

February 19, 1942

Miss Margaret Abercrombie
Home Economics Department
Georgia State College for Women
Milledgeville, Georgia

Dear Miss Abercrombie:

Thank you for your letter of February 17. I remember asking you, when you were here, to let me have an itemized account of the cost of your trip to G.S.W.C.,-- and I thought I had written sometime in January to thank you for having come down to see us and to ask again that you send in a statement of your expenses. However, I do not find either a copy of my letter or any letter from you.

This simple means that my desk has been "out of order" for many months, and that I have about given up trying to catch up with anything! I am sorry that there has been such a long delay in sending you a check for your expenses.

With all good wishes, I am

Sincerely yours,

FRR/ar

File

Milledgeville, Georgia
March 26, 1942

Dr. Frank R. Reade
Georgia State Womans College
Valdosta, Georgia

Dear Dr. Reade:

Thank you for your letter and remittance of February 19.
I am delighted to have had the opportunity of visiting you
and your school.

Sincerely yours,

Margaret Abercrombie

Jessie, Ga.
March 4, 1941

H. S. W. C.
Tallapoosa, Ga.

Dear Sirs: Action: Student Attendance Comm.

Your letter in regard to
absences from classes of Anne
Adams, our daughter, has been
received.

In reality, Anne has
only cut classes once and that
was on Feb. 15th. True, she was
absent from them three days
due to being ill with Flu and
in infirmary. It might also be
said that she attended classes
two days with an absences throat
and running temperature in an
effort to keep her record clear.
It does seem some distinction

March 6, 1941

Mrs. W. Norman Adams
Tignall, Georgia

Dear Mrs. Adams:

We are trying an entirely new thing here this year by permitting our students themselves to direct a "system of class attendance". Under this system, each student has a certain number of "cuts" from each subject each quarter, and these are intended to take care of all absences from class, including sickness, week ends, and anything else.

When a freshman receives as many as four absences in any class, for any reason, she is called before the student attendance committee and "warned", --- which really means that her attention is called to the fact that she has accumulated this number of absences. Our student body voted in favor of this plan last fall, and I feel sure that they all understand that no discouragement or embarrassment is intended when they are called before the committee. As you know, there has been a good deal of sickness, and scores of girls have been called in just as Anne has. I should add that the administration of the college is very much interested in this student experiment, and we believe it will be very valuable to the students themselves. And you know, of course, that we do not wish to penalize a student for sickness.

I have looked at Anne's absence record for last quarter and this and also at her academic record, and I can assure you that she is doing entirely acceptable work. I am sorry that Anne continued to go to class when her throat was bothering her, as I have urged all of our girls to report to Dr. Farbar on the first suspicion of a cold or any sort of pains or aches.

If you wish me to do so, I shall be glad to have Miss Carter talk with Anne or I shall see her myself if you think she needs a little encouragement. Nearly all girls from time to time are a little homesick, --- the most natural of all illnesses, and sometimes it does more harm than good to discuss their homesickness with them.

With all good wishes, and hoping that you can come down to the college to see us sometime this spring, I am

Sincerely yours,

PRR/ar

October 26, 1945

Superintendent J. O. Allen
Albany Schools
Albany, Georgia

Dear Mr. Allen:

I wish we could recommend a physical education instructor, but I've been trying for the past year to get two or three people in physical education, -- without success.

If you hear of anybody, please let me know.

Now that gas rationing is over, why not come down and pay us a visit?

With all good wishes, I am

Sincerely yours,

FRR/w

17 May 1947

Honorable DeLacey Allen
Albany
Georgia

Dear Mr. Allen:

This is just a note to thank you for inviting our Glee Club to sing in Albany next week.

Mr. Aubrey said something to me about your wanting me to write you a letter about the nature of the trip that might be of some help in connection with taxes on transportation. It is my understanding now that the Glee Club will probably use a local bus. If so, I presume that there is no need of my writing you anything further. If you do need a letter, however, please let me know just a little more clearly what needs to be said, -- and I will say it if I can!

With all good wishes, I am

Sincerely yours,

FRR/w

AMERICAN ART CLAY COMPANY

ART CRAFT CLAYS "AMACO" SCHOOL CRAYONS

4717 WEST SIXTEENTH STREET

INDIANAPOLIS, INDIANA

ELECTRIC KILNS

THE PERFECT FIRING MEDIA

Do you remember the gas and oil pottery kilns in general use up to a few years ago? Think of their size and the specially constructed, well ventilated, fireproof rooms necessary for their installation. Don't overlook the large refractory lined chimneys, the reinforced flooring, the fuel inlet, and the increased insurance costs. Have you forgotten the arrangements which must be made for every firing? After all, someone had to spend a day making the continual adjustments required to bring the kiln up to the required temperature.

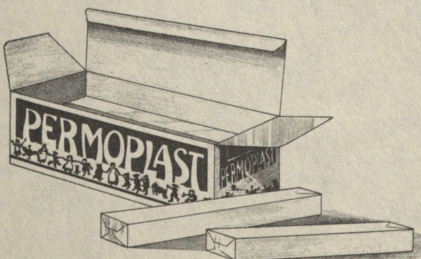
In your mind check over the points listed above then read the magazine article reproduced in the enclosed circular. Isn't ceramic work simplified when Amaco Electric Kilns are used? No chimney outlet, no special room, no "fireman duty" -- just connect the kiln to the proper electric circuit, turn the switch and allow the temperature to rise to 2000° Fahrenheit. All Amaco Electric Kilns are simple to install, easy to fire, and economical to operate.

A ceramic unit folder is enclosed in which we recommend the kilns and supplies for small pottery classes. For studio work and large groups there are seven electric kilns and many different materials from which to choose. Sometime ago you inquired about Amaco Ceramic Supplies and we hope you will find it possible to make up your order in the near future. Upon request we shall be glad to send you our complete pottery catalog.

Very truly yours

AMERICAN ART CLAY COMPANY

Ceramic Department



REPRINT
FROM

as shown. The rubber disks will hold it in place. To remove brush for using, unscrew jar with the right hand and simultaneously push brush handle down through hole with forefinger of left hand.

tainers obtained from the school cafeteria. The clay prepared for modeling and slip casting is stored in earthenware crocks, as shown. Wooden covers should be made to keep out dust, dirt, and other foreign substances. Even

The addition of a unit such as this permits the carrying out of a most interesting new shop activity and at the same time offers a pleasing appearance to a previously unused corner of the shop.

TEACHING CERAMICS IN A 20-SQ. FT. SPACE

Donald G. Brossman,
Wellington C. Mepham High School,
Bellmore, New York

One of the newest additions to the family of activities included in industrial arts is ceramics. Basing any arguments in favor of teaching ceramics on the number of contacts every person has with ceramic products every day, there should be no opposition to this activity. And yet many industrial-arts instructors and school administrators either overlook its possibilities or refuse to acknowledge them simply because of the lack of funds or adequate space.

Let it be understood that a ceramic unit capable of accommodating the comprehensive general shop requirements in a school of 1,200 students, can be set up very satisfactorily in 20 sq. ft. of floor space at a cost of less than \$125. This price includes the cost of an electric kiln with inside dimensions of 8 by 9 in. The unit described here, has been set up at this cost and has given excellent service during the past year.

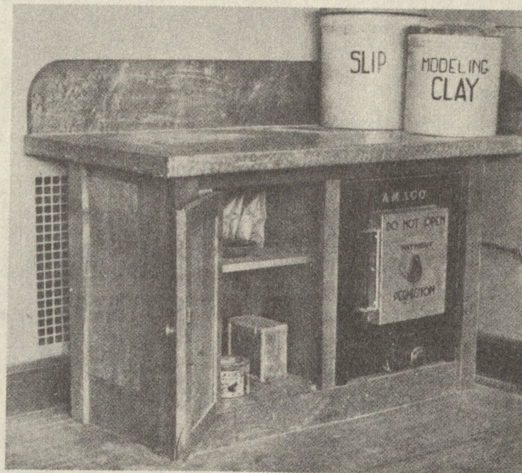
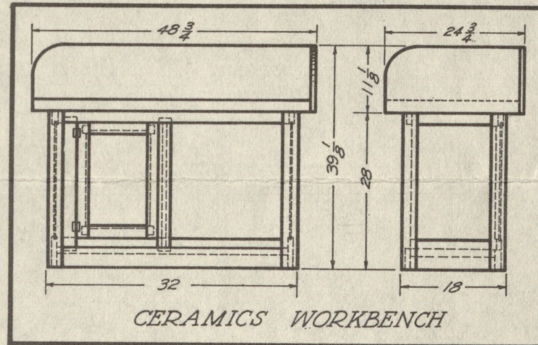
Having but a small amount of space available for this new activity, the writer designed a workbench to conform to the space to be used and at the same time to permit the kiln to be incorporated into the bench itself. It might be well to say at the outset that this arrangement offers absolutely no fire hazard, because the kiln must obviously be well insulated to properly fire the pottery. At no time has there been the slightest danger of overheating any inflammable parts of the bench. This particular unit has twice passed state inspections without comment.

The framework of the bench is made of hard maple to be in harmony with the rest of the shop benches and cabinets. It was assembled entirely with mortise-and-tenon joints. The top is made of 2-in. spruce, doweled and glued up to the required width, covered with 22-gauge galvanized iron to give a smooth work surface, and at the same time can be easily cleaned when the work is finished.

The paneling for the cabinet was made by ripping down 3/4 in. hard maple and finishing it to a thickness of 5/16 in. Quarter inch plywood, faced with maple, would serve this purpose equally well. The door for the cabinet was assembled with haunched mortise-and-tenon joints and the panel inserted in grooves in the members of the door. A small knob, turned on the lathe in the shop, and a wardrobe lock were added to finish off the cabinet part of the bench. One shelf was built into this cabinet although a second one could easily be added if desired. While this cabinet beneath the workbench is not extremely large, it offers sufficient space for storing several plaster-of-paris molds for slip casting, several pounds of glazes and underglaze colors, pyrometric cones, and numerous other pieces of equipment and tools. Inasmuch as paneling around the kiln would serve no useful purpose, it has been omitted from this end of the bench.

It will be noted that the lower rail of the bench extends completely to the floor, in this way preventing the collection of dust and dirt under the bench.

In this particular shop the clay is purchased in the dry form and mixed as it is needed. The clay flour is stored in large metal con-



Arrangement of ceramic equipment

with the closed containers, modeling clay should be kept covered with a damp cloth when not in use. If this is done the clay will remain soft and plastic indefinitely.

This unit permits two boys to work at one time in a relatively small space with all necessary material stored within the unit itself. With the small sized kiln close at hand, the students can *stack* the kiln and watch the progress of the firing process through the peephole. This is not usually possible where large kilns are used, thus necessitating the instructor's doing the firing after school hours. Often it is necessary to keep such a kiln in a separate room some distance from the shop. The firing is one of the most fascinating parts of the work and one that the students should certainly be permitted to observe in its various stages.

RAFTER DEMONSTRATION MODEL

Keith Hinchcliff,
Fayetteville, Arkansas

Due to the two-dimensional limits of the blackboard, the intricacies of shortening and marking off cuts for hip and jack rafters is a problem sometimes hard to get across to the student.

The model shown perspective, with the rafters projected upon the floor below, helps the student visualize the rafters in place from the plan on paper. By pointing out the method of making all *shortenings* and measurements for cheek cuts in a horizontal plane, parallel to and exactly equal to the dimensions as they appear on the plan, understanding as to *why*



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American Turpentine Farmers Association

..... COOPERATIVE

The Voice Of The Gum Turpentine Farmers Of The Nation

201-203 STRICKLAND BUILDING

VALDOSTA, GEORGIA

May 1, 1940.

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ED M. OLIVER
Special Representative

Dr. Frank R. Reade, President,
G. S. W. C.,
Valdosta, Georgia.

Dear Dr. Reade:

On behalf of the American Turpentine Farmers Association, we want to take this opportunity of expressing to you our sincere appreciation of your assistance in making our Fourth Annual Convention a complete success.

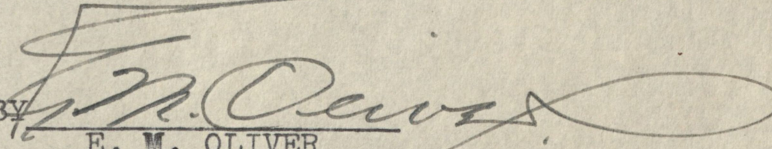
I hope it will not be inappropriate for the writer to add his personal expressions as well.

Under separate cover we are sending to you the April issue of the AT-FA Journal, the official organ of the American Turpentine Farmers Association. You will be interested in the article appearing on page 11, column 3 under caption "Tour Through College Feature of Meeting".

Sincerely yours,

AMERICAN TURPENTINE FARMERS ASSOCIATION COOPERATIVE

BY


E. M. OLIVER

EMO/fg

November 21, 1945

Mrs. Dorcas L. Butler
American Red Cross
230 Spring Street, N. W.
Atlanta 3, Georgia

Dear Mrs. Butler:

I have been unusually busy this week, and am only now getting around to your letter of November 14, in which you ask me about Miss Linda Summer.

Unhappily, the various offices here are closed for Thanksgiving, and I can not get accurate information about Linda until next Monday. Meantime, I am glad to tell you that I personally liked Linda very much, and I am sure that she has accomplished a great deal, often in difficult situations.

I hope that it will be all right for me to write to you again on Monday, when my sources of information are again available.

With all good wishes, I am

Sincerely yours,

FRR/w

April 8, 1938.

Miss Evelyn C. McKay,
American Foundation for the Blind,
15 West 16th Street,
New York, N. Y.

Dear Miss McKay:

Thank you for your letter of April 1, inquiring
as to our courses in social work.

1. Courses for credit on an undergraduate level:
We give the A. B. degree with a major in Social
Service. The program is outlined on pages 47 and
48 of our catalogue, a copy of which I am sending
you. The courses referred to in this outline will
be found on pages 44-47.

2. Extension courses: Certain of the Education and
Sociology courses required in this program are
offered by correspondence. However, only one year's
work may be taken in off-campus courses, and at
least four senior college courses in the major
subject must be taken in residence.

3. We are this year re-establishing a summer school,
after five years. While the present summer program
is not complete, tentative plans are to offer two
History and two Sociology courses which are in line
with the Social Service program.

Hoping that I have given you the information you
desire, I am,

Sincerely yours,

Mrs. W. M. Thomas,
Registrar.

C

AMERICAN · FOUNDATION · FOR · THE · BLIND · INC.
15 · WEST · 16TH STREET
NEW · YORK · N · Y ·

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*Bureau of National and
International Relations*
DR. HELEN A. KELLER, Counselor

April 1, 1938.

Office of the Registrar
Georgia State Women's College
Valdosta, Gerogia

Dear Sir:

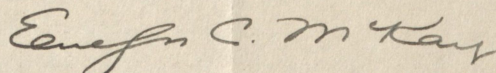
We are interested in compiling a list of courses in social work training which are available outside the graduate schools of social work, particularly of the following types:

1. Courses for credit on an undergraduate level.
2. Extension courses, with or without credit.
3. Courses offered in summer school with or without credit.

We shall greatly appreciate it if you will send us information about such courses now being offered or likely to be offered during the next year in your institution, and also information regarding pre-requisites for admission to such courses.

With appreciation of your courtesy,

Very sincerely yours,



Evelyn C. McKay
Social Research Secretary

ECM:JMD

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*Blind

AMERICAN ASSOCIATION OF JUNIOR COLLEGES

Follow-Up Study of Graduates of Terminal Curricula

Instructions to Registrars

1. Information on the front side of the 3x5 cards has been furnished by junior college registrars. In a number of cases, especially in the larger junior colleges, the name of the institution to which a transcript was sent was given in line 6, without definite information as to whether the student actually entered.
2. The information to be furnished by the registrar's office of your institution is outlined on the back of the card. Will you give the information called for as far as possible, in the 9 numbered items.
3. On each card please check one of the two categories (1) "No record of entrance" or (2) "Entered." If (1) is checked no further information need be given.
4. If (2) is checked, please check also either (3), with reason for withdrawal, or (4). Another possible category was inadvertently omitted, "Still in residence." If this is the case, kindly indicate by "R" in the space below item (4).
5. In item (7) please scratch the word "semester" if you are reporting in "quarter" units.
6. For items (8) and (9) either method of showing class standing will be satisfactory, or if it is more convenient average grade of the student, particularly if expressed as A, B, C, or D may be used instead. Please explain any unusual grading system.
7. Please return all cards. These are the original cards received from junior college registrars. No duplicates have been kept.
8. Return, if possible, using enclosed stamped envelope, before April 1, 1942, to Walter C. Bells, Executive Secretary, American Association of Junior Colleges, 730 Jackson Place, Washington, D. C.

Margaret Sue Pitts
Middle Georgia College
"No Record of Entrance"

AMERICAN ASSOCIATION OF JUNIOR COLLEGES

THE JUNIOR COLLEGE JOURNAL

730 Jackson Place, Washington, D. C.

March 5, 1942

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To Registrars of Colleges and Universities:

This letter, although mimeographed, contains two important requests for your assistance and cooperation. You doubtless know that the American Association of Junior Colleges is engaged in a series of studies of "terminal education" in junior colleges. For the most part, of course, terminal education means that the student completes his formal education in the junior college. We find, however, that a considerable number of students who have completed terminal curricula change their minds and decide that they want to continue their formal education in some higher educational institution. How extensive is this practice? Should it be encouraged? Are such students successful in their advanced work? These and a number of other related questions are important to answer if the most intelligent guidance is to be given to entering students, particularly now in time of war.

First important request. I have secured from 67 junior colleges in 28 states the names on separate cards of 2,838 graduates of "terminal" curricula who have later entered or tried to enter higher educational institutions. The names of 402 such higher institutions are found on these cards. Your institution is one of these 402. I am enclosing (or sending under separate cover) the cards for the students who selected your institution. I would appreciate it greatly if you would aid this important study by giving me the necessary information concerning these students in order to make my follow-up study representative, reliable, and complete.

I have been asked to make a report on this study at the meeting of the American Association of Collegiate Registrars to be held in Chicago the middle of April. It is obvious that a satisfactory report cannot be given unless I can have the prompt cooperation of the registrars of the country. Will you be good enough to have these cards completed, according to the instructions on the enclosed page, and returned to me, if possible, before April 1.

Second important request. In case you have adopted any general policy of dealing with applications for entrance from graduates of junior college terminal curricula, will you send me a brief statement of that policy, which I may quote if it proves desirable.

I recognize that registrars' offices are probably heavily loaded with work now on account of wartime adjustments, but I trust that the importance of this study will cause you to give the needed cooperation in the near future.

Cordially and appreciatively yours,

W. C. Eells
Walter C. Eells
Executive Secretary

WCE:EA

Ceramic Questions and Answers

Carpenter
D. A.



AMACO ELECTRIC KILNS

Are electric kilns more expensive to operate than other types?

No. Comparative operating costs in their respective order are electric, oil, and gas. The 1A kiln can be brought from 0 to 1950° Fahrenheit for 7 cents while the No. 2 kiln can be fired for 29 cents. Firing costs in all Amaco Kilns are proportionate to loading capacity, the largest size being operated for only \$1.29. These costs are figured at 3 cents per kilowatt hour which is an average rate.

Is special wiring required for the installation of Amaco Electric Kilns?

Since no chimney outlets are required for electric kilns they are generally placed in the studio or classroom. Kiln No. 1A can be connected to any 110 volt electric outlet while Kiln No. 2 can be wired for either a 110 or 220 volt A.C.-D.C. circuit. For the 110 volt No. 2 kiln 10 gauge wire is recommended between the kiln and the main power outlet. Kilns No. 4, 6, 8 and 10 are wired for 220 volt A.C.-D.C. circuits. Any of these electric services are available in practically all instances.

Are the temperatures attainable in electric kilns satisfactory for most pottery processes?

2000 degrees Fahrenheit can be reached in any Amaco Electric Kiln. This temperature can be attained in Kiln No. 1A in 2½ hours while 5 hours is required for the No. 2 Kiln. The temperature suggested for all Amaco clays and glazes is 1900 degrees which is also the maturing point of ceramic compositions furnished by other manufacturers.

Is the operation of an electric kiln much different from gas or oil fired equipment?

Amaco Electric Kilns are much simpler to operate than other types of equipment. Their temperatures rise automatically it only being necessary to change from "Low" to "Medium" to "High" firing speeds. Teachers can fire while conducting classes and since firing is so easy many times students have charge of kiln operation.

How expensive are replacement parts?

There are no tubes, muffles, or chimneys to replace periodically if an electric kiln is being used. Over a long period of time the heating elements may deteriorate to some degree but new ones can be installed by anyone in a few minutes. Several individual sections, each of which is obtainable at low cost, make up the heating element assembly of every Amaco Electric Kiln.



AMACO POTTERY UNITS

Do these units contain the minimum essentials for an average pottery group?

The equipment and supplies furnished with the Amaco Pottery Units will enable any teacher to offer a complete course in pottery. No previous experience in ceramics is required for the two texts, "Pottery Made Easy" and "Handbook of Modeling" give detailed suggestions and methods for pottery activities. All essential materials are available.

Complete Catalog of Amaco Pottery Supplies With Itemized Listings of Kilns, Wheels, Clays, Glazes, etc., Is Available on Request

American Art Clay Company

Indianapolis, Indiana

AMACO
SUPPLIES
EQUIPMENT

POTTERY



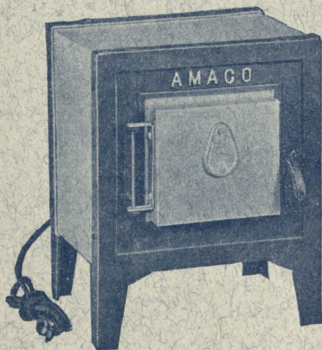
AMACO
CERAMIC
UNITS

WHY A PLANNED AMACO POTTERY UNIT?

If you have 6 or 16 student groups and wish to introduce pottery craft in your school, there are definite reasons why you will want to order one of these pottery units.

- (1) You know in advance the total cost of a complete course in pottery for teaching the fundamentals of ceramics. Correct and sufficient materials are supplied for the processes of modeling, firing and glazing. No funds are spent for impractical or unnecessary supplies.
- (2) Clays and glazes which work ideally in conjunction with each other, an economically and easily operated electric kiln, and practical supplies are your guarantee of beautiful pottery.
- (3) Each unit offers the latest type portable, electric kiln. Amaco Electric Kilns may be attached to the average electrical outlet, present no fire hazards, and radiate little exterior heat. The temperature rises automatically through simple switch controls, and a firing is completed in four to five hours. Because these kilns are placed in the school room, students obtain maximum educational value from actual contact with every pottery process.
- (4) With the Amaco materials supplied with each Unit and the complete, non-technical text "Pottery Made Easy" by John W. Dougherty, any instructor can conduct a successful pottery course without having had previous experience.

Plans are available for other size student groups which recommend one of the four larger Amaco Electric Kilns. Write for catalog of Amaco Pottery Supplies and Equipment which lists electric, gas, and oil fired kilns, throwing wheels, 350 Amaco Glazes, many different firing clays, etc.



No. 1A Amaco Electric Kiln

\$67.00 Del'd.
for this
6 to 8 Stu-
dent Unit

COMPLETE POTTERY UNIT No. 1—\$67.00

This Amaco Pottery Unit for 6 to 8 students has a delivered cost of only \$67.00. Adequate supplies for a complete pottery course include the No. 1A Amaco Electric Kiln which may be connected to any 110 volt A.C. or D.C. circuit. Inside dimensions are 5"x5"x5", and the kiln has an attainable temperature of 2000 degrees Fahrenheit which is ideal for any of the Amaco Clays and Glazes included in this unit. Using these materials and the text, experience is unnecessary for the teaching of modeling, decorating, glazing, firing and other pottery processes.

- | | |
|--|--|
| 1 No. 1A Amaco Electric Kiln | 10 Boxwood Modeling Tools, asstd. shapes |
| 4 No. 5 Aluminum Modeling and Decorating Wheels (7" head) | 3 Brushes for decorating |
| 50 lbs. Amaco Buff Firing Clay | 24 Pyrometric Cones No. 06 |
| 10 lbs. Amaco Red Firing Clay | 1 lb. Kiln Wash |
| 5 lbs. Amaco Black Firing Clay | 1 Gross Stilts—Nos. 1, 2, 3 |
| 7 lbs. Amaco Majolica Glazes, asstd. colors | 1 Gross Triangles—Nos. 1 and 2 |
| 1 Handbook of Modeling (72 page) | 3 Flexible Scrapers |
| 1 Complete text "Pottery Made Easy" by John W. Dougherty (167 pages) | |

COMPLETE POTTERY UNIT No. 2—\$155.00

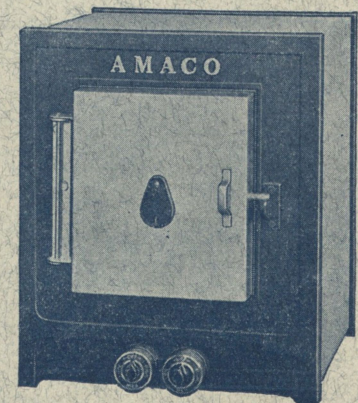
This inexpensive 12 to 16 student unit of carefully selected Amaco materials and the practical, non-technical text, "Pottery Made Easy," insures a well-rounded pottery course which will prove a valuable addition to any school curriculum. Years of experience has enabled the American Art Clay Company to offer this complete, low cost unit where every item has its usefulness in teaching a comprehensive study of pottery craft.

The Amaco Electric Kiln No. 2 has proved one of the most popular of the seven sizes. It has interior dimensions of 8"x9"x9", is wired on order either 110 or 220 volt, and may be connected to any ordinary electrical outlet in which 10 gauge wire is used.



- | | |
|---|---|
| 1 No. 2 Amaco Electric Kiln | 15 Boxwood Modeling Tools, as-sorted styles |
| 8 No. 5 Aluminum Modeling and Decorating Wheels (7" head) | 1 Gross Stilts (1, 2, 3, 4, 5, 6) |
| 100 lbs. Amaco Buff Firing Clay | 1 Gross Triangles (1, 2, 3, 4) |
| 25 lbs. Amaco Red Firing Clay | 1 Kiln Shelf 7½"x8½"x¾" |
| 5 lbs. Amaco Black Firing Clay | 4 Shelf Props |
| 11 lbs. Amaco Glazes (gloss, mat, fancy art textures, assorted colors) | 1 Box of 50 Cones (06-05) |
| 1 No. 1 Air Sprayer for glazing | 2 lbs. Kiln Wash |
| | 3 Brushes for Decorating |
| | 5 Flexible Scrapers No. 3 |
| | 1 72-page Handbook of Modeling |
| 1 "Pottery Made Easy" by John W. Dougherty (a complete non-technical text of 167 pages) | |

ONLY
\$155.00
Total Cost
Delivered



2 May 1940

Mr. E. M. Oliver
American Turpentine Farmers Association
201-203 Strickland Building
Valdosta, Georgia

Dear Mr. Oliver:

Thank you so much for your kind letter of yesterday. It was a pleasure for us to be of some small service to you and the American Turpentine Farmers Association, and Mrs. Reade and I enjoyed the barbecue at Ocean Pond and were glad to meet a number of the representatives of the Association.

Thank you, also, for the April issue of the AT-FA Journal which reached me this morning.

With best wishes, I am,

Sincerely yours,

President

FRR/ar

September 27, 1941

Dr. Dice R. Anderson
1418 Avenue C
Fredericksburg, Virginia

Dear Dice:

Unless something entirely unforeseen should occur, you can count on me for the Louisville program. I should have answered your first letter long before now, but it caught me at one of the busiest times of the year.

You will be glad to know that our dormitories are filled to capacity. We are short on day students, however, as a number of them have decided to go to work out at our new air base. These, I expect, would have come to college only because they had nothing else to do. The incoming freshmen number a little over one hundred and thirty as opposed to one hundred and thirteen last year.

By the way, I think that G. S. W. C. does not belong to the Southern Association of Women's Colleges; so I will be a sort of interloper on your program. I shall appreciate it if you will send me a list of member colleges, and tell me what procedure has to be followed to apply for membership, --- so that we can look into the matter.

When you drive up to Washington, as you surely will do now and then, why not stop off at my old preparatory school (Episcopal High School, three miles west of Alexandria) which was founded in 1839, and is therefore just a little younger than Wesleyan. My father has been teaching there for about forty-five years, and would, I am sure, be delighted to see you. Old Dr. Blackford who was principal at

E. H. S. for forty-four years was born in Fredericksburg. You go straight west out of Alexandria on King Street, up Shooter's Hill, past the Masonic Temple and, about two miles beyond, ask for directions at the crossroads store.

With kind personal regards to you and Mrs. Anderson,
I am

Sincerely yours,

FRR/ar

April 14, 1941

Hotel Ansley
Atlanta, Georgia

Gentlemen:

Please reserve the following rooms; (a) double room, back wing, for me and Mrs. Reade. (b) a double room and a single room or three singles for Dr. Phelan, Dr. Durrenberger, and Dr. Gulliver, members of our faculty.

All of us expect to arrive in Atlanta on Friday, April 18.

Looking forward to seeing you all again, I am

Sincerely yours,

FRR/ar

October 3, 1944

Ansley Hotel
Atlanta, Georgia

Gentlemen and Scholars:

Miss Lola Drew, head of our Home Economics Department, wishes to take a group of seven of her students to Atlanta on October 19, and I am writing to ask if you can give Miss Drew a single room, and furnish seven beds for her girls! As the college is to pay for these rooms, I have no objection to your overcrowding the girls!

This charming little group will be with you, if you can furnish the necessary accommodations, for the nights of October 19, 20, and 21.

While in Atlanta, this group would very much appreciate being shown how a great hotel is operated. I do not mean to suggest that you take the girls to the Piedmont. Just put your best foot forward, and show them around the Ansley.

Sincerely,

PRR/w

4 April 1947

Mr. George Barron
Assistant Manager
Ansley Hotel
Atlanta, Georgia

Dear George:

At your convenience, please let
me know what reservations I have at the
Ansley for April 26, 27, 28, and 29.

Sincerely,

FRR/w

September 18, 1941

The Appointments Office
Columbia University
New York City

Dear Sirs:

Dr. Reade has asked me to write and thank you for your services in helping him to locate a science professor for this year. I am returning to you herewith the credentials which you sent to him.

Sincerely yours,

Secretary to the President

March 12, 1941

Mr. Douglas Arant
Cover Building
Birmingham, Alabama

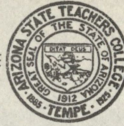
Dear Doug:

Ed Robinson who has been with the Southern Bell Telephone Company here for several years, has been transferred to Birmingham. He knows very few people there, and doubtless will be less lonesome if some of my old Virginia friends will do me and him a favor, look him up, give him a drink, or what have you.

I hear about you occasionally through Mr. Armstrong at Georgia Tech, and hope that our paths may cross again before too many more years. How about dropping me a line and telling me something about you and yours?

Sincerely,

FBR/er



ARIZONA STATE TEACHERS COLLEGE
TEMPE, ARIZONA

GRADY GAMMAGE
PRESIDENT

A. J. MATTHEWS
PRESIDENT-EMERITUS

April 2, 1938.

Dr. Frank R. Reade, Pres.,
Georgia State Woman's College,
Valdosta, Georgia.

My Dear Sir:

Early in February, I forwarded to you a questionnaire, to be used in preparing a study of State Teachers Training Institutions of the United States.

The returns from the Georgia Institutions are very satisfactory but, should be 100%. At this time, I have not received the Valdosta or the Athens returns. It is possible that the blank may have been mislaid in your office, or the return in my office.

I am, therefore, enclosing another blank and hope for an early return as it is nearing the end of the school year when business accumulates.

I would remind you again that the publication will be for the use and benefit of the Teacher Training Institutes only, and will be furnished to them without cost.

If there are any of the questions that will necessitate excessive expenditure of time in research, "pass them up." But answer as many as possible, and return to this office as soon as convenient.

Sincerely yours,

A. J. Matthews

AJM/ml

6 April 1938

Mr. A. J. Matthews
Arizona State Teachers College
Tempe
Arizona

Dear Mr. Matthews:

When the University System of Georgia was re-organized several years ago, the function of this college was changed from a teacher training institution to a liberal arts unit; so we can be of no help to you in connection with the questionnaire sent out to state teacher training institutions.

I am sorry not to have given you this information in February, but I do not remember having received your questionnaire at that time.

Very truly yours,

President

FRR:L

22 May 1941

President Ernest A. Lowe
Armstrong Junior College
Savannah, Georgia

Dear Rastus:

A young lady by the name of Miss Lora Frances Davis, of Quincey, Florida, came by to see me this morning. She was in search of a library job, told me that she was twenty-five years old, a Methodist, that she had an A. B. degree from Duke University, and an A. B. in library science from Emory University.

At the moment, there is nothing here for her, but particularly as she was a very pleasant and attractive looking person, I suggested that she write to you and ask you to keep her in mind if a vacancy should occur on your library staff.

With all good wishes, I am

Sincerely yours,

FRR/ar

ARMSTRONG COLLEGE
SAVANNAH, GEORGIA

OFFICE OF THE REGISTRAR

A CITY SUPPORTED
COLLEGE

February 16, 1950

To the Registrar:

We are considering including in next year's catalog the requirements of your college for the first two years (junior college) in the liberal arts, science and pre-professional courses in which we are qualified to offer the first two year's work.

Will you advise us of any contemplated changes from the courses now outlined in the 1949-50 catalog for the year 1950-51. If possible we would like to receive this by March 15 which is our deadline with the printer for copy.

Sincerely yours,

Arthur M. Gignilliat

Arthur M. Gignilliat
Registrar

AMG/akc

*Please send us a copy of your
latest catalog.*

*sent
3-4-50*

The Student Artist Series
of the Georgia State Womans College

presents

Arthur Gold

and

Robert Fizdale

Duo-Pianists

Program

I.

Sonata in D major, K. 448.....Mozart
Allegro con spirito
Andante
Allegro Molto

II.

Variations on a theme of Beethoven.....Saint-Saens

INTERMISSION

III.

Larghetto.....Francis Poulenc
Carnival in New Orleans.....Milhaud
Mardi Gras
Creole in a Black Domino
Ball at M. Degas
Street Dance

IV.

Hora Staccato.....Dinicu-Heifetz
*Saturday Night Waltz and Hoe-Down.....Copland
*Walking Song.....Virgil Thomson
*Russian Dance.....Igor Stravinsky

*Arranged for two pianos by Gold and Fizdale

College auditorium

December 3, 1947

MANAGEMENT: CONCERT DIVISION
NATIONAL CONCERT AND ARTISTS CORPORATION

MARKS LEVINE
MANAGING DIRECTOR

711 FIFTH AVE.
NEW YORK CITY

Dear Mrs. L.

jr. col
in requirements

There is so much variation ⁱⁿ the
divisions or major programs
that it is not possible to indicate
a core curriculum for the jr. col.
In general, the requirements are:

- Eng Camp 5
- Math (not req. in L. col.) 5
- World Civ. or
Geo or Survey 10
- (most programs require
both)
- Human Biology 10
- Phys or Survey 5
- Cont. Language 10
- World Lit. 10
- Survey, Art or Survey 5
- Music
(some programs require
both; some, neither)

So far as I know, there will be no
change in the jr. col. requirement as
outlined in the catalogue sent to you.
If your plan is to include in your cat the
jr. col. programs, we should be glad
to have you do so! However, I have
tried to outline above, some jr. col.
which are found as requirements in
some degree programs @ yr.

Stone Mountain, Ga.
Jan. 27, 1938

Georgia State Woman's College
Valdosta, Ga.

Dear Sirs:

The Sixth Grade has been studying Georgia, and I am especially interested in education in Georgia.

I would appreciate it if you would send me any information you can about your school.

Respectfully,

Clair Arrington

(Address) Stone Mountain, Ga.

31 January 1938

Miss Clain Arrington
Stone Mountain
Georgia

Dear Miss Arrington:

Thank you for your letter of January 27.

I am sending you today a copy of our current catalogue, which contains full information as to admission requirements, course offerings, fees and expenses, and so on. I am also sending you a booklet which was published in connection with the celebration of our twenty-fifth anniversary earlier this month, and which contains information about the history of the College. I trust that these will be of some aid to you in your study of education in Georgia.

Assuring you of our pleasure in cooperating with you, I am,

Sincerely yours,

President

FRR:L

Artur Series

4 October 1946

Day Letter to:

Mrs. *Robert* Heinsohn
Thomasville, Georgia
Telephone: 35

Sorry impossible for us to accept your kind offer of season tickets on account of conflicting dates and other difficulties. Most anxious, however, to have students and faculty hear Cincinnati Symphony in March. We can probably take 200 tickets for Symphony if available. Best wishes for most successful season. Am writing.

Frank R. Reade

Chgd. to College

Artist Series

16 October 1946

Mrs. Robert Heinsohn
Labarah Plantation
Thomasville, Georgia

Dear Mrs. Heinsohn:

I have only recently returned from an extended trip to Atlanta, and am only now getting around to answering your kind letter.

I do hope that as many as two hundred students will be able to get over to Thomasville to hear the Cincinnati Symphony Orchestra. I shall find out something definite just as soon as possible, and will let you hear from me again soon.

About sixty of us are going over to Thomasville next Saturday afternoon for the exhibition golf.

With best wishes to you and Mr. Heinsohn, I am

Sincerely yours,

FRR/w

29 January 1938

Mrs. T. W. Asbury
Valdosta
Georgia

Dear Mrs. Asbury:

We are looking forward to having the Club Institute meet with us on February 23 and 24, and I shall be glad to welcome the visiting ladies on both days.

Mrs. Shrivalle plans to serve lunch (it will be our regular mid-day meal; so we'd better not call it "luncheon"!) on both the twenty-third and the twenty-fourth. We are sorry that we can accommodate visitors only. Let me know if there is anything further we can do.

Sincerely yours,

President

P.S. We have a loudspeaker, but I doubt if you will need it as acoustics in the auditorium are good.

FRR:L

8 February 1938

Mrs. Tom Asbury
308 E. Central Avenue
Valdosta
Georgia

Dear Mrs. Asbury:

As I shall probably be away from the College for most of next week, getting back from a meeting of the University Council on Sunday or Monday, February 20 or 21, I am dropping you this line, in case you wish to talk with me about any of the details in connection with the Institute, to suggest that you call me or see me this week. So far as I know, there really is no particular problem ahead of us. We are expecting the Institute on February 23 and 24, -- the auditorium will be available, -- and Mrs. Shrivalle is prepared to serve lunch to our visitors on those days.

Anything that you can do by way of letting Mrs. Shrivalle know how many guests to expect will be most helpful to her. If you want to telephone her, you can reach her at 42.

With all good wishes, and looking forward to having the Institute again, I am,

Sincerely yours,

President

P.S. A play, The Queen's Husband, is scheduled for the auditorium on the evening of Thursday, February 24, but my understanding is that the Institute will break up after lunch on that day.

PRR:L

Mrs. T. W. Asbury
Valdosta, Georgia

Dear Dr. Reade,

As you have been notified:
The Valdosta Club Institute will be held
on the dates of February 23rd and 24th.
I am putting you on the program to give
a short address of welcome the opening
morning and would appreciate a word from
you the second morning if convenient for
you to give that much of your time to us.

I judge there will be
about one hundred twenty-five out of town
guests. Whatever luncheon arrangements
you can make will be appreciated. We shall
ask the local people to go home for lunch
as we knew that you cannot take care of them
also. There might be a few more and perhaps
I am estimating too many. There is no way
of giving a definite estimate. Will be glad
to discuss any plans with you any time you
call me.

Cordially,

Jane Daley Asbury
Jane Daley Asbury

Bex 626
Valdosta, Georgia
March 10, 1938

Dr. Frank Reade
Ga. State Womans College
Valdosta, Ga.

Dear Dr. Reade:-

Please fergive me for net telling you seener just hew much we appreciate your ceoperation and the many courtesies extended by you and your college during the recent Club Institute held at the college. You were delightful hests and we wish you te knew that we reecenize and appreciate everything which you did fer us.

It is my understanding that the University System was te finance the Institute te the extent of 75.00 Our total expense was 40.91. This, of course does net include whatever cest there was te making programs. We collected 20.50 in registration fees which I am crediting te expense. Therefore the Univ. System owes us only 20.41. I shall appreciate a check fer that amount that I may straighten out all the little bills en hand. I have laready paid part of them and wish te get the others paid as deen as possible.

Again thanking you, I am

Most cordially yours,

Jane Daley Asbury
Jane Daley Asbury
Chairman

(Mrs. Thomas W.)

Ashburn Public Schools

F. E. WYNN, SUPERINTENDENT

Ashburn, Ga.

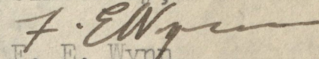
February 14, 1941

Registrar of G. S. W. C.
Valdosta, Georgia

Dear Sir:

Please send me a record of the quality of work done by Anne Geoghagan, Mary Dosta Hunt, Marjorie Ware Murray, Mary Caroline Raines and Susan Phyllis Story, at your school this past fall.

Sincerely,


F. E. Wynn

FEW/ac

February 17, 1941

Mr. F. W. Wynn
Superintendent of Schools
Ashburn, Georgia

Dear Mr. Wynn:

Thank you for your letter of February 14. I inclose report cards for the five Ashburn High School graduates who entered with us last September. I am listing the courses taken by your students, as the cards do not carry full information as to the course title. You may wish to refer to this list in studying the cards.

Art 105	Drawing, Painting, Design	2½ qr.hrs.
Biology 110	Human Biology	5
Education 110	Introduction to Education	5
English R	Remedial English (Non-credit)	0
English 100	Freshman English	5
French 100	Intermediate French	5
Mathematics 105	Functional Mathematics	5
Physical Ed. 100	Personal Health and Games	2
Physical Sci. 110	Survey Course in Physical Science	5
Social Sci. 111	Survey of the Social Sciences	5

(You understand, of course, that no one student took all these courses. This is simply a "master list," for reference.)

Assuring you of our pleasure in serving you in any way possible, I remain

Sincerely yours

Mrs. Caroline P. Thomas
Registrar

C

ASSOCIATION FOR CHILDHOOD EDUCATION

STATE OF GEORGIA

110 Cambridge Ave.
Decatur, Ga.

Nov. 30, 1944

Dear Miss Hopper,

The state organization of A.C.E. is interested in having an active Chapter of A.C.E. in Valdosta - perhaps in connection with the college or only the local and county teachers.

I was asked to write you to refer us to someone who might instigate this group. Is there some teacher or leader in the community who would be interested in forming a Chapter?

Thank you so much for the reference.

Sincerely yours,

(Miss) Lucia Rooney

Secretary State A.C.E.

December 11, 1944

Miss Lucia Rooney
Secretary, A. C. E.
110 Cambridge Avenue
Decatur, Georgia

Dear Miss Rooney:

Miss Annie P. Hopper, our former dean of women, has sent us your letter of November 30; and I have shown it to both President Reade and Miss Aileen Schoeppe, of our department of education.

It seems that there is no one here who would be interested in organizing a chapter of the A. C. E. Our teacher-training department is very small, and we have few students taking education courses. While some of our graduates do teach, most of them go into other fields -- at the present time.

Miss Schoeppe suggested that you write to either Dr. A. G. Cleveland, Valdosta Superintendent of Schools, or Mr. James Dewar, Lowndes County Superintendent. Perhaps their faculties would be interested in working with your organization.

Thanking you for your interest, I am

Sincerely yours

Mrs. William M. Thomas
Registrar

C

ASSOCIATION FOR CHILDHOOD EDUCATION

STATE OF GEORGIA

December 14, 1944

Mrs. William M. Thomas, Registrar
Georgia State Womens College
Valdosta, Ga.

Dear Mrs. Thomas:

Thank you for your letter of December
11, and the names suggested. I will
write them immediately.

Sorry more of your graduates
are not going into teaching. We need
them so badly.

I appreciate your reply.

Sincerely yours,

Lucia H. Rooney

A. C. E. NATIONAL LEADERS

Miss Mamie Heinz 278 14th St. , He. 2878
Miss Evelyn Dird 22 E. Shadolawn, Ch. 9952

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Miss Mildred English, G.S.C.W., Milledgeville, Ga.

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He. 0439
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Ve. 7376
Miss Irene Young, 263 Cambridge Ave., Decatur,
De. 5875
Miss Rebecca Anderson, 727 Myrtle St.
Ve. 8666

March 13, 1950

Mr. Arthur M. Gignilliat
Registrar
Armstrong College
Savannah, Georgia

Dear Mr. Gignilliat

The catalogue which you requested was sent to you some time ago. The 1950-51 catalogue has not yet been printed; however, we anticipate practically no changes in the junior college programs as outlined in the 1949-50 copy which was sent to you. We should be glad to have you use in your catalogue any of the material you wish. If you need additional information about any of the programs, please let us know.

Sincerely yours

Mrs. William M. Thomas
Registrar

C

J. M. HIGH COMPANY

ESTABLISHED 1880

Department Store

ATLANTA, GA.

May 7, 1938.

Miss Thurza Perry,
Valdosta, Georgia.

Dear Miss Perry:

I will appreciate it if you will ask someone from the college, to send the diploma back to me. I presume it has been overlooked, in the rush of routine work, but since I sha'nt be getting another soon I would like to keep this one.

If you are coming to Atlanta this summer, call us, Lucile and I will be glad to see you.

Sincerely,

Minnie Arnold

*1130 Piedmont Ave. - N.E.
apt. # 35.*

June 1, 1938

Miss Minnie Arnold
1130 Piedmont Ave. NE
Apt. #35
Atlanta, Georgia

Dear Miss Arnold:

My apologies for waiting so long to answer
your letter, but during the spring of the year
I am on the road most of the time.

Your diploma was mailed to you, registered,
Tuesday. I had put it up so carefully until
it was "out of sight and out of mind" for the
time being. Thank you so much for letting
us have it.

Come to see you when you can.

With kindest regards, I am

Sincerely,

No more assembly
periods

Tusculum, Ga., May 17, 1938.

Georgia State Normal College,
Valdosta, Georgia
My dear Doctor Reid,

Since visiting
your school, I have been studying
seriously about the wonderful work
being done in and around the school.

I would be glad to have an op-
portunity to offer your student
body a very valuable prize for
an answer to just one question
bearing directly on present day
school work.

Any day that would suit your con-
venience would be all right for
me and as I myself am of no
importance I would take very
little of your valuable time in
presenting my question before
your student body.

With best wishes,

I am

Sincerely
H. G. Averis.

14 June 1938

Mr. W. G. Avera
Nashville
Georgia

Dear Mr. Avera:

When your letter of May 17 reached me, there were no more assembly periods open and everyone was busy getting ready for examinations. My correspondence, too, has been sadly neglected.

We are opening summer school with nearly two hundred students, a good many of whom are teachers, several of them from Nashville.

With best wishes, and hoping that you will have a pleasant summer, I am,

Sincerely yours,

President

FRR:L

DECATUR COUNTY PUBLIC SCHOOLS

Office of the Superintendent
ANDREW AVERY, SUPERINTENDENT

BAINBRIDGE, GEORGIA

March 15, 1946

F. S. JONES, PRES.
BAINBRIDGE, GA.
C. C. DUKE
BAINBRIDGE, GA.
D. W. HODGES
BRINSON, GA.
W. B. MILLER
ATTAPULGUS, GA.
R. D. HUMPHREY
COLQUITT, GA.

Dr. Frank R. Reade, President
Georgia State Woman's College
Valdosta, Georgia

Dear Dr. Reade:

This is to advise that I am planning to visit your institution next Monday, March 18th. I shall hope to arrive before noon. I am interested in interviewing prospective teachers for next school term and shall therefore be pleased to see some of your seniors who plan to teach next school year.

Looking forward to the privilege of this visit, and with all good wishes, I am

Sincerely yours,

Telegram

Andrew
Supt. Andrew Avery

AA:md

Bainbridge - Ga.

Winter quarter examinations begin Monday. Suggest you visit us after March 26.

Frank R. Reade