i>None in Service Dept.</i>									

9-a. Are any members of your family employed in this organization? _____

9. Are any members of your family who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
<u>D.W. Nelson, Sr.</u>	<u>Travelling Dept.</u>	<u>Father</u>

10. Do you now hold any State or municipal office? If so, state below:

(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service? _____

(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (✓) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War veteran	Pensioner	Veterans' Bureau beneficiary
Enlisted _____	Discharged _____	Enlisted _____	Discharged _____	Rank _____	Rank _____	Organization _____	Organization _____

[OVER]

13. State any special qualifications not involved in your present position (for instance, lawyer, physician, civil engineer, knowledge of foreign languages, etc.) Sociological Surveys - Settlement & Boys Work

Social Work -

Reading knowledge of German -

14. Statement of principal employment other than with the United States Government:

NAME AND ADDRESS OF EMPLOYER	POSITION AND CHARACTER OF WORK AND SALARY	LENGTH OF SERVICE	
		FROM	TO
<u>Dr. Charles S. Johnson - Nashville, Tenn.</u>	<u>Settlement Worker - \$1.00 Wks</u>	<u>2</u>	<u>6 years</u>
<u>Boy Scouts of America - Mrs. Powell</u>	<u>Field Executive - \$1.20 Wks</u>	<u>2 1/2</u>	<u>years</u>

15. Education. Indicate by circling the number of years: Also give dates of attendance:

Common school								High school				College				(Name of college, degree, and dates conferred)
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	
							<u>8</u>				<u>4</u>				<u>4</u>	<u>Fisk University - B.S. - 1933</u>

16. In case of emergency, notify D. W. Hulew, Sr.

Relationship Father Post office address 2431-16 St. N.W. - Wash. D.C.

I certify that the foregoing answers are correct to the best of my knowledge and belief.

James D. Hulew

(Name as usually written and which will be used as official signature)

Give names and addresses (indicating occupation or profession) of three personal references:

1. Dr. Thomas G. Jones
President - Fisk University
Nashville, Tennessee

2. Dr. Charles Johnson
Sociology Dept. - Fisk Univ.
Nashville, Tennessee

3. Dr. Ambrose Palmer
Dept. of Education - U.S.
Washington, D.C.

2113 N. Street N. W.
Washington, D. C.
Jan. 17, 1937.

APP

file

Mrs. Mary McLeod Bethune,
1340 G. Street N. W.
Washington, D. C.

My dear Mrs. Bethune:

At your recent request I am enclosing a brief of my educational and professional training and also copies of letters that might be of help to you in talking to Dr. Smith of the National Training School For Girls, Conduit Rd. and District Line, concerning the position of Social Worker at that Institution.

On Tuesday, Jan. 12 Mr. Streets, the Chairman of the Washington Chapter of the American Association of Social Workers announced the above position, and the starting salary of \$2000.

It is my understanding that the greater majority of the girls there are colored, therefore it would seem that a colored social worker should have first preference.

On the 13 of January you phoned Dr. Smith about me and learned that the position was still available. Dr. Smith suggested that since she was leaving the city that afternoon, that you wait and come out there this week and discuss my case with her.

I feel confident that you will do all in your power to talk to Dr. Smith in my behalf concerning the position.

If you would like to have any further information about my work in Chicago, you may secure it from Miss Mary Edith Coulson, Council of Social Agencies, Washington, D.C.

If I needed a job when I talked with you last week, it is certainly imperative now; as my husband is one of the unfortunate number of government employees to be laid off this month.

Thanking you for any consideration given me.

Very truly yours,

Mae Neely Stark

Mae Neely Stark.
Decatur 2177.

Name: Mae Neely Stark
Address: 2113 N. Street N. W.
Phone: Decatur 2177.

Birthplace: Buxton, Iowa.
Birthdate: May, 27, 1906.
Marital Status: Married

Membership in Professional Societies:

American Association of Social Workers.
National Conference of Social Workers.

My educational and professional training consists of the following:

1. Wendell Phillips H.S.-----Feb. 1927.
Chicago, Ill.
2. Crane Jr. College---2 yr. Certificate, 1929.
Chicago, Ill.
3. Northwestern University----Bachelor of Science '31.
Evanston, Ill.
4. Certificate in Playground Work-----'31.
Evanston, Ill.
5. Chicago, University----8 Majors or 28 semester hrs.
of Graduate Work in the
School of Social Service Adm,
Including 2 quarters of Super
vised Field Work at the
Family Welfare Bureau & Blind
Pension Department of Cook
County Bureau of Public Welfare
of Chicago, Ill.
6. Two months work in the Spring '30 as a Field Worker
on a project at Garrett Inst.
Evanston, Ill.
7. Two months volunteer work--Field Worker, Evanston
Associated Charities, Summer '31.
8. Sept. '31--March '33----- Junior Case Worker,
United Charities, Hull House
District. My duties were home
visitor, interviewer and family
consultant to the Relief Families.
This work covered a geographic
area. It meant the attempt of
rehabilitating hundreds of families.
Case load--125 families. Salary-
\$1320. Mrs. Florence Nesbitt,
203 N. Wabash Ave, Chicago, Ill.
9. March '33 to Jan. '34---Jr. Case Worker, Service Bureau
for Women, Chicago, Ill. Duties
same as above except I dealt
solely with the unattached woman.
Av. Case load---175 women. Salary
\$1320. Emp--Mrs. Mary G. Moon.

2.

10. Jan. '34--Oct '34--Jr. Case Worker, Cook County Bureau of Public Welfare, Chicago, Ill. Salary-----\$1380. Employer-- Mrs. Clara P. Paige, 1319 S. Mich. Ave. Chicago, Ill.
11. Oct. '34--- July '35----- Senior Case Work Supervisor
I was the only race member in the District office of 200 employees. I was directly responsible for the work of 8-12 case aides and Jr. Workers. Salary \$1500 to start and I reached \$1740 by the first of April. I resigned July '35 due to the technicality of two in the same family being employed by the Ill. Emergency Relief Org. I thought it would be better to let my younger sister who had been in the org. less than a year keep her job.

At present I am doing some volunteer work in the evenings at the South East Settlement House, under the direction of Mrs, C. B. Day.

The following have known me for some time and will be glad to give you any information about me.

1. Mrs. Marie Schank.
Juvenile Probation Officer
District of Columbia.
2. Mr. Dewey Jones.
Associate Advisor on Negro Affairs
Department of Interior.
3. Mr. Earl Moses.
Jr. Counselor for Negro Division.
United States Emp. Service.
456 Indiana Ave.
Dist. of Columbia.

Mae Neely Stark
Mae Neely Stark

Copy.

Northwestern University
School of Education
Evanston, Ill.

May 30, 1936.

Civil Service Commission.
Washington, D.C.

Gentlemen:

This is to certify that Mrs. Mae Neely Stark is a graduate of Northwestern University, having received the degree, Bachelor of Science in August 1931. She completed 34 semester hours of Education, and 31 semester hours of History.

Sincerely yours,

Eula A. Nagler.
Registrar.

Copy.

The University of Chicago.
The School of Social Service Administration.

June 2, 1936.

My dear Mrs. Stark:

I believe, according to our records, that you have completed three hundred hours of supervised Field Work.

This work was taken in the Autumn Quarter, 1934, and the Winter Quarter, 1935. We should be glad to write about the kind of Field Work you did because it was most satisfactory but as I understand it, at this time, you want only a statement of the number of hours of Field Work.

Most sincerely,

Wilma Walker
Associate Professor of CaseWork.

Copy.

The University of Chicago.

The School of Social Service Administration

June 10, 1936

My dear Mrs. Stark:

You have actually completed eight courses in the School of Social Service, or 28-2/3 semester hours, but if you want an official statement of this, it should come from our Bureau of Records and I am asking them to send you such an official statement.

Yours very truly,

Anna May Sexton.
Assistant to the Dean.

306 S. Capitol St.
Washington, D. C.
January 18, 1937

Mrs. Mary McLeod-Bethune
Nat'l Youth Administration
1340 G St. N. W.
Washington, D. C.

My dear Mrs. Bethune:

Upon the very friendly advice of our mutual friend Atty. D. W. Perkins, Jacksonville, Fla., I called at your office a few days ago and asked your aid in helping me to obtain work here in the city or else where. I am sure that you are doing what you can for me, but perhaps a little better idea of my qualifications would enable you to better consider my request. They are as follows:

Educational qualifications:

I hold a B. S. degree from Va. State College, Ettrick, Va.;
One year of graduate work in chemistry at Iowa State College, Ames, Iowa;
One semester of graduate work in chemistry and sociology at Columbia University, New York City;
One year of graduate work in education at Howard University;
(I shall receive my A. M. degree in June)

Teaching experience:

Two years as Head of the Department of Chemistry at Va. State College;
Two years as Dean of Walker's Commercial College, Jacksonville, Fla.;
One year as Head of the Commercial Department at Stanton High School, Jacksonville, Fla.; (I gave up my last job to attend Howard University last term)

General experience:

I have had considerable experience in office work, research, and statistical work. I have also had experience in newspaper work.

For reference you may write Atty. D. W. Perkins, 410 Broad St., Jacksonville, Fla., Pres. John M. Gandy, Va. State College, Ettrick, Va., Pres. F. D. Patterson, Tuskegee Institute, or Pres. C. W. Florence, Lincoln University, Jefferson City, Mo.

I shall be very grateful for any consideration whatsoever that you may be able to give me.

Yours respectfully,
Walter C. Cogdell
Walter C. Cogdell

PERSONNEL APPLICATION

WORKS PROGRESS ADMINISTRATION OF New Jersey
(Give name of State)

This application is to be filled out in ink or typewriting and signed by the applicant. If additional details will be of value, a separate sheet may be used and attached.

Leave this space blank

1. Name Francis Pauline Vaughan 2. Sex Female 3. Date Jan-28-1937
(Last name) (First name) (Middle name)
4. Present address 17 Somerset Street Newark 5. Telephone number Ma 2-7439
(Street or R. F. D. and city)
6. Legal address (if different from above) _____
7. Position desired Camp Director Recreation or Arts and Crafts
8. Salary desired, \$ 1.50⁰⁰ per month. 9. Lowest acceptable salary, \$ 1.25⁰⁰ per month.
10. When could you begin work if appointed? As soon as appointed
11. If appointed, would you be free to work overtime when necessary? Yes
12. Would you accept temporary work? Yes 13. If so, for how long? As long as necessary
14. Are you interested in part-time work? _____ 15. If so, on what days of the week and during what hours of the day? _____

16. Date and place of birth Newark N. J. Feb-1-1899 17. Are you a citizen? Yes
18. If naturalized, give the time, date, and place _____
19. State whether single, married, widowed, divorced, or separated Married
20. State whether white, colored, or other race Colored
21. State whether you live alone, with your husband, wife, children, or parents, or otherwise Husband
22. Give the sex, age, and relationship of persons dependent upon you for support:
- (a) Wholly dependent _____
- (b) Partially dependent Mother age 72 years
23. Describe briefly the nature of any defects, infirmities, or chronic diseases you have none
24. Have you ever been arrested, indicted, or convicted for violation of any law other than a minor traffic violation? no 25. If so, state the particulars briefly: _____
26. If you have had fewer than three employers, give the following information as to three persons not related to you who can tell of your qualification:

Name	Address	Occupation
Miss M. Marquardt	31 Green Str. Newark N. J.	Director of Art. N. J. Board of Education
Miss E. Lehlbach	112 So. 16 th Str. Phila Pa.	Placement mgr. Ogden Bureau Phila
Mr. Allen Harmon	Charlton Street Community Center	Director

27. Education:

TYPE OF SCHOOL	NAME AND LOCATION (City and State)	FROM— (Year)	TO— (Year)	DIPLOMA (Yes or No)	KIND OF COURSE
Elementary <i>yes</i>	<i>Washington St. Newark</i>	<i>1907</i>	<i>1915</i>	<i>yes</i>	
High <i>yes</i>	<i>Barringer Newark</i>	<i>1915</i>	<i>1919</i>	<i>yes</i>	<i>general Art</i>
Business college				Degree	Majors and minors
College					
Post graduate or professional <i>yes</i>	<i>Pratt Institute Brooklyn N.Y.</i>	<i>1928</i>	<i>1929</i>		
Other <i>Fansett School Fine Industrial Art Newark N.J.</i>		<i>1924</i>	<i>1928</i>	<i>yes</i>	<i>FINEART-ARTS-CRAFTS INTERIOR DECORATION</i>

28. What parts of the above work were done in evening schools? *All day school work*

29. Give below an outline of your employment record, showing your present or last position first and working backward. List all your principal work, and in addition every full-time position you have held in the last 3 years.

DATES		NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND NATURE OF THE WORK	MONTHLY PAY	REASON FOR LEAVING
Month	Year				
FROM					
TO					
FROM		<i>Maintain Studio</i>			
TO		<i>worked by Commission</i>			
FROM		<i>since 1930 - except during</i>			
TO		<i>time as stated on attached</i>			
FROM		<i>paper.</i>			
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

30. Outline any specialized experience which would be of value in the work for which you are applying *Completed course with*

National Recreation Association Training Institute 1936.
Camp Obnova, Oxford Maine 1923 - with Home Campers Jersey City N.J.
- Y.W.C.A. -

31. I certify that the above statements are true to the best of my knowledge and belief.

now in charge of Arts & Craft Group
Charlton St. Community Center
Newark N.J.

(Signature) *Pauline Vaughan Francis*

INTERIOR DECORATION

METAL CRAFT

TRAYS

BRACELETS

BUTTONS

LAMPS

EARRINGS

BUCKLES

CURTAIN HOLDERS

WALL SCONCES

FLOWER BRACKETS

WATCH FOBBS

DINNER BELL

LETTER RACK

TROPHY CUP

BIRD BATH -- (GARBAGE CAN)

BROOCH (PINS)

DESK SETS.

WOOL CRAFT

CANDLE WICK SPREADS

HOOK RUGS

WOOL FLOWERS -
ETC..

TIE DYEING

USED IN MANY WAYS. CURTAINS, ^{BED-}SPREADS, OR FOR
DRESS DECORATION - HOME DECORATION.

WOOD CARVING

DOOR STOPS

BUTTONS

BUCKLES

FRAMES

ETC..

PAPER CRAFT

LAMP SHADES

FLOWER MAKING

NOVELTIES

CURTAINS
WINDOWS - ETC..
FURNITURE
DECORATION AND
ARRANGEMENT,
PAINTING, ETC..
ALL BRANCHES.

February 23, 1937

To Whom It May Concern:

I have known for a number of years, Miss Mattie H. Dawson, who was at one time a general office helper and worker at Bethune-Cookman College, Daytona Beach, Florida, and rendered a very satisfactory and efficient service.

Any consideration given to her for the position she seeks, will be appreciated.

Mary McLeod Bethune
President, Bethune-Cookman College

10
11/10/39

Applications

October 31, 1939

Mrs. Mary McLeod Bethune
National Youth Administration
Division of Negro Affairs
Washington, D. C.

My dear Mrs. Bethune:

I have been in direct touch with the Massachusetts Administrative office of the National Youth Administration for the purpose of talking with Mr. John Donovan, State Administrator, concerning the need of representation in the administration department here for our particular group. I did not make an appointment, as so often this is futile, but being determined in my mission, I just presented myself. I did not see Mr. Donovan but his secretary, Miss Feneran, with whom I did very little talking. However, from my short conversation with her I was able to arrive at several conclusions - in fact - I got a rather complete picture of the extent of the program of the "N. Y. A." among Colored in Boston, Massachusetts.

Miss Feneran, still not knowing altogether my reasons for wanting to see Mr. Donovan amused me a little when she said - "Oh I can see you represent a very high type but of course we have already at this office two Colored, perhaps you know them; a Mr. Costa and Miss Cutler." I admitted I did know them and further stated that I was not there in an attempt to duplicate the work they were doing but I was there to see Mr. Donovan, as I felt he might be equally interested in seeing me. She refused booking an appointment but suggested it might be better for me to take a chance on seeing him during some afternoon, since I insisted upon an interview. This was about three or four weeks ago.

Mrs. Bethune, for the past seven years I have been the Executive Director of one of our outstanding social centers here in Boston, the St. Mark Social Center, Inc. - a member agency of the Boston Council of Social Agencies. During my services there, I was in a position to do considerable work with the "N.Y.A." program through the public schools, colleges, and general offices also working in conjunction with the Works Progress Administration program. I felt the importance of this undertaking very keenly because of the situation that confronts our large population of unemployed colored youth in Boston, as well as adults. I am especially anxious to see the administration department of the National Youth Administration in Massachusetts a representative of our group well trained, qualified, fitted, and above all superiorly experienced with Negroes and Negro problems to work in conjunction with the entire program and in the interest of our Colored young people particularly.

Mrs. Bethune

-2

Now, are you to be in Boston in the very near future as I am anxious to make arrangements to talk with you thus providing you with the opportunity of becoming acquainted with me and sharing in a point of view I have to offer?

I have had extensive contact here in Massachusetts as I have worked through the Massachusetts Congregational Conference - Dr. Frederick H. Page, President Emeritus and with the American Board of Foreign Missions - Miss Ruth Isabel Seabury, Secretary. It has been to a definite advantage for me and to the work in which I have been so engaged, to have had the opportunity to serve on numerous civic, political, recreational, religious and educational planning committees.

Within the last few years I have served on the faculty of the young people's Summer Conferences at Northfield Seminary, Massachusetts; Welles College, New York and Rhode Island State. Through Women's Societies and various young peoples' department heads I have been invited to address local and state-wide groups. Upon hearing from you, I will send you a more detailed account of my academic training, background, and experience.

I am sincerely interested in this enterprise and would like an opportunity to see or communicate with you before finally talking with Mr. Donovan. Therefore, may I hear from you at your very earliest convenience?

I failed to mention that I am a native of Boston and am therefore thoroughly acquainted and familiar with the personnel of our Greater Boston Community.

Thanking you in advance for your personal attention and interest in this matter, I am,

Very truly yours,

Olga Ferguson Jackson
Olga Ferguson Jackson

80 Rockland Street
Roxbury, Massachusetts

10/8/37

A P P L I C A T I O N

PERSONAL HISTORY

Name: Clarence Byrd Shelton

Address: 401 Convent Avenue
New York, New York

Telephone: Audubon 3-9141

Age: 31 Date of Birth: 2-23-'06 Place of Birth: Boston, Mass.

Height: 6' 0"

Weight: 165 lbs.

Marital Status: Single

Church: Protestant

Physical Defects: None

Health: Good

EDUCATIONAL HISTORY

SECONDARY SCHOOL

Name	Address	Dates of attendance	Date of graduation	Diploma
Lexington High School	Lexington, Mass.	8-21/7-22	-----	-----
A. & T. College	H. S. Greensboro, N. C.	8-29/6-31	6-31	Yes

COLLEGE

			credits*	Degree
A. & T. College	Greensboro, N.C.	8-31/6-33	72	
W. Va. State College Institute	W. Va.	8-33/6-35	48	6-35 A.B.
Howard University	Washington, D. C.	8-34/2-35	6	

Major Subject: Psychology Minor Subjects: History and Sociology

Major Courses	Points
General Psychology	6
Educational	3
Abnormal	3
Social	3
Experimental	4
Business	3
Genetics	3

* Semester hours

Graduate School

Teachers College Columbia Univ. New York, New York

Major Subject: Guidance and Personnel

Degree: M.A.

Dates Attended: 2-36/8-37

Degree to be conferred: 12-37

GRADUATE SUBJECTS

Catalogue Number	Name of Course	Semester Points	School Session	Instructor
Ed. 249V	-Ed. & Voc. Guidance	2	Spring 1935-36	Dr. H. D. Kitson
Ed. 300GT	-Methods & Techniques in Guidance & Personnel	2	" " "	Dr. E. Llyod-Jones
Ed. 221B	-Intelligence Testing	2	" " "	Dr. Satorius
Ed. 200Fb	-Foundations of Ed.	4*	Winter 1936-37	Dr. Raup & Associates
Ed. 249T	-Vocational Testing	2	" " "	Dr. H. D. Kitson
Ec. 105	-Labor Problems	3	" " "	Dr. Brisinger
Ed. 250N	-Analysis of Vocational Activities	3	Spring 1936-37	Dr. H. D. Kitson
Ed. 250A	-Employment & Placement Office Procedures	2	" " "	Dr. R. N. Anderson
Ed. 249X	-Field Work in Guidance and Personnel	2	" " "	Dr. R. N. Anderson
Ed. 221T	-Statistics	3	" " "	Dr. I. Lorge
Ed. 180B	-Mental Hygiene and the School Teacher	1	" " "	Dr. Potter
Ed. 179E	-Personality Traits	2	" " "	Dr. C. Lambert
Ed. 276D	-Negro Ed. in the U. S.	2	" " "	Miss Mabel Carney (Associate Prof.)
SW. 127	-Principles of Social Case Work	2	" " "	Mrs. E. B. Groves (Associate Prof.)
Ed. 200Fa	-Foundations of Ed.	4	Summer 1937	Dr. Kilpatrick & Asso.

Total Points

32

* No Credit received

EMPLOYMENT HISTORY

Dates Employed: October 1935 to Present date

Employer & Address: Adult Education Project #6154-Adult Guidance Division-Works Progress Administration & Board of Education of the City of New York-Dr. E. J. Mayman, Supervisor 13 Astor Pl. New York City.

Immediate Supervisor: Miss H. A. Smith, Asst. Project Supervisor.

Business Address: 1660 Fulton St. Brooklyn, New York.

Nature of Business: Guidance Center

Nature of Work: Counselor and Psychologist

Duties: Interviewing-General Counseling-Placement-Home & Collateral Investigations-Field Work-Case History Building-Follow-up.

Psychometric Work-Administration, scoring, interpretation and reports on the following types of test: Intelligence-Aptitude-Personality-Interest-Performance-Achievement--Group and Individual

Salary: \$1145. yearly

Remarks: I was employed prior to 1929 and during the time in school in the following types of jobs: Chauffeur, Waiter, Bellman, Valet, Cook, Shipper, Construction laborer, Foundry worker, Farm hand, Clerk, Messenger, Garage helper, & Longshoreman.

References: Mabel Carney, Prof. Teachers College Columbia Univ. New York City.

Dr. H. D. Kitson Teachers College Columbia Univ. New York City.

Miss Helen A. Smith, Asst. Project Supervisor-Adult Guidance Division-1660 Fulton St. Brooklyn, N. Y.

Mrs. M.A. Pratt-Funeral Director 239 W. 131 St. New York City.

Date: 10-8-37

Signed: Clarence B. Shelton

Re application

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

F. C. HARRINGTON
COMMISSIONER OF WORK PROJECTS

September 9, 1939

RECEIVED

Mr. Edward Taylor
Assistant State Director, NYA
30 Lodge Street
Albany, New York

SEP 12 7 19 AM '39
NATIONAL YOUTH
ADMINISTRATION
WASHINGTON, D. C.

My dear Mr. Taylor:

I have learned that Mr. Robert J. Harper, 143 North Street, Catskill, New York, has made application for a possible appointment as director of athletics in the recreation center of the National Youth Administration at Albany, New York.

In this connection, I take this opportunity to say that during his school career the applicant proved himself to be an athlete whose abilities were highly respected in communities throughout mid New York State. Regardless of wide press comments and other plaudits given Mr. Harper's work, I have always found him to be a modest, clean-cut young man who is interested in extending the benefits of his training and experience to other youths who need guidance in the field of wholesome recreation.

During a recent visit in Greene County, I had an opportunity to formally survey the employment situation among youths there. In spite of the complete lack of employment opportunity, particularly in Catskill, I found that Mr. Harper had taken the initiative and was ably carrying on general service and tourists information work at the Hudson River Day Line Pier during the vacation season.

In short, I believe that Mr. Harper is a young man who not only has ability as an athlete but who shows every indication of reflecting credit upon any work to which he might be assigned.

Thank you for an earnest consideration of Mr. Harper's application.

Sincerely yours,

Dutton Ferguson
Special Assistant
Information Service

DF:H
CC: Mrs. Mary McLeod Bethune
Mr. Robert J. Harper

October 25, 1938

Mr. Noah H. Bennett, Jr.
P. O. Box 221
White Springs, Florida

My dear Mr. Bennett:

I regret the delay in answering your letter of August 10. I do hope that you have been successful in getting something to do.

Keep in touch with our State Director,
Mr. Joe A. Youngblood, 405-409 Clark Building, Jacksonville.

In case of a vacancy, I am sure he will notify you. You have selected an interesting field of work and employment may look slow, but it is a coming field.

I shall be glad to keep you posted on further developments.

Very sincerely yours,

R. O'Hara Lanier, Assistant
Director, Division Negro Affairs

October 23, 1938

~~Dear~~ ~~Mr.~~ ~~W. R. Givner~~
Dean R. Lanier
Houston Municipal College
Houston, Texas

604 S. State Street
Ann Arbor, Michigan
August 10, 1938

Dear Dean Lanier:

I was real pleased to read of your recent appointment as assistant director of the division of Negro Affairs, National Youth Administration. When I saw that your special interest will be job placements in private industry for Race youth, I realized that the authorities had made a splendid selection for I recall that you are especially interested in work of that nature.

I have been in school here at the University of Michigan since September of 1937. My work has been done in Actuarial Mathematics.

I have been attempting to get a job in the Actuarial department of one of the larger Negro Insurance Companies but have had no success.

yet. I'm hoping to make connections with
The North Carolina Mutual of Durham, North Carolina.
I'm to stop by there on my way home for a con-
ference with the Company officials and
won't know anything definite until then.

I have been wondering if there are to be any
new openings in the N. Y. A. set up in which
I might be placed. I would also appre-
ciate it if you would inform me of any
business openings that you might know
about.

I'm hoping for you every success
in your new endeavor.

yours truly,

Noah H. Bennett, Jr.

P. S. Address after August 20.

Box 221, White Springs, Florida

October 20, 1938

Mr. Nathan W. Hudson
1838 Eliza Street
Fort Wayne, Indiana

My dear Mr. Hudson:

Replying to your letter of October 15, your application for the position as State Supervisor of Negro Activities of the National Youth Administration should be filed with our State Director, Mr. Robert S. Richey, 745 Century Building, Indianapolis. He is now reviewing applications and it is probable that the appointment will be made in the very near future.

Sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

mm/a

October 11, 1938

Mr. J. G. Kellam
State Youth Director of the NYA
603 Littlefield Building
Austin, Texas

My dear Mr. Kellam:

When Mrs. Mary McLeod Bethune was in the state sometime ago I talked with her at length about the NYA and became very much interested. I have also observed the work in other states since that time.

For a number of years I was an executive secretary in the Young Women's Christian Association movement, and our major emphasis was work with young people. Because of my interest in young people and their problems, especially in our state, I would be glad to serve the NYA program in any way that I can.

I always eagerly read the news releases from your office. The fine work you are doing means so much to the youth of this section.

Very truly yours,

(Mrs.) Carter W. Wesley

W/d

*File
Reference
Folder*

PERSONAL HISTORY STATEMENT

James L. Armstrong
October 1, 1939

1921 Second St., N. W.
Washington, D. C.

EDUCATION

Elementary and Secondary Education completed at Harrisburg, Pennsylvania.

B. S. in Education, from Howard University in 1934.
Majored in Biological Sciences and minored in Social Studies.

A. M., from Graduate School of Howard University in 1939, in the field of Education. The title of my thesis for this degree was "AN ANALYSIS OF THE INFLUENCES THAT WERE RESPONSIBLE FOR THE DEVELOPMENT OF VOCATIONAL AGRICULTURAL PROGRAMS FOR NEGROES IN GEORGIA."

Now registered at American University, Washington, D. C., in courses that lead to a Ph. D. degree in the field of Social Economy.

EXPERIENCE

From 1928 to 1934, I served as a full-time Boys' Work Secretary in the Forester Street Y. M. C. A., at Harrisburg, Pennsylvania. I received my Certificate as a Secretary of the Y. M. C. A., on May 9, 1933 from the Board of Certification of the North American Young Men's Christian Associations. During this period I also substituted as a teacher in the Elementary Grades in Harrisburg. I received a College Certificate from the Commonwealth of Pennsylvania to teach Biological Sciences and Social Studies in the Secondary Schools of Pennsylvania, the certificate was granted June 19, 1934.

Prior to entering the services of the Y. M. C. A., I served for five years as Playground Director of the Twelfth Street Playground at Harrisburg, where I had supervision over three playground Teachers; I have served as a Sunday School Teacher and Superintendent of the Bethel A. M. E. Sunday School in Harrisburg for about a period of ten years. At present I am an active member of the Vermont Avenue Baptist Church here in Washington, D. C., of which Dr. C. T. Murray is the Pastor, and a member of its faculty of Religious Education.

SOCIAL and CIVIC ORGANIZATIONS

- 1) Phi Beta Sigma, College Fraternity.
- 2) Director of National Essay Contest of Phi Beta Sigma Fraternity, for 1939.
- 3) The American Industrial League.
- 4) National Director of the Public Welfare Committee of the American Industrial League.
- 5) Unity Lodge #71 I. B. P. O. E. of W.
- 6) Past Exalted Rulers' Council #6, Central District of Pennsylvania.
- 7) Chosen Friends Lodge #43 F. A. M.
- 8) Harris Chapter, Royal Arch Masons.
- 9) Nimrod Consistory #9 A. A. S. R.
- 10) Himyar Temple #17 A. A. E. O. N. M. S.
- 11) I served two terms as Commander-in-Chief of the Consistory and three terms as Potentate of the Shriners.

REFERENCES

- 1) Dr. Chas. H. Thompson, Dean of College of Liberal Arts, Howard University, Washington, D. C.
- 2) Dr. Ellis O. Knox, Professor of Education, Howard University, Washington, D. C.
- 3) Dr. Frank S. Horne, Assistant Consultant on Race Relations, United States Housing Authority, Washington, D. C.
- 4) Dr. Mary McLeod Bethune, Director of the Division of Negro Affairs, National Youth Administration, Washington, D. C.
- 5) Mr. James A. Atkins, Specialist in the Education of the Negro, Works Progress Administration, Washington, D. C.
- 6) Mr. W. Justin Carter, Attorney at Law, 223 Market St., Harrisburg, Penna.
- 7) Attorney George W. Parker, Dean of Terrell Law School, Washington, D. C.

6/13/38

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CONFIDENTIAL PERSONNEL RECORD

of

GEORGE W. GOODMAN

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Department of Industrial Relations
NATIONAL URBAN LEAGUE
1133 Broadway
New York City

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Department of Industrial Relations
NATIONAL URBAN LEAGUE
1133 Broadway
New York City

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These confidential data are sent for your information. We have attempted to secure accurate records of education, training and previous employment, and frank statements regarding the character and personality of the individual. We have attempted to set these down in a manner that will give as graphic a portrayal of the person as is thus possible.

This information should not be given or communicated to the applicant in any way. We would prefer that you make no copy of the record, nor pass it on to other individuals or organizations. It may be kept for your own files. If you are interested in employing the candidate, please communicate directly with the applicant.

If you employ the candidate, will you let us know promptly the title of the position, and the date of employment?

*

App.

Howard University

Washington, D.C.

June 23, 1938

Dr. Mary McCleod Bethune,
N.Y.A. Supervisor,
Washington, D.C.

My dear Dr. Bethune:

I submit herewith my letter of application for the post of assistant in your office in the fervent hope that there will be a favorable reply in the near future. My qualifications may be summarized as follows in a brief sketch of my training and experience;

Biographical sketch

Born- St. Louis, Missouri; September 14, 1911

Parents- Ben J. Carruthers of Nashville, Tennessee
D. Frances Carruthers of Lovejoy, Illinois

Education-- Chicago Public Schools 1915---1930
Elementary school--graduated in June 1924
Hyde Park High School " " " 1928
Crane Junior College " " August 1930

University of Wisconsin---B.S. in Ed. (with Honors) 1932

University of Illinois---Master of Arts 1933

Teaching experience---University High School (Madison) practice teaching

Associate Professor of French and Spanish
Tillotson College; Austin, Texas 1933---1937 (including summers)

Associate Professor of Romance Languages
Samuel Huston--Tillotson Joint Summer Session 1934

Instructor in Romance Languages
Howard University; Washington, D.C. 1937- present

Miscellaneous experience---U. S. Postoffice; Chicago, Illinois 1930-31
Special delivery messenger

Unemployment Relief Service, Chicago
Social service worker, June--September 1933

Texas Representative and Correspondent
Chicago Defender, September 1936-August 1938

Publications and Scripts--- "Requiem" a poem of tribute,"Oracle"
magazine of the Omega Psi Phi fraternity, October 1935

"Clarion To America," a poem of protest,"Oracle" Oct. 1935

"Spick," a short story of South Texas;"Opportunity" August 1936

"Should Negroes Study Spanish?" Journal of Negro Education
submitted for publication in October issue 1938

"Sis Ella's Luck" unpublished short story 1936

"Strange Exile" seventy poems (unpublished collection)

"Black Butterfly" (lyric to popular song by Duke Ellington)

Newspaper correspondence, interviews, news letters, editorials,
etc.Chicago Defender 1936-'37

Extra-Curricular Activities--- Undergraduate:

Vice-President(1930) University of Wisconsin French Club

President (1932) " " " " "

Member of Wisconsin Players (1931-'32)

Graduate: Member of Omega Psi Phi Fraternity, University of Illinois(1933)
Founder of Cénacle Literary Society, " " " "

Sponsorships: Franco- Hispanic Society, Tillotson College 1933-37
Founder and faculty advisor,Epsilon Sigma Chapter,
Omega Psi Phi, Tillotson College
Assistant to Dean of Men, Tillotson College 1935

Unofficial advisor to Alpha Chapter, Omega Psi Phi 1937-'38

Sponsor of "El Círculo Español" Howard University 1937'38

References and Credentials:

University of Wisconsin School of Education, Committee
on Recommendations

University of Illinois School of Education, Committee
on Recommendations

Dr. Mary E. Branch, President of Tillotson College

Dean William H. Jones, Dean of Tillotson College

Mrs. Loretta Mooney, Instructor in Social Work, Northwestern Univ.

Professor Laura B. Johnson, Asst. Prof. of Methodology, U. of Wis.

Professor Charles F. Gillen, Assistant Prof. of French ""

Professor Régis Michaud, Prof. of French University of Ill.

Dean Clayda Williams, Stowe Teachers' College St. Louis

Mrs. Helen W. Burrell, Assistant Prof. of French and Acting

Head of the Department of Romance Lang. Howard University

Dr. Alain Locke, Professor of Philosophy, " "

His Excellency, M. Elie Lescot, Minister of Haiti to the U.S.A.

United States Senator James Hamilton Lewis of Illinois

United States Senator Robert Marion La Follette of Wisconsin

In conclusion I wish to state that I share your contagious enthusiasm for the great endeavor of our President and that my admiration for the consummate skill with which you discharge the manifold duties and responsibilities of your many humanitarian enterprises is boundless. I have great confidence in the great work you are doing and ask no more than the chance to help in my humble way the championing of a great cause which seeks to serve the youth which is the life blood and the hope of the nation.

My heart and mind are with you for a more brilliant future.

Yours for the youth of the country,

Ben Frederic Carruthers

Ben Frederic Carruthers

Home Address---6641 Evans Avenue, Chicago: Tel. Fairfax 4448
Washington Address ---Howard University
" Tel. Columbia 4043w

July 22, 1937

Mr. Benjamin T. Johnson
Acting Assistant Manager
Social Security Board
11 West 42nd Street
New York, New York

My dear Mr. Johnson:

Your letter to Mrs. Bethune in which you inquire about the services of two qualified stenographers, is received. Unfortunately, Mrs. Bethune is out of the city at present, but your letter together with this reply will be called to her attention immediately on her return on the 1st of August.

In the meantime, I should like to make application for one of the positions. I took and successfully passed the examination for Junior and Senior Stenographer under the Civil Service Commission last year. I have been employed as secretary in the office of the Division of Negro Affairs of the National Youth Administration since March 1, 1936 and I believe have discharged my duties with efficiency. This employment, as you know, is only of a temporary nature and I am, naturally, very anxious to secure employment under Civil Service. Mrs. Bethune knows of my desire along this line and will gladly recommend me for any position for which I apply.

No doubt you will remember meeting me when you were in the office to see Mrs. Bethune.

I shall be pleased to hear from you regarding this matter.

Very sincerely yours,

Harriet M. Chenault

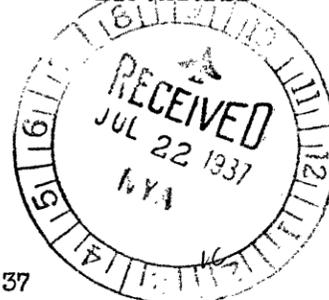
1520 R Street, Northwest
Washington, D. C.

SOCIAL SECURITY BOARD
WASHINGTON, D. C.

Office of the Regional Director
Region II 11 West 42nd Street
New York, New York

IN REPLY REFER TO
FILE NO.

BTJ:14:FSD



July 21, 1937

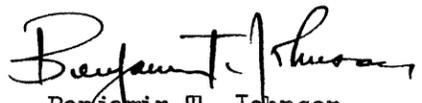
Mrs. Mary McLeod Bethune, Director
N. Y. A., Colored Division
1338 G Street, N. W.
Washington, D. C.

Dear Mrs. Bethune:

If you know of two qualified stenographers on the Federal Civil Service list for the City of New York or in any governmental agency, who would like to be transferred to the City of New York, I would be very glad to hear from you in regard to them.

The Harlem Office is soon to open and it is my understanding that they desire two competent colored stenographers and we are having a great deal of difficulty in obtaining them.

Very truly yours,


Benjamin T. Johnson
Acting Assistant Manager

Application

2403 W. Cumberland Street
Philadelphia, Pa.,
October 21, 1937.

Mrs. Mary M. Bethune
Directress, N. Y. A.,
1340 G Street
Washington, D. C.

My dear Mrs. Bethune:

This letter come to let you know my change of address should you wish to communicate with me. I am now at home, 2403 W. Cumberland Street, Philadelphia, Pa. I trust that I may hear from you in the near future.

Very truly yours,

Mary A. Galick

April 16, 1937

Mr. Morris Lewis,
4447 Indiana Avenue,
Chicago, Illinois.

My dear Mr. Lewis:

Thanks very much for your letter and the information concerning your daughter. We shall keep her qualifications here and I assure you that if an opening should come where we can place a young woman of her type, we shall be very happy to give her consideration.

When I am in Chicago again, I shall be happy to see you.

Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

be

435 INDIANA AVENUE

ESTABLISHED MAY, 1905

CALUMET 5656-7-8-9

THE
Chicago Defender
WORLD'S GREATEST WEEKLY

"31 YEARS OF PROGRESS"

CHICAGO

April 12 1937.

My dear Mrs. Bethune:-

I wish to thank you for your recent letter and the gratifying information that you will endeavor to bear our Men's Club in mind for a future speaking engagement with us here in Chicago.

Following an urge that I have entertained for some time, especially since hearing you in Springfield, Illinois, I add to this letter something concerning my daughter, Miss Dorothy Lewis, of pleasing personality, who is prepared and open for social service work, which work she has been studying, and practicing, since in 1930. She is willing to go almost any place, preferring, however, Washington (where she is well acquainted) or Chicago. Her qualifications are as follows:

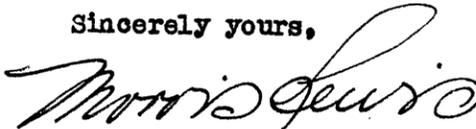
- One semester in Crane Junior College, Chicago.
- One year Fisk University, majoring in Education.
- One year Howard University.
- One year extension course, Northwestern University, 3 courses in social work.
- Secretarial Training.
- Volunteer Social Work, Washington, D. C.
- Case Worker, Chicago, Illinois, 1 year and 9 months.
- Illinois Employment (State), Junior Interviewer, 4 months.
- Rectification Unit, Illinois Emergency Relief Commission; special adviser.

She has always dealt with the public; case work has involved advising, planning, use of community resources.

The short periods of employment have been brought about because of general administration changes, bureau reorganizations, etc.

Anything you may be able to do in her behalf will be appreciated by me. Any suggestion as to procedure will likewise be appreciated.

Sincerely yours,


M o r r i s L e w i s .

Our home address is 4447 Indiana Avenue, Chicago, Illinois.

April 12, 1937

Miss Ellen Rogers,
221 H Street, N. W.
Washington, D. C.

My dear Miss Rogers:

This will acknowledge receipt of your
letter of April 10th.

Will you come in at once to see us. It
may be that we can do something to help you.

Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

221 H. Street, S.W.

Washington, D.C.

April 20, 1937

I am applying for a job of some
kind. I am a colored girl. I
am married and no one to support me.
I have a good education, and I
am eighteen years of age. Please
try to give me a job so I can
make a honest living. I would like
to answer a phone, file, maid in a
hotel, or loan help in a principal's
office. I do want room help. Please
do not turn me down. Send me a
card or something telling me you
will or will not try to help a poor
girl who wants a job. I have
come to the end. But I am

Still hoping you will try to help

I am
Miss Ellen Rogers
1921 - 4th Street, S.W.

April 12, 1937

Miss Ellen Rogers,
221 H Street, N. W.
Washington, D. C.

My dear Miss Rogers:

This will acknowledge receipt of your
letter of April 10th.

Will you come in at once to see us. It
may be that we can do something to help you.

Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

221 H. Street, S.W.

Washington, D.C.

April 20, 1937

I am applying for a job of some kind. I am a colored girl not married and no one to support me. I have a good education, and I am eighteen years of age. Please try to give me a job so I can make a honest living. I would like to answer a phone, file, maid in a hotel, or loan help in a principal office. I want soon help. Please don't turn me down. Send me a card or something telling me you are interested. I don't try to help a poor negro wants a job. I have come to the end. But I am

still hoping you will try to help
me.

I am
Miss Ellen Rogers
921 H Street, S.W.

47 West 66th Street,
New York City, N.Y.,
March 31, 1937.

My dear Mrs. Bethune:

I am enclosing copies of all the recent correspondence I have had with the United States Civil Service Commission regarding my application for the examination in which we are interested.

On Tuesday, March 30 I received the communication to which I refer. I immediately got in touch with Elmer Carter and with Bessye Bearden. He advised me to send the additional data to the Civil Service Commission regarding my five years' experience with Bessye. I also sent an affidavit from Llewellyn White.

Mr. Carter said he would speak to Representative Sol Bloom. Bessye, as you see, wrote to Congressman Joseph Gavagan. Mr. Paul Sifton, of the State Labor Dept., who is working for me, said he thought my fight out to be effective to be placed on the eligible list. Mr. Carter advised me to get in touch with Mr. Reid as well as with you. I am following directions.

Neither Mr. Reid nor Lieutenant Oxley has written to me. I expected to hear from Mr. Reid. I did not even receive an acknowledgment of my letter from the Lieutenant...

Since this thing has resolved itself into a real fight, I think I shall stay right with it until I win! I shall leave no stone unturned. I know that I have had the experience and education requirements for those positions, and I am going to fight for an eligible rating to take that examination! Furthermore, I am going right ahead with my efforts to obtain a provisional appointment!

Juanita was called home a little more suddenly than she expected to be. Her father has been suffering from cancer of the throat and tuberculosis. He took a turn for the worse on Monday, and Juanita's mother telephoned Tuesday night. She left for Cincinnati on Wednesday. I am keeping up the good fight here.

Any influence you might exert with the Civil Service Commission, or with the Dept. of Labor might aid me. I shall follow whatever you give promptly and fully. I shall let you know any further, or new, developments.

With best wishes to you, and my earnest support for your work and your standards, I am,

Very sincerely yours,

Eddie Morrow

C
O
P
Y

50 Morningside Avenue,
New York, New York,
March 31, 1937.

Hon. Joseph A. Gavagan,
House of Representatives,
Washington, D.C.

Dear Congressman Gavagan:

I wish to call to your attention a matter having to do with Edward Morrow, a young voter of yours, and formerly my assistant in my newspaper activities.

He filed with the United States Civil Service Commission on January 9, 1937 an application for the examination of Informational Service Representative in the Social Security Board. On March 30, 1937 he was notified that his application had been rejected for this examination on grounds of "insufficient experience."

I wish to go on record as the employer of Mr. Morrow, from July, 1931 to June, 1935, as stating that he has had large and varied experience as an all-around newspaper writer, covering all varieties of assignments of great responsibility, practically each day during that period. I employed Mr. Morrow as my assistant; I was New York representative of the Chicago Defender, an outstanding weekly, as you know well.

I want you, Congressman Gavagan, to intercede with the United States Civil Service in behalf of Mr. Morrow. I do not think he has had a fair deal. I am enclosing copies of a summary of his educational and employment background, and also a copy of a letter of another former employer and instructor of Mr. Morrow's.

Mr. Morrow has been active in the campaign, organizing a group of young voters.

Trusting that you and your family are well, I remain,

Very sincerely yours,

(Sgnd.) Bessye J. Bearden.

COPY

The
Chicago Defender
WORLD'S GREATEST WEEKLY

ESTABLISHED MAY 6 1905

ABBOTT'S MONTHLY *A magazine that's different*
3435 INDIANA AVENUE

PRIVATE EXCHANGE
DOUGLAS 0696 0697 0698 0699

Chicago, Ill.

Re: Edward Morrow,
43 W. 66th St.,
New York, N.Y.,
Application #452525.

50 Morningside Avenue,
New York City, N.Y.,
March 31, 1937.

United States Civil Service Commission,
Washington, D.C.

Gentlemen:

I am writing this letter in regard to a former employe of mine, Edward Morrow, of 43 W. 66th St., New York City, New York. He filed for the examination of Informational Service Representative, in the Social Security Board. Recently you notified him that his application had been rejected because of "insufficient experience."

This letter, which is an affidavit, is to certify that from July, 1931 to June, 1935 he was employed by me as my associate. I was the New York representative of the above publication, the largest Negro newspaper in the United States. He had large and varied experience in all phases of newswriting, covering all varieties of assignments of responsibility, practically every day during that period.

Sincerely yours,

(Sgnd.) Bessye J. Bearden.

Bessye J. Bearden,
N.Y. Representative,
Chicago Defender.

(AFFIDAVIT)

Notary's Seal.

C
O
P
Y

43 West 66th Street,
New York, New York,
March 31, 1937.

United States Civil Service Commission,
Washington, D.C.

Re: Form 2433,
March 1936,
Application Section,
Application #452525.

Gentlemen:

According to your communication of March 29, 1937, my application for the position of Senior or Associate or Assistant Informational Service Representative or Informational Service Representative in "Announcement A-9" of the Social Security Board does not meet the particular requirements in respect to "experience". Therefore, as I understand it, you are not assigning me an eligible rating.

However, I am submitting herewith affidavits recording additional and pertinent experience records and employment data which I do not believe were included in the original application, upon which you based your decision.

I believe that this additional, certified evidence warrants further reconsideration of my application.

I submit this because I believe that I should be assigned, on basis of this and other experience and educational requirements, to an eligible rating for the above application for the position.

Therefore, I am enclosing herewith the affidavits and am resubmitting the list of publications, previously returned. I should appreciate a reconsideration of my application.

Respectfully yours,

(Sgnd.) Edward Morrow
Edward Morrow.

(Enclosures were
Mrs. Bearden's &
two white affidavits.)

43 West 66th Street,
New York, New York,
April 7, 1937.

Mrs. Mary McLeod Bethune,
316 Tea Street,
Washington, D.C.

My dear Mrs. Bethune:

Since my last letter to you, I have had several encouraging indications. First, Congressman Gavagan did not let a minute pass before he got in touch with the Civil Service Commission. He also telephoned Mrs. Bearden on Saturday morning to assure her that he would follow through personally on my application. I filed-- as you know-- supplementary affidavits of additional experience, and have still more coming from South Dakota and from Fortune Magazine.

I wrote to Mr. Ira Reid and to Lt. L.A. Oxley. In fairness, I wish to say that I addressed the Lieutenant's letter with the incorrect initials, and he probably never got it. This last one I had right though.

Mr. E.K. Jones said that he too would speak to Mr. Reid. So will Mr. Carter.

While at Mrs. Bearden's Sunday I had the pleasure of writing for her a letter to Dr. Emmett Scott, assuring him that she would be ready and very anxious to lend all her strength to the Rev. Dr. King's drive for Bethune-Cookman in New York City. She already has worked out a splendid idea, based on the chain-letter system, which she will propose. Muriel Rahn Campbell is working with A.K.A. (sorry, Delta, I mean), also. I shall try to influence Alpha Phi Alpha in behalf of the drive.

Juanita is in Cincinnati, where her father, released from his pain, passed away on Saturday. I expect her home soon.

Godspeed to you and your worthy work.

Sincerely yours,

Eddie Morrow

43 West 66th Street,
New York, New York,
April 6, 1937.

Lt. Lawrence A. Oxley,
Department of Labor,
Washington, D.C.

Dear Lieutenant Oxley:

Last month, upon the advice of Mrs. Mary McLeod Bethune, I wrote to you to enlist your aid in obtaining a provisional appointment to the Informational Service in the Social Security Board. However (and I wish to apologize), I made a mistake in your initials, and the letter must not have reached you.

Since writing to you, however, I have been obliged to file supplementary evidence of my experience to the application division of the Civil Service Commission. They wrote me stating that the experience listed on the original application was not sufficient for an eligible rating.

I am enclosing copies of correspondence with them. Also, I wish to add that Congressman Gavagan responded immediately to Mrs. Bear- den's letter in my behalf. He is appealing to the Commission to reconsider my application.

I should appreciate anything you might do for me in my effort to obtain a place in this, my chosen field. I feel that I have the educational and experience backgrounds necessary for the job. I am also aware of obstacles, and therefore solicit your aid. I have written to Mr. Ira Reid too.

Additional recommendations and certified proof of experience is forthcoming. If you should be in New York soon, I would like to see you to talk this matter over. I am listed in the Manhattan telephone directory under my name, at the above address.

Hoping to hear from you soon, I am,

Sincerely yours,

(Signed) Edward Morrow.

43 West 66th Street,
New York, New York,
April 6, 1937.

Mr. Ira DeA. Reid,
Social Security Board,
Washington, D.C.

My dear Mr. Reid:

On March 13 I received a letter from Mrs. Bethune. She stated that she had talked with you about me. I had sought her assistance in furthering a possible provisional appointment in the Informational Service of the Social Security Board. She asked me if I had filed an application with the Civil Service Commission for the Informational Service. I replied by return mail that I had.

In the meantime, Mrs. Bethune said that I might hear from you. However, I supposed that she passed the confirmation of my filing on to you.

On March 30 I received a notice from the application division of the Civil Service informing me that I had not been given an eligible rating due to lack of experience.

Recalling as nearly as I could the amount of experience I listed on the application blank, I discovered that I had not listed some very important phases of my background in newspaper writing. Therefore, I obtained affidavits from Mrs. Bessye Bearden bearing out the work I did associated with her for the Chicago Defender, and summarized my other experience. I also enclosed a letter from Mr. Llewellyn White. Copies of this correspondence I am sending you under this cover.

Congressman Gavagan replied to Mrs. Bearden's letter to him within half a day. He has interceded with the Civil Service Commission to reconsider my application for eligible rating.

Mr. Jones and Mr. Carter of the Urban League advised me to write to you in regard to my efforts to gain a place in the Informational Service. Mrs. Bethune advised likewise. I think I can say that they endorse me in this enterprise.

May I solicit your aid in this also, as well as in my more recent encounter with the Civil Service Commission? I should appreciate anything you might do for me. I am very anxious to carve a successful career, and I think I am qualified and able to serve in this chosen field.

Sincerely yours,

(Signed) Edward Morrow.

Re: Mrs. Florence Beatty-Brown
Application for Urban League
scholarship, Jan. 1940.

mk

Fayetteville Teacher Given Honorary M. S.

FAYETTEVILLE, N. C. — Mrs. Florence R. Brown, instructor of State Teachers' College, who was fulfilling the resident requirements for the Ph.D., in social science, last year, at the University of Illinois, has just received the honor of being the first student to receive the M.S. in sociology without fulfilling the requirements of the department.

The honorary award was made upon the presentation of research work done for the Julius Rosenwald Fund of Chicago.

Mrs. Brown received her A.B. from Fisk University in 1933. The following year she was a teacher at the Cairo High School where she resigned to do a year of research work for the Julius Rosenwald Fund in the South.

In 1936 Mrs. Brown received the M.A. in history from the University of Illinois. She also holds membership in both the Historical and Sociological International Honorary Fraternities.

Mrs. Brown is a member of the social science faculty of the Teachers' College, and a member of the editorial staff of the Negro History Bulletin.

Honored



MRS. FLORENCE R. BEATTY BROWN, who is the first student to get an M. S. in sociology without fulfilling the requirements of the department at the University of Illinois. The honorary award was made upon the presentation of research work done for the Julius Rosenwald Fund of Chicago. Mrs. Brown is a Fayetteville State Teacher's College instructor and was fulfilling resident requirements for the Ph. D. at the Illinois institution.

Extra-Curricular Activities

- 5/29/29 Finished Sumner High School-Cairo, Illinois (3 year graduate with highest average.)
- 29-30 Member of the French Club
- 30-31 Awarded Freshman Scholarship by Zeta Phi Beta Sorority
- 29-30 Member of the Y W C A
- 30-31 Treas. of Y W C A
- 31-32 Sec. of Y W C A
- 32-33 Vice President of Y W C A
(Delegate to Kings Mountain, N.C.)
- 31-32 Manager of Young Women's Athletic Association
- 32-33 " " " " " "
- 30-31 Sec. of Young Women's Athletic Association
- 29-32 Volunteer worker at Bethlehem Center
- 32-33 Fellowship student
(Assistant at Summer Camp-Ashland, Tenn.) Summer '32
- 31-33 Desk Assistant Jubilee and Bennett Halls
- 30-31 Treas. of Women's Senate
- 31-32 Junior Representative to Women's Senate
- 31-32 Recording Sec. of Student Council
- 31-32 Member of the Inter-Fraternity Council
- 31 Member of the Alpha Beta Chapter of the Delta Sigma Theta Sorority.
- 31-32 President of the Alpha Beta Chapter of the Delta Sigma Theta Sorority (Delegate to the Talladega Conference 12/8/32.)
- 29-31 Member of the Fisk Orchestra
- 32-33 Member of the Economics Club
- 31-33 Member of the History Club
- 32-33 Member of the Religious Activity Club
- 32-33 Member of the Decagynian Club
- 32-33 Member of the Dilettante Club
- 32-33 Member of the Social Service Club
- 31-32 Member of the Girl's Study Group
- 31 Competitor for Mount Holyoke Mincirty Group Scholarship
- 33 Practice Teacher-Washington Junior High School--Miss Larmenter
- 33- Senior Scholarship
(Not given because of lack of funds)
- 33 Practice teaching-Pearl High School--Miss Sumlin
- 33 Recipient of the Delta Sigma Theta Award of \$75.00 and gold key for the highest average received in any college where the Delta Sorority is located.

COPY

Bethlehem Center
Social Settlement
Nashville, Tennessee
May 9, 1931

My dear Miss Newhall
Mount Holyoak, Mass

It gives me great pleasure to say a good word for Miss Florence R Beatty. She has been a volunteer worker at Bethlehem Center the for two years she has been with girls ranging in ages from eight to fifteen years. She has shown a remarkable degree of leadership and tact as she has directed these girls in recreation.

Miss Beatty is dependable. In all the time she has been helping us she has always been on time for her classes. She has never been absent from class without notifying us in time to get a substitute. This is unusual in volunteer workers.

She makes friends easily, works well with others, has a grace and charm which take her far in anything she may choose to do.

Sincerely,
Margaret A Young
Supervisor

Applicants for position in Division of Negro Affairs (National Office)

7 Harry F. V. Edward - Administrative Supervisor of the Negro Theatre which includes personnel work, promotion and publicity, control of supplies and materials, a survey of the organizational set-up of all warehouse and workshop facilities of the Federal Theatre of New York with recommendations for re-organization, which were accepted. Accountant and Office Manager of a large industrial firm in New Jersey. (name not given). President of Harlem's Own Co-operative Inc., a co-operative started three years ago by Mr. Edward. Olympic athlete. References: L. Hollingsworth Wood, Lester B. Granger, Dr. Wm. Lloyd Imes, Mr. Walter White, Mr. Alfred Edgar Smith, Mr. T. Arnold Hill. (Personal Interview) Address: 312 Manhattan Avenue, New York City

Mr. C. V. Troupe, Risley High School, Brunswick, Georgia. Age 36 - married. Graduate of Morris Brown and Atlanta University - Bachelor's degree in Commerce - Master's degree in education. Served as Director of the Commercial Department and Accountant of Morris Brown for two years and for the past ten years as principal of Risley High School in Brunswick, Georgia. Has had opportunity to be closely associated with young people on both the college and secondary levels.

John L. Harris - Washington, D.C. (Letter sent to file but cannot be found)

William A. Smith, - New Jersey - telegram (no official application)

Edward R. Rodriguez - Florida -(No official application)

Miss Mae Hawes - No official application

Mrs. Clara Bruce - No official application

Mr. Jesse M. Chiles - Cincinnati - by telegram No official application

Dr. Forrester -New York City (letter in file)

George L. Handy -(Letter in file)

Mahood - New York City (letter in file)

John Caswell Smith, Jr. New York City (letter in file)

Winifred Phillips - New York City (personal History record to be returned)

J. Percy Bond, Jr., Greensboro, North Carolina. Teaching at the Agricultural and Technical College. Age 27. A.B.- Howard University; A.M. Cornell University. Pursued studies toward doctorate at Cornell and Columbia Universities. Five years teaching experience and many activities in social work such as Educational Advisor in CCC Camps in Alabama and Louisiana; organization work for the City Mission in New York; counsellor and executive director of summer co-educational camps in New York; directed little theatre project in New York.

Flavius B. Rowell, Denver, Colorado. B. S. degree, Wilberforce University. Graduate work in Business Administration at the University of Utah. Rosenwald Fellowship for the study of Social Science at George Williams College, Chicago. Employment: Co-Director of Recreational Activities, Director of Religious Education, Scott, M. E. Church. Adult Education Program, Social Studies: CWA State Investigator: Case Worker, Denver Bureau of Public Welfare, Inc.-Family Division: Clerk, Library Extension Division, Assistant Librarian - State Library Extension Division.

W. A. Jordan, Jr., Washington, D. C. Graduate of Hampton Institute School of Business, correspondence course in accounting. Employment: Salesman for the National Benefit Insurance Company; Field Auditor for the North Carolina Mutual Life Insurance Company: District Manager of the Richmond Bureau of the Journal and Guide. *Personal interview*

Donald W. Wyatt, Greensboro, North Carolina. A.B. degree, Lincoln University. A. M., University of Pennsylvania. Employment: Court worker with Episcopal City Missions, Washington; Industrial and Research Secretary, Armstrong Association of Philadelphia: Associate Professor of Social Science, instructing Economics and Sociology at A. & T. College. Served on Advisory Committee NYA in Philadelphia: Serving ~~an~~ Advisory Council, Greensboro Recreation Center: Serving as vice-president, Lincoln Alumni Association.

Personal interview

Federal Security Agency
NATIONAL YOUTH ADMINISTRATION

Inter-office Communication

Date April 25, 1941

TO: Mr. T. Arnold Hill

FROM: Harriet M. *Speed* West

SUBJECT: Proposed Study Courses

There is attached material pertaining to the proposed study course at New York University and the memo which was sent to State Administrators regarding In-Service Training at the University of Chicago.

The following is a tabulation of preferred dates from our Administrative Assistants:

Total number desiring to take course	47
18 Last three weeks in August	
4 First three weeks in June	
1 Last week in July and 1st two weeks in August	
All others made no statement at all.	

Questions asked in letters - Cost of course? Tuition?

Other material sent for conference was sent to Mr. Gaither c/o Phyllis Wheatley House. I do hope it will be there on time.

Best wishes for a successful meeting.

PROPOSED OUTLINE OF THREE-WEEK COURSE FOR NYA WORKERS
AND OTHERS INTERESTED IN THE PROBLEMS OF UNEMPLOYED, OUT-OF-SCHOOL YOUTH

Suggested period: First three weeks in June, or
Last two weeks in July and the first in August, or
Last three weeks in August.

Suggested hours: 7:00 P. M. to 9:45 P. M.
9:00 A. M. to 12:00 Noon
3:00 P. M. to 6:00 P. M.

(Morning hour could be used for visits to vocational
schools, projects and places of interest.)

Subject of Course: Problems of youth, with special attention to the out-
of-school, unemployed youth.

DIVISION OF TIME

I. The Problems of Youth and Survey of the Literature of the Field:

Representative groups:

- a. American Youth Commission
- b. Civilian Conservation Corps
- c. National Youth Administration
- d. YMCA, YWCA, and other youth groups and organizations

II. Principles of Curriculum Construction for Special Groups:

- a. Literary or Academic
- b. Vocational
- c. Cultural

III. Occupational Trends, Survey of Tests and Individual Analyses,
Placement and Counseling, Community and Youth Surveys, and
Excursions to:

Astoria
Quoddy
Newark
Vocational Counseling Service
Upper New York State
Other Youth Serving Organizations

IV. Youth and National Defense.

0033

JEP *KB*
OFFICE CORRESPONDENCE

Date

February 14, 1940

TO:

~~Mr. Herbert Little~~

FROM:

Karl Borders *KB*

SUBJECT: Attached recommendation of February 13
from Mrs. Bethune, re: Volunteered Services
of Harry B. Anderson.

Before taking the matter of general policy up
with Aubrey, may I have your reaction to the idea suggested
in the attached memorandum.

attach

*I think it is bad to have
"free" movies, except as internes or learners.
H.L.*

13040-A1

NATIONAL YOUTH ADMINISTRATION

INTER-OFFICE COMMUNICATION

MEMORANDUM

February 13, 1940

TO: Mr. Karl Borders

FROM: Mary McLeod Bethune *MMMB*

SUBJECT: Volunteered Services of Harry B. Anderson

Attached you will find a statement from the young man, Mr. Harry B. Anderson, who desires to volunteer his service. This is done in accordance with our conversation. You promised to take the matter up with Mr. Williams in order that this might be cleared officially, approved or not approved.

February 12, 1940

Mrs. Mary McLeod Bethune
National Youth Administration
Washington, D.C.

Dear Mrs. Bethune:

I would like to volunteer my services as a writer (perhaps publicity) in your Division of Negro Affairs. Am intensely interested in the progress of the NYA activities and think that I shall find the experience not only a joy, but one of great future value.

Hoping that I shall be granted this opportunity I hereby list my journalistic standing and educational qualifications.

I am a graduate of Cardozo Business High School, with further educational credits from attendance at Columbia University of Journalism (2 yrs.), and Trent College of Journalism, N.Y.C., now extinct, (2 yrs.)

1932-35--- assistant copy reader, reporter, and feature writer on staff of the Washington Progressive Monthly Magazine. (Mr. T.D. Georges, publisher: 2600 Georgia Avenue Northwest.)

1935-37--- general news reporter on New York Amsterdam New. Worked under former publisher, Mrs. Sadie Warren Davis, who sold paper to Dr. M. Powell, present owner, since late 1937.

(2)

1937-40--- reporter and feature writer on Washington Afro-American
Newspaperx, during which I covered general news and
wrote special articles for the Afro-American Newspapers,
a syndicated company which publishes branch papers all
over the country.

With the six and a half years of active journalistic
experience I think that I could contribute some effort toward writing
for the National Youth Administration.

Respectfully yours,



Harry B. Anderson

724 Columbia Road N.W.

Washington, D. C.

APP
#1

February 13, 1940



RECEIVED

Mr. Karl Borders

Mary McLeod Bethune

Volunteered Services of Harry B. Anderson

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1932-35---assistant copy reader, reporter, and feature writer
on staff of the Washington Progressive Monthly
Magazine. (Mr. T.D. Georges, publisher; 2600 Georgia
Avenue Northwest.)

1935-37---general news reporter on New York Amsterdam News.
Worked under former publisher, Mrs. Sadie Warren
Davis, who sold paper to Dr. M. Powell, present
owner, since late 1937.

I would like to see you
1937-40
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With the six and a half years of active journalistic experience I think that I could contribute some effort toward writing for the National Youth Administration.

Respectfully yours,

Harry B. Anderson
724 Columbia Road N.W.
Washington, D. C.

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P
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February 12, 1940

Mrs. Mary McLeod Bethune
National Youth Administration
Washington, D.C.

Dear Mrs. Bethune:

I would like to volunteer my services as a writer(perhaps publicity) in your Division of Negro Affairs. Am intensely interested in the progress of the NYA activities and think that I shall find the experience not only a joy, but one of great future value.

Hoping that I shall be granted this opportunity I hereby list my journalistic standing and educational qualifications.

I am a graduate of Cardozo Business High School, with further educational credits from attendance at Columbia University of Journalism (2 yrs.), and Trent College of Journalism, N.Y.C., now extinct, (2 yrs.)

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Respectfully yours,

Harry B. Anderson

724 Columbia Road N.W.

Washington, D. C.

app

November 20, 1939

Mr. Charles P. Browning
222 West North Bank Drive
Chicago, Illinois

My dear Mr. Browning:

It has come to my attention that there is a very fine person in Chicago, who might make a fine contribution to our program in some way and who is most desirous of a contact with us for a possible change from her present situation. Her name is Miss Olive M. Diggs, 3655 South State Street, Chicago.

A very influential friend has spoken to me concerning her and has asked that any contact that our representative there could make for her will be very greatly appreciated.

I shall be very happy if you will take the time to call her and find out what she is fitted for in our program. If there is any opportunity for you to make such adjustment as to afford her an opportunity with us, I personally will be very happy.

I am very happy to know that our program is going well with you and that the work is continuing to expand. I am particularly proud of the work that Robinson is doing.

Sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

MMBETHUNE:lmw

November 18, 1938

Miss M. King
251 West 138th Street
New York City

My dear Miss King:

Thank you for your letter of November 16.

Both the WPA and the NYA have a number of sewing projects for adults and youth. With your training and experience, you should make a valuable asset to one of these programs providing you are eligible for this type of employment. I would suggest that you contact our Director for New York City, Miss Helen Harris, 283 West 14th Street. She will give you a sympathetic hearing and if there is anything the National Youth Administration can do to help you, she will be able to advise you definitely.

Sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

NY 41140

November 18, 1938

Miss Blanche C. Gipsen
130 Adams Street
Clarksdale, Mississippi

My dear Miss Gipsen:

This will acknowledge your letter of November 10 in which you make application for the position as State Supervisor of Negro Activities in the State of Mississippi.

Since our program is administered locally by our State Directors and their assistants, it will be necessary for you to file your application with our State Director for Texas, Mr. J. C. Kellan, 603 Littlefield Building, Austin.

Sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

November 19, 1938

Mr. Clarence A. Parham
248 Belmont Avenue
Youngstown, Ohio

My dear Mr. Parham:

This will acknowledge your letter of October 30 in which you make application for a position in the Junior Employment Service of the National Youth Administration.

Since our program is administered locally by our State Directors and their assistants, it will be necessary for you to file your application with Mr. S. Burns Weston, Clinton Building, Columbus, Ohio. If there are any such vacancies, I am sure Mr. Weston will give your application the consideration it will deserve.

Sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

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November 16, 1936

Mr. Edward W. Jones
R. F. D. #9, Box 41-A
Charlotte, North Carolina

My dear Mr. Jones:

This will acknowledge your letter of November 12 in which you make application for employment with the National Youth Administration.

Since our program is administered locally by our State Directors and their assistants, it will be necessary for you to file your application with our representative in North Carolina, Mr. J. Percy Bond, Room 2, Montague Building, Raleigh. If there are any vacancies, Mr. Bond will be glad to give your application the consideration it will deserve.

Sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

November 7, 1938

Miss Maude D. Parks
1536 Maple Street
Augusta, Georgia

My dear Miss Parks:

Thank you so much for your letter of application for a position as stenographer, clerk or bookkeeper, dated, October 29, 1938.

I regret that I know of no vacancy at present. I shall be very glad to keep your letter on file for consideration should a vacancy occur for which you are qualified to fill.

Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

rol/hw

November 7, 1938

Miss Maude D. Parks
1536 Maple Street
Augusta, Georgia

My dear Miss Parks:

Thank you so much for your letter of application for a position as stenographer, clerk or bookkeeper, dated, October 29, 1938.

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Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

rol/hw

Application

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Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

rol/hw

1536 Maple Street,
Augusta, Georgia,
October 29, 1938

Mrs. Mary McLeod Bethune, Administrator
National Youth Administration,
Washington, D. C.

Dear Mrs. Bethune:

For quite sometime I have been planning to write you a very personal letter and in the meantime apply for a position with you.

You, of course, do not remember me but I know you and the great work you are doing, and read with pleasure your travel from week to week.

I am a graduate of Haines Normal and Industrial Institute, class 1919. I also completed my Commercial Course, May 1918, under the late Prof. W. L. Simmons. Since that time I have been working and am at present employed by an Insurance Company as Cashier and Assistant Bookkeeper, which position I have held for the past ten years. I should like stenographic, Clerical or work as an Assistant Bookkeeper.

May I ask, Mrs. Bethune, for your prayerful consideration of my appeal, and let me hear from you?

I shall be happy to furnish references at your command.

I love to work and shall have to continue because I have a mother and two children to support.

In advance, may I thank you for whatever consideration you may give.

Very respectfully yours,

(Miss) Maude D. Parks

(Miss) Maude D. Parks

October 31, 1938

Miss Laura Jean Bayes, State Representative
Negro Welfare Bureau and Statistics
Charleston, West Virginia

My dear Miss Bayes:

We are filing your letter of application and suggesting that you keep in close touch with our State Director, Mr. Glenn S. Callaghan, 607 Kanawha Building, Capitol and Kanawha Streets, Charleston.

We will be glad to do anything that we can to assist you. You have had interesting experiences and fine training. You should make some one a very valuable worker.

Very sincerely yours,

Mary McLeod Bethune
Director, Division of Negro Affairs

rol/hw