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GERRIT MASSELINK, Vice-President,
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B. S. TRAVIS, Secretary,
Mathematics, Spelling

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Languages

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History, Geography, Civics

W. D. CRAMER,
Biology

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English History, Mathematics

G. C. BAKER,
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MILDRED TRAVIS,
Rhetoric, Literature

M. A. JONES,
Pharmacy

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Chemistry

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3
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*Accounting, Salesmanship, Advertising*

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*Advanced Bookkeeping*

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*Business Arithmetic, Bookkeeping, Rapid Calculation*

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*Shorthand*

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*Shorthand Model Office*

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*String and Wind Instruments*

MRS. HAZEL E. BENTLEY,
*Piano*

J. B. McPHerson,
*Telegraphy*
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WOODBRIDGE N. FERRIS, founder of Ferris Institute, was born Jan. 6, 1853, in a log house on a small farm near Spencer, Tioga County, N. Y. His father was a man of notable industry and strict integrity, and, though unlearned, of keen mind and excellent judgment; his mother a faithful housewife, devoted to her children, and eager that they should make use of every opportunity for education. Naturally, therefore, he early learned the value of hard work, the advantage of honest and clean living, the worth of a good home, and the usefulness of knowledge. He had a wiry physical organism, an active, inquiring mind, a quick temper, a boy's love of fun, an enthusiasm for great deeds and great men, and a wholesome fear of moral baseness. A district school teacher under whose influence he came when he was about twelve years old, centered all his good qualities in a fixed desire to do something and be something helpful in the service of humanity, although as yet he could not clearly see just what he was to do or be. He continued working on the farm in summer and attending district school in winter until he was fourteen, when he entered the Spencer Union Academy, where his real student life began.

In the spring following his sixteenth birthday, he entered the Candor Union Academy, eight miles from home. In the fall he was teaching in a school district called Fairfield, six or seven miles from Candor. The next spring he enrolled at the Owego Academy in his home county, and during the school year passed the state examination for Regents Certificate, admitting the holder to Cornell University without examination. On a Saturday in the succeeding summer, he picked blackberries enough to enable him to buy a book he had seen advertised,—O. S. Fowler's book on "Memory." This was a revelation and an inspiration. It revealed to him the wonders of the human mind. It induced him to begin the accumulation of a library. In the fall of this year he began teaching a second term at Fairfield, and when this was ended, he made up his mind to take a course of study at
the Oswego Normal and Training School. Here he was greatly cheered and encouraged by the sympathy and kindness of Dr. Edwin A. Sheldon, the President. He remained at the Oswego Normal School in all about three years. During this time a literary and debating society which he assisted in organizing, increased his desire to develop power as a public speaker; and the training he received in the debates and other exercises, confirmed his belief in the value of extemporaneous speaking as part of a really useful education.

Mr. Ferris left the Normal and Training School within a half-year of graduation. He did not feel that the "practice training" required was needed to supplement his completed academic work. After another summer on the farm, he entered the University of Michigan as a medical student, taking this course not with a view of practicing medicine, but with the belief that the knowledge gained would aid him in his work as teacher. After six months at the University, he returned to Spencer, N. Y., as Principal of the Free Academy. He was now fairly settled in the teaching profession, and the next question was how best to employ his talent. In the fall of 1875 he organized at Freeport, Ill., the Freeport Business College and Academy. He was induced to relinquish this work the year following and undertake the principalship of the Normal department of Rock River University. He was disappointed in this position, as the institution proved to be financially embarrassed, and he withdrew to establish the Dixon Business College and Academy. Both these ventures were at Dixon, Ill., and it was from Dixon that he drove to Sterling, sixteen miles away, to hear Theodore Tilton give his famous lecture on "The Human Mind." It is to this lecture that students who listen to Mr. Ferris owe the insistence with which he urges them to neglect no opportunity of hearing public speeches, especially addresses by great men. This lecture accounts, too, for the wonderful array of talent which has been heard from the platform of Ferris Institute—a list of noted names of which any institution might be proud. From this lecture, Mr. Ferris gained a new viewpoint for his future work—that the way to the mind is through the heart, that
man's desires and aspirations, not his intellect, are the springs of action.

In the summer of 1879 work at Dixon was discontinued, and in the fall of that year Mr. Ferris became superintendent of the city schools of Pittsfield, Ill. Here he remained five years. He believed, however, that he could do his best work where he was free to carry out his own ideas, and he now determined to establish somewhere a school of his own.

The city of Big Rapids, Mich., was finally chosen as a location, and in September, 1884, the Ferris Institute—then called the Ferris Industrial School—came into being. Two small rooms, fifteen pupils, and two instructors constituted the equipment. On Wednesday, Dec. 23, ten years earlier, while principal of the Free Academy in his home town, Spencer, N. Y., Mr. Ferris and Miss Helen Frances Gillespie were united in marriage. Mrs. Ferris, who was already a successful teacher, now became her husband's co-worker, and taught with him at Spencer and at Dixon. In his new venture she was his sole assistant. The struggle, the anxiety, the uncertainty of those early days, few realize. Gradually the school became known. Intense zeal, unremitting toil, and a boundless desire to make the lives of others better and brighter, won success where many prophesied failure. Students gathered in increasing numbers, larger rooms became a necessity, the teaching force was several times increased, and presently the housing of five hundred students and their instructors became a problem.

In 1893, the foundation of the first building was laid. The school was to have a home of its own. But while the building was in process of construction, a disastrous bank failure threatened to wreck the entire project. Former students came to the rescue, and largely by their aid the building was completed and dedicated to the cause of learning. Since then, three additions have increased the working capacity of the school and a separate hall accommodates the departments of Music, Telegraphy, Physical Culture, and Public Speaking, at the same time serving as a center for the social life of the students. Sixteen departments, twenty-five teachers, a total yearly enrollment of more
than two thousand students, a campus and buildings valued at 
$200,000 are the results of the labor begun in 1884—a fair show-
ing for the toil and struggle of two lives. In 1901, Mrs. Ferris, 
urged by the needs of the home, reluctantly withdrew from her 
work as teacher, but her influence in the school is still felt. On 
March 23, 1917, she departed this life. Hundreds of students 
have precious memories of her inspiring instruction and self-
sacrifice.

On August 14, 1921, he married Miss Mary Ethel McCloud, 
of Indianapolis, Indiana. She is a graduate of the Department 
of Music, DePauw University, and of the Music Department of 
Northwestern University. She has supervised public school 
music for fifteen years. She now has full charge of the chorus 
work in the Ferris Institute.

Honors have not failed the founder of Ferris Institute. The 
people of Michigan have twice made him their Governor, and 
he has received the degree of Master of Pedagogy from the 
Michigan State Normal College, and that of Doctor of Laws 
from Olivet College and the University of Michigan. Loved 
by his students and respected by all who know him, he stands as 
a type of success, won by untiring energy, intense devotion to a 
noble purpose, and a clean, straightforward life. His faults are 
not those of moral weakness. His virtues are the outgrowth of 
his ideals—truth, honor, justice, service. These ideals he up-
holds with unswerving fidelity, and it is this that makes his life 
an inspiration to so many.

MISSION

The phenomenal growth of the school has not been the re-
sult of chance; back of it all there has been a well-defined plan. 
The Ferris Institute has a mission. It has not made war upon 
the public schools; it has not aped the colleges; nor has it re-
sorted to sensational methods of advertising. It has opened its 
doors to the people; it has appealed to them from the stand-
point of twentieth-century education. The bright student and 
the backward plodder, and the gray-haired man have all found 
within its walls welcome and inspiration. Its only entrance re-
quirements have been a thirst for knowledge—a desire for
growth. It has for the backward student infinite patience; for the mentally quick, rich rewards.

The school was organized to meet the demands of three classes of students. First: That large class of men and women who, early in life, were deprived of the advantages of school, but who in later years have come to feel the need of an education. To this class the Ferris Institute has been a Godsend. For them its doors are always open, and it is not strange that hundreds of this class, many of them twenty-five to forty-five years of age, have entered the school, sometimes for only six weeks, oftener for three months, and frequently for one year, in order to be assisted in developing their capacity for usefulness. It is this feature of the school today that lies nearest the heart of the President. He feels that those who have had superior advantages in early life, those who have already occupied good positions, are best able to take care of themselves; in other words, they need the assistance of the schools of this country least. The Ferris Institute will, therefore, continue to appeal to all men and women, regardless of their age, regardless of their mental attainments, regardless of their present condition, who desire to make themselves stronger and better. Second: It offers to the ambitious student who has his own way to make in the world, a practical education. It enables him in the shortest possible time, consistent with thorough work, to fit himself for a useful position in life. In the great world today there is a demand for bookkeepers who can keep books, for stenographers who can write shorthand, for teachers who can teach; in other words, there is a demand for people who can do things well. The school has met this demand, and as a result thousands of its students are today holding responsible positions. Along this line it has won its greatest victories. Nothing succeeds like success. Third: From the first, the school has stood for higher education. It has kept in touch with the college and the university, and today its graduates are admitted without examination to the University of Michigan and other institutions of similar standing. To the student who contemplates a college course, this school offers a rapid but thorough preparation.
WHO ARE NOT WANTED

Ferris Institute has never required entrance examinations, because the institution is thoroughly democratic. Its doors have been open to all regardless “of race, color or previous condition.” We have placed tremendous emphasis upon the importance of untiring effort, clean habits and loyalty to high ideals. We impress upon the minds of our students that the Ferris Institute is not a “haven of rest” nor a reformatory school. After March 28, 1922, young men who frequent pool rooms, billiard parlors or public dance halls are absolutely debarred from attending the Ferris Institute. Likewise, young ladies who frequent public dance halls, or who disregard any of our rules relating to amusements are debarred. The Ferris Institute does not conduct a marriage bureau. The school makes ample provisions for wholesome amusements. It does insist upon hard work.

Candidates for admission to the Ferris Institute, who through sheer laziness, or spendthrift habits have failed in other schools, are not wanted. Our national reputation has been earned through the use of the highest educational standards. We place a high estimate on brains, but we place a higher estimate on character. Let every “would be candidate” for this great school read and reread “WHO ARE NOT WANTED.”

EQUIPMENT

So far as equipment is concerned, the Ferris Institute is one of the finest private schools in the United States. Three large buildings, provided with all modern appliances, accommodate two thousand students.

SUBJECTS OFFERED

One of the most remarkable things about this school is the great variety of subjects offered. The very nature of the institution would lead one to look for broad and varied courses. A school that in the line of mathematics, for instance, offers everything from addition of numbers to conic sections; a school where may sit side by side the beginner, puzzling over the difficulties of elementary English grammar, and the advanced student, deep
in the intricacies of Latin and Greek, would have to present a
course as notable for its diversity as the school is remarkable
for its success. Notwithstanding this diversity, the courses may
be grouped under the following sixteen well-defined heads: Col-
lege Preparatory, High School, Professional Preparatory, Nor-
mal, Expression, Physical Culture, Instrumental Music, Common
English, Pharmacy, Commercial, Commercial and Shorthand
Teaching, Penmanship, Shorthand, Secretarial, Civil Service,
Telegraphy, Typewriting.

BRAINS

Have you sufficient brains to read this little discourse?
If you have, there is hope that you will, some day, make
a paying investment in brains. For ages, men and women
have been trying to get food, clothing and shelter without the aid
of brains. They have not been even moderately successful.
Here and there a man has awakened to the realization that
KNOWING HOW to do things and get things is an element of
tremendous power. If it is worth while to live at all, it is worth
while to live well, to live nobly, to live happily. Man is some-
thing more than a bundle of instincts and impulses. He has in-
telligence; he has the capacity to think. Most men do not use
this capacity. They trust to luck, they pin their faith to the
magic of a rabbit's foot, a horse chestnut or some other charm
and turn their "think tank" into a cold storage room. Reader,
what are you doing? Have you ever taken an inventory of your
own brain resources, have you ever taken an inventory of the
resources of this great round world? Or have you been taking
a long Rip Van Winkle sleep?

The call for brains, enriched brains, educated brains has gone
out through the world, in this, the beginning of the greatest
century. Do you want wealth, do you want position, do you
want power? If you have brains, two seeing eyes, two hearing
ears and two willing hands, you can have what you WANT.
Behold the world's natural resources! These are your natural
resources, your raw materials lying about loose in the earth.
They are so much junk, worthless until transformed by the cre-
ative hand of intelligence.
Not one man in a thousand ever discovers the riches buried in his own brains. Confidentially, most people have brains, but they are not using them. They have left their own brain farms and gone out into the highways and by-ways, slaves to the intelligence of those whom they call bosses, the few owners of the earth.

On every cross road, on every street, throngs of youth cry out that opportunity is for the sons and daughters of the rich. They recount to every passerby their own disadvantages, and they cling tenaciously to their own delusions. To tell the truth bluntly, their so-called disadvantages are advantages. How frequently the rich man tries to awaken his son by saying to him: "If I had only had your advantages, what wouldn't I have accomplished as a young man!" This is not true. With his son's unearned spending money, with his son's fine clothes, with his son's spendthrift associates he, too, would have been a cipher, a nothing.

Young man, young woman, this is the hour when the great, busy, hustling world calls for brains, educated brains, self-directing brains. The school calls to you and offers you the key to the world's great treasure house. Every robust boy and girl who hungers and thirsts for knowledge and power can hear the call. All the great institutions of learning are taxed beyond their capacity. In every human vocation the call rings out for men and women whose brains and hands are trained for SERVICE. Wake up, fathers and mothers; wake up, young men and young women, and use your own brains. Quit working on shares, and work for yourselves. You are never too old to DO something, and BE something. The flower and fruit of every age is man, master of his own mental resources; man, master of the world's resources; man, realizing all of his best possibilities; man, fulfilling his divine mission.
GENERAL INFORMATION

The Ferris Co-operative Association

In 1891 there was founded in the school an organization known as the Ferris Co-operative Association. The organization was the work of some of the more earnest students. It grew out of a desire on their part to establish in connection with the school something that would correspond, in a measure at least, to the alumni associations of high schools and colleges. The object, as stated in its constitution, was "to weave more closely the bonds of fellowship and love, so natural in pupils of the same school, and to raise its members to a higher plane of usefulness." A statement of attendance, signed by the President of the school, and an initiation fee of $1.00, constitutes the applicant a member of the association.

The meetings of the association are semi-annual, and are held in January and July, at the Ferris Institute. At these gatherings, students, ex-students, and their friends lay aside for a day or two the cares of study or business, and direct their attention wholly to those things that make for intellectual and social enjoyment. The programs are prepared with great care, and touch upon the various phases of student life. At each meeting a lecture or concert is given, for which the highest talent is secured. At the close occurs what corresponds to the usual alumni banquet, to which in the case of the F. C. A., however, all members of the school together with their friends are invited.

The Ferris Co-operative Association has grown steadily, both in numbers and in the excellence of its programs. The F. C. A. has become one of the established features of the school. It is fulfilling its mission nobly. Its past has been a series of successes; its future is bright with promises of continued helpfulness and inspiration.
A Word to Former Students

In thirty-eight years the Ferris Institute has enrolled nearly 64,000 students. Owing to changes which are inevitable, we are unable to reach directly through the mails all of this number. This we keenly regret. We therefore suggest that every former student who chances to see this paragraph, send us at least a word once a year as to his whereabouts and success. Every faithful student who has attended the Ferris Institute has in some measure contributed to its success. We wish to keep in touch with every former student.

Parents and Guardians

The problem of selecting a school for a son, daughter, or friend, is by no means easy. Its solution involves the welfare of a human life. Every reader of this catalog will concede that development of character is the chief aim of education. The highest aim of the Ferris Institute is the work of character-building. The President of the school studies every student, advises every student, looks after the welfare of every student, and when he finds that he is powerless to do him good, he informs the parent or guardian. This makes the Ferris Institute a safe place for the young person who is to receive a training for usefulness. When parents ask for special supervision, the request is granted. The school that does not make a young man or woman better physically, intellectually, and morally, fails to fulfill its mission.

Unlike Any Other School in Its Business Methods

For several years the Ferris Institute has asked its students to make a small payment on tuition when they enroll. At the end of six weeks they are thoroughly acquainted with the school. They know whether they like the school. The school knows the students. There is a mutual understanding. At the end of six weeks the relations of the students to the Ferris Institute can, if thought advisable, terminate without financial loss to either party. If their relations are to continue, students secure precisely the same discounts on several terms (of twelve weeks each) that they would if they paid in advance when they en-
rolled. This is a plan by which both students and the school secure a "square deal." Loyal Americans do not want something for nothing, but they do want what they pay for. Readers, before selecting a school, consider this proposition from the standpoint of an upright business man.

No Examination for Admission

In order to make admission to the Ferris Institute easy, no entrance examinations are required. This does not imply that this institution is to be held responsible for results in those instances where a student disregards the condition of successful work. For example, a candidate who is poor in English wishes to study shorthand, bookkeeping, telegraphy. The President of the Ferris Institute tells such a candidate that success is impossible without the necessary preparation. This school guarantees satisfactory results to every student who is in full sympathy with the ideas expressed in this catalog.

Literary and Social Advantages of the Ferris Institute

During the larger part of the year, two or more of the teachers of the school have supervision over as many extemporaneous classes. These classes are limited in membership and require that at every meeting the members speak without notes. This work is of special value to Normal and College Preparatory students. The debates are of high order. Joint debates have been held with the Detroit Law School, Mt. Pleasant State Normal School, and other institutions. During the past seven years the Institute has won nine out of twelve contests.

The high standing of the Ferris Institute among state institutions and the wide acquaintance of the President with public men and speakers of note, give to the students many opportunities to hear the prominent men of Michigan and of other States. The young man or woman who fails to get inspiration at the Ferris Institute is intellectually and morally dead.

The religious organizations of the school are the Y. M. C. A., Y. W. C. A., and Ferris Institute Catholic Club. All the churches of the city welcome students, and many of them give special recognition to the needs of Ferris Institute students.
Athletics

The school encourages healthful and manly sports—in summer, baseball; in autumn, football; and in winter, basketball for both the boys and girls. Besides the regular school teams there are department teams.

Library

The city of Big Rapids has a free public library, open afternoons and evenings, affording opportunities for general reading and research work. The young people of the city have equipped a reading-room, which contains the current newspapers and magazines. Students of the Institute are welcome and can draw out books under the same conditions as the citizens. Each department of the school is also well supplied with reference books.

Working Your Way Through School

We find places in private families for nearly all young men who wish to earn board and room-rent while attending school. Young men who have had some experience in barber shops, who know how to “wait table” in restaurants, hotels, and boarding houses, who are efficient janitors, can earn board and room-rent while attending school. We never have difficulty in finding places for young women who wish to work for their board and room. Only neat, obliging, self-sacrificing young people of exemplary habits and character should offer their services in order to work their way through school.

Ferris Institute Cafeteria

During the world war and since, the cost of living has advanced so rapidly that many ambitious young people, with moderate means, have found it impossible to attend school. In order to assist this worthy class of students, we opened a cafeteria at the Institute. We have provided meals (self-served) to an average daily total of 450 students. This has been done with an average saving of one dollar per week for each student. We have tried to eliminate all profit for the Institute. At the same time we have tried to show our appreciation of the efforts of city restaurants and private boarding houses. We are simply
trying to remove obstacles from the pathway of young men and young women who are desirous of securing an education.

**Backward Young Men and Women**

In almost every village, in almost every rural district, there are young men and young women who are devoting their time to manual labor, who, through economy, have laid by a little money. They look about them and observe the advantages of an education. In earlier years they failed to use their opportunities, or, what is more frequent, they had no opportunities for obtaining an education. They would now enter some school and begin at the bottom and work up if they were confident such a school could be found—a school where they would not be humiliated, where they would not be embarrassed by being forced to recite with more advanced students. No school in the United States has done more for this backward class of young men and women than has the Ferris Institute. In fact, every possible effort has been made to serve this class of students.

**Foreign Students**

During the past twenty years, the Ferris Institute has enrolled a large number of young men who came to America from some foreign country. Finlanders, Norwegians, Swedes, Danes, Hollander, Germans, Armenians and Mexicans were among the number. Frequently these young men were fairly well educated in their native tongue. What they wanted was a thorough knowledge of the English language. The Ferris Institute welcomes such young people. Special arrangements have been made to meet the demands of these students. The principal aim is to enable these young men and women to read, write and speak the English language correctly. In from three to six months, the majority are able to speak, read and write English.

**Hospital for Contagious Diseases**

For many years the Ferris Institute has felt the need of a hospital for the student body. Parents are anxious about their children and especially so when they are away from home. Ferris Institute equipped a modern fifteen bed hospital. A nurse is constantly in attendance. Extra nurses are provided in case of an
emergency. Already this hospital has saved many students a
great deal of money and proved a very effective means of pro-
tecting the general student body from contagious diseases. Par-
ents and friends can feel assured that students of the Ferris In-
stitute will receive prompt and careful attention in case of illness.

The F. I. Hospital will charge students admitted to the hos-
pital fifteen dollars per week for "bed and board." This charge
does not include cost of physician's fee and medicine. The reader
should bear in mind that the hospital is only for those students
who contract smallpox, scarlet fever, diphtheria or other contag-
ious diseases. This hospital safeguards the school, the city, and
provides for the welfare of students.

Summer Schools

Schools differ as much as banks and other institutions. At
the Ferris Institute are to be found fine facilities for work, an
excellent faculty, and, best of all, the spirit of progress in educa-
tion. Every teacher who comes under the influence of this
school for even six weeks feels that he has been benefited for all
time. Make your decision with reference to the benefit you can
get at a school. Do not let a few miles of travel hinder you from
coming. The influence of a school is usually lasting. It either
inspires or discourages. It ought always to inspire; it ought al-
ways to make the possessor happier; it ought always to make the
learner more useful. In March of each year a special summer
catalog is published. Send for it.

The Ferris Institute "What School?"

This Journal is issued quarterly by the Ferris Institute. Its
object is to keep old students in touch with the work and spirit
of the school, and to make announcements concerning courses of
study and openings of new terms.

All inquiries concerning What School? should be sent to the
Ferris Institute. It is sent free of charge to all who wish it.

Vocational Guidance and Intelligence Levels

During the year all students who wish to know their stand-
ing from the intelligence viewpoint will be given the United
States Army tests. These tests will determine the fitness or un-
fitness of the student for pursuing a course in shorthand, typing, or telegraphy. These tests will furnish valuable information for succeeding work in vocational guidance.

During the past year the president of the Ferris Institute has had nearly 800 personal interviews with students. Hereafter only those who have taken at least one course of lectures in the study of human nature will be granted vocational interviews. A merely nominal fee is charged for the lectures. For written vocational charts a fee will be charged, based on the amount of service rendered. Vocational interviews are appreciated by both students and parents.

CORRESPONDENCE COURSES

The Ferris Institute is prepared to give courses by mail in the following subjects: Arithmetic, Algebra, English, History, Geometry, Physiography, Economics, Literature, Geography, Civics, Physics, Foreign Languages, and other high school or normal subjects. The tuition for each unit of twelve weeks school work is $10.00. Books are extra. Laboratory work must be done at the Institute. Teachers and those unable to attend school will find the above courses invaluable. Write us regarding your education and plans.

UNIVERSITY OF MICHIGAN

This is to certify that

FERRIS INSTITUTE, BIG RAPIDS

having been duly examined and approved, has been admitted to the accredited list of the University of Michigan and that the recommended graduates from the said School shall, during the time of this Certificate, be admitted to the University without entrance examinations.

It is further certified that the said School has been continuously accredited by the University of Michigan since the year 1895.

Given by order of the Committee on Diploma Schools of the University of Michigan, this thirtieth day of June 1921 and valid until June thirtieth, 1924.

M. L. BURTON, President
S. W. SMITH, Secretary.
DEPARTMENTS

COLLEGE PREPARATORY DEPARTMENT

This department was organized with reference to two lines of work; first, to prepare in the shortest possible time consistent with thoroughness, those candidates who wish to enter the regular Literary Departments of our universities and colleges; second, to meet the requirements of students who wish to enter technical or professional schools, including the Naval Academy at Annapolis, Md., and the Military Academy at West Point. Diplomas are conferred upon those who earn fifteen units. A unit means a subject of study pursued through a school year, with five recitation periods each week, exclusive of laboratory work. The requirements of the department are identical with those recommended by the University of Michigan. Students wishing to enter other universities requiring more units can make satisfactory arrangements at the Institute. Graduates are admitted without examination to the University of Michigan, Michigan Agricultural College, Michigan College of Mines, the various denominational colleges, Cornell University, University of Pennsylvania, University of Illinois, Northwestern University, University of Wisconsin, University of Minnesota, Purdue University, and other institutions of similar rank.

DEPARTMENT OF LITERATURE, SCIENCE, AND THE ARTS

Prescribed Units, 8

English, 3 units
Mathematics (Algebra and Geometry), 2 units
Latin, French or German, 2 units
Science, 1 unit

Elective Units, 7

English Literature, 1 unit
Greek, 2 units
Latin, 2, 3, or 4 units

Botany, 1 unit
Zoology, 1 unit
Physiology, ½ unit
German, 2, 3 or 4 units
French, 2 or 3 units
History, 1, 2 or 3 units
Trigonometry, ½ unit
Physics, 1 unit
Chemistry, 1 unit

N. B.—One unit of Science must be offered. Students may select Physics, Chemistry, Botany, or Zoology. Not more than three units can be selected from vocational subjects.

REQUIREMENTS FOR ENGINEERING STUDENTS

English, 3 units
Mathematics, 3 units
Physics, 1 unit
History, 1 unit

The remaining three and a half units may be selected from the elective list of the Literary Department.

DEPARTMENT OF MEDICINE AND SURGERY

The requirements are the same as for the Literary Department, except that Latin is essential. Arrangements have been made with the State Board of Registration in Medicine, so that one year of literary work can be done at the Ferris Institute. Advanced courses are offered in Biology, Chemistry, Latin, German, French, Mathematics, Physics, History, and English.

DEPARTMENT OF LAW

The requirements are the same as for the Literary Department besides two years of college work.

DENTAL DEPARTMENT

English, 3 units
Mathematics, 2 or 3 units
Physics, 1 unit

Any of the following to make fifteen units:

History, 1, 2, or 3 units
Botany, 1 unit
Zoology, 1 unit

Physiology, 1 unit
German or French, 2 units
Trigonometry, ½ unit

MICHIGAN AGRICULTURAL COLLEGE

Prescribed Units, 7 (Engineering Dept.)

English, 3 units
Mathematics, 3 units

Physics, 1 unit

The other eight units may be selected from the elective list under the Literary Department of the University.
In the Agricultural, Forestry, Home Economics and Veterinary Courses, three units of English and two of Mathematics are required. Ten units are elective.

**MICHIGAN COLLEGE OF MINES**  
**Prescribed Units 9**

- English, 3 units  
- Mathematics, 3 units  
- Physics, 1 unit  
- Latin, German or French, 2 units

The other six may be selected from the elective list under the Literary Department of the University.

Students desiring to enter Cornell University or the University of Pennsylvania will have to meet the requirements for those institutions.

**NORMAL DEPARTMENT**

Broadly speaking, this State recognizes four grades of teachers' certificates: Third Grade, good for one year in the county issued; Second Grade, transferable, good for three years; First Grade, good for four years, in any county if endorsed by State Superintendent; State, valid for life. Of late years, the requirements have become more and more rigid. In many respects, this is as it should be. To meet these increased demands, however, the teachers have found it necessary to make the most of every available moment, many finding it profitable to spend even a few weeks of vacation in the Ferris Institute. To this class, as well as to those who can complete the work of the department, the school has rendered most valuable assistance. Its terms are short, its courses elastic, and the number of classes organized throughout the year numerous. While its success in preparing teachers to meet the requirements of the State has been marked, and while hundreds of its worthy students have secured through its efforts desirable positions, yet to enable the student to "pass" or to secure for him a position has not been the principal business of the school. Its mission has been, its mission ever will be, to give to the teachers of Michigan a broader view of life, to give to them an enthusiasm for their work, to give to them an uplift that will enable them to carry to the boys and girls of our State that which will make for manhood, for character, for happiness.
Course Leading to a Third Grade Certificate

Spelling and Penmanship  U. S. History
Grammar                Physiology
Composition            Geography
U. S. Civil Government Current Events
State Civil Government  Reading
Arithmetic             Methods of Teaching
Mental Arithmetic      State Manual
Psychology             Agriculture
Orthography             Observation and practice teaching

Second Grade Certificate

In addition to the third grade course, the student must select two of the following subjects:
Botany                Algebra
General History        Physics

First Grade Certificate

Plane, Solid, and Spherical Geometry should be added to all of the previously mentioned subjects.

State Life Certificate

To the first grade subjects should be added:
Zoology                Literature
Chemistry              Geology
Rhetoric

German and Latin may be substituted for any two of the following: Zoology, Chemistry, Geology.

Students in these courses are advised to add to the subjects necessary for different grades of certificates, drawing, vocal music, painting, debating, business correspondence, and physical culture.

STATE NORMAL SCHOOLS

By special arrangement, graduates from the Ferris Institute are admitted to the Senior Class of the State Normal Schools and receive a State Life Certificate and a Diploma upon finishing a year’s work. Write for further information.

PUBLIC SPEAKING, DEBATING

A twelve weeks’ course in Public Speaking is required of Commercial and Shorthand Specialists and this course is free to
all students taking work at Ferris Institute. It will give any student a good working knowledge of the subject, which with persevering practice ought to insure success.

The classes in Public Speaking, Debating, are described in detail on page 48.

INSTRUMENTAL MUSIC

Course of Study

The Ferris Institute School of Music possesses one of the most comprehensive courses of study to be found in any preparatory school.

To those students who desire musical training, every advantage is offered, whether they wish to prepare for a professional career, take the regular course, or desire private instruction only.

Students who do not wish to take any specified course may take private or class lessons in any department and will be considered regular students. All advantages will be accorded them, and everything will be done to insure their advancement.

Music students may without charge elect one additional subject in the English, Normal, or College Preparatory Departments. Psychology or a language is recommended.

Registration

A year in the School of Music consists of four terms of ten weeks each. In the summer a special six weeks’ term is offered. Students may register at any time for private work. Upon leaving the Institute, each student may receive a testimonial in which the time spent at the Institute, diligence in study, and progress will be faithfully recorded.

Piano Course

Course in Applied Music, leading to a Degree of Graduate of Music.

Preparatory Department

A preparatory department is maintained in which instruction is given in piano and theory at a moderate rate. When children begin to take instruction in piano, private lessons are insufficient
to give them the necessary fundamental training; therefore, classes are formed away from the keyboard in which elementary ear training, rhythm, notation and technic are presented in attractive form. The following material is used in preparation for entrance to the School of Music. Students who pass the examination in each section are admitted to the first year in Applied Music.

I.

All major and minor scales, played and written.
One study from any of the following: Koehler, Loeschhorn, Gurlitt.
One Sonatina by Lichner, Clementi, etc.
Solo from memory.

II.

Write all major and minor scales and triads.
One study from the following: Koehler, Czerny, Burgmuller, Biehl, etc.
Movement of Sonatina from memory.
Solo from memory.

III.

Play scales with readiness.
Studies from Duverney, Heller, Koehler, Clementi, etc.
A sonatina or sonata by Haydn, Clementi or Mozart.
Solo by Schumann, Greig, etc.

Violin Course

This course of study includes the history of violin playing, the instrument itself, its construction, how to take care of it, how to tune it, how to train the ear, how to obtain good tone, how to use the bow correctly, teaching beginners and advanced students the principles of good musical interpretation.

First Year

Hohmann's Violin School, Books 1, 2, 3, 4; Sevcik Books 1, 2, 3, 4, 5, 6, 7, Op. 6. Solos such as "Traumerei," by Schumann; "Humoresque," by Dvorak; etc. At the end of the year, the pupil should be ready to begin playing in the Institute orchestra—many do begin in much less time.
SECOND YEAR

Maza's Books 1, 2. Kreutzer's Studies. Solos by Singalee, Leonard, DeBeriot, etc.

THIRD YEAR

Studies by Rode, Maza's Book 3, Campagnola, Gavinies, etc. Concertos by DeBeriot, Rode, Viotti, Mozart, etc.

FOURTH YEAR

Studies by Leonard, Sevcik, Sauret and Paganini. Sonatas by Bach. Concertos by Mendelssohn, Beethoven, Bruch, Saint Seans, etc. Fantasies by Wieniawski, Hubay, etc.

Musical Theory

In the preparatory classes special attention is devoted to instruction in the Rudiments of Music, and students are examined as to their knowledge of this elementary branch before they take up the study of harmony and counterpoint.

This work is made as practical as possible, the aim being to provide the student with a solid basis of musicianship in harmony, counterpoint, canon and fugue.

Ear Training: In this course the student is taught to think in terms of sound and is made independent of the piano or any other instrument. The work in this class is of the utmost importance.

Harmony: This study includes the triads in close and open positions, cadences in major and minor keys, dominant seventh and its inversions in major and minor, secondary seventh chords, and their inversions in major and minor keys, pedal point, altered chords, chromatic and mixed chords, etc.

History and Appreciation of Music: The knowledge of musical history is essential to the education of every musician, and all students are encouraged to attend the lectures which deal with the development of music and with the lives and works of the masters who made musical history. The works of the foremost composers are studied with the aid of phonographic illustrations.

Counterpoint: This course covers strict writing in all species in two, three, or more voices, together with an outline of the various combinations of species and free writing.
Composition: Students in composition are offered here an opportunity for advanced work in harmonization, melody writing, rhythm, accompaniments, etc.

Canon and Fugue: The study of these subjects offers an opportunity for continued training in theory.

Band and Orchestra Instruments

Cornet—Trombone

A scientific method is taught for breathing, articulation, and tone, as applied to all valve brass wind instruments. Students are prepared for band, orchestra, and solo work.

Drums

A practical method has been worked out whereby students who desire preparation for Band and Orchestra can receive instruction in class or privately.

Clarinet, Saxophone, Etc.

The Ferris Institute offers instruction on all orchestral and band instruments as well as on mandolin, guitar, mandolin-banjo, etc.

Every student who is qualified should join either the band or the orchestra. There is no other form of musical study or practice that will pay such dividends for the time expended.

In these organizations, the student gains steadiness of time, and learns to lose himself by blending the tone of his instrument with the tone of the other instruments being played.

He also learns that good ensemble music is gained through cooperation, and that the one great requisite of the ensemble player is to be able at all times to follow the will of the conductor of the orchestra or band. We maintain an orchestra all the time, and nearly every term we have a band of good size. These organizations are for the students, and all players of band and orchestra instruments are urged to join.

Please call the attention of any one likely to be interested in this announcement, or send us the name and address.
DEPARTMENT OF PHARMACY

The work of the department of pharmacy is the outgrowth of more than a quarter of a century of actual experience in preparing students for pharmacy. In outlining the work, an effort has been made to prepare a course of study that is practical, systematic, and thorough—a course not too elaborate and advanced for the student who needs to begin at the foundation, yet complete enough for the student who wishes to become a thorough and practical pharmacist.

According to the requirements of the State Board of Pharmacy, candidates for examination as registered pharmacists who do not present a certificate from an accredited school of pharmacy must have at least four years' actual experience compounding drugs in a retail drug store, under the supervision of a registered pharmacist. For registered assistant pharmacist, two years' experience is required. Students, however, may offer two years' experience in a store and eighteen months' work in the department of pharmacy of any accredited school for registered pharmacists. A recent ruling by the State Board of Pharmacy, gives graduates the right to take the Registered assistant pharmacist examination without any store experience. For further information write Principal Pharmacy Department.

Equipment

The Pharmacy Department occupies the entire first floor of the new building which was completed in 1901 with extensive additions in 1916. There is one lecture room capable of seating 125 students with a lecture table suitable for classroom experiments.

Our laboratory has been much enlarged and refurnished throughout, making it one of the most modern in Michigan. It is divided into three sections. Section I is the Pharmacy laboratory proper. The work in this laboratory consists of manufacturing Pharmacy and the filling of prescriptions. This laboratory will accommodate 120 students, 60 at one time. Section II is the general Chemistry and the Qualitative Analysis laboratory. This laboratory will accommodate 200 students, 100 working at
one time. Section III is the Quantitative Analysis room with accommodations for 28; thus 174 students can work simultaneously in our laboratories, each man having plenty of room in well-ventilated, well-lighted laboratories.

Abundant hoods and ventilating apparatus have been provided, thus assuring a clean, odorless room for work. Gases are harmful to the human system. Our ventilating system will draw gases from the room by forced draft.

A special balance room in close proximity to the laboratory has been provided with fine analytical balances, thus insuring accuracy in analytical work. The supply room is conveniently located to the main laboratory with a clerk in charge so that material may be had at any time.

Every desk is fitted with apparatus and each student has a key and is held responsible for his own desk. Any apparatus not in student’s desk may be borrowed from the supply room free of charge if returned in good condition.

Pharmacy Course

FIRST YEAR

FIRST TERM, SIXTEEN WEEKS

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>CLASS WORK</th>
<th>LABORATORY WORK</th>
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<tbody>
<tr>
<td>Pharmacy</td>
<td>One Hour Daily</td>
<td>Two Hours Daily</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>One Hour Daily</td>
<td>One Hour Daily</td>
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<td>Botany</td>
<td>One Hour Daily</td>
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<tr>
<td>Latin or English</td>
<td>One Hour Daily</td>
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SECOND TERM, TWENTY WEEKS

Pharmacognosy and
Materia Medica       One Hour Daily
Physiology           One Hour Daily
Analytical Chemistry (Qualitative Analysis) Three Hours Weekly Three hours daily
Latin or English     One Hour Daily

SECOND YEAR

FIRST TERM, SIXTEEN WEEKS

Analytical Chemistry (Quantitative Analysis) Three hours Weekly Ten Hours Weekly
Review Chemistry     One Hour Daily
Official Pharmacy    One Hour Daily

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SECOND TERM, TWENTY WEEKS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours Weekly</th>
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<tbody>
<tr>
<td>Official Pharmacy</td>
<td>Eight Hours</td>
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<tr>
<td></td>
<td>Weekly</td>
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<tr>
<td>Toxicology</td>
<td>Five Hours</td>
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<td></td>
<td>Weekly</td>
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<tr>
<td>Prescription Practice</td>
<td>Two Hours</td>
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<tr>
<td></td>
<td>Weekly</td>
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<tr>
<td>Organic Chemistry</td>
<td>Two Hours</td>
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<tr>
<td></td>
<td>Weekly</td>
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<tr>
<td>Review</td>
<td>One Hour</td>
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<td></td>
<td>Daily</td>
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</table>

N. B.—Students who, on enrolling, have already received credits in one or more of the subjects—Botany, Latin, Physiology, English, may substitute Commercial Subjects without extra charge.

The Short Course

This course is offered to those students who have had the required store practice—four years for registered and two years for assistant's certificate—and who wish to prepare for examination in the shortest possible time and at the least possible expense. It must be borne in mind that this course is not offered as a substitute for the regular course. The candidate is always urged to take the regular course. The short course is designed to reach a class of drug clerks that would otherwise not be reached—clerks who are trying, by the aid of "Quiz Compends," etc., to pass the examinations.

It involves the study of those subjects that bear directly upon the examination. The school aims to build upon what the student already knows. He is not compelled to enter classes too elementary nor too advanced, but is given such work as will enable him to make the most of his time.

This course covers reviews in such subjects as "Weights and Measures," General Chemistry, U. S. P. and N. F. preparations, Materia Medica, Identification of Crude Drugs, Incompatibilities and laboratory work.

The course is in no sense a "cram course." The work in every subject so far as it goes, is done thoroughly and with reference to its permanent educational and disciplinary value, as well as to its special bearing upon the student's immediate needs.

The State law requires of each candidate a certified statement that he has completed the equivalent of a tenth grade course, as prescribed by the public schools of Michigan. Students who are deficient in their English can pursue this line of study at the Ferris Institute. The work is thorough and unique in every respect, and is arranged to meet this particular requirement.
Preliminary Preparation

Entrance examinations are not required. The candidate, however, should possess a good English education. He cannot afford to ignore the demands of a progressive age, an age that frowns upon illiteracy and incompetency. The ability to speak and write clear and forcible English, the ability to make rapid and accurate arithmetical calculations, and the ability to appreciate modern scientific methods, makes success in Pharmacy certain.

The State law requires of each candidate a certified statement that he has completed the equivalent of a tenth grade course, as prescribed by the public schools of Michigan. After Jan. 1st, 1924 candidates must be high school graduates. Students who are deficient can pursue a high school course at the Ferris Institute. The work is thorough and unique in every respect, and is arranged to meet these particular requirements.

When to Enter

The Michigan State Board of Pharmacy recognizes the Pharmacy Department of the Ferris Institute. Students who wish credits that will be accepted by the Board of Pharmacy must enter the Ferris Institute in September and do satisfactory work for nine continuous calendar months. "Short Course" students may enter Sept. 1, Nov. 15, Jan. 1, or March 15, but for best results Sept. 1 or Jan. 1, is preferable.

Positions

Students who have had previous store experience rarely have to ask us for help in securing positions because of the great demand for Ferris trained pharmacists. Students who have had no store experience frequently ask concerning opportunities for securing good positions. While we do not guarantee positions, we have always been very successful in placing our two year graduates in excellent positions, although they were without drug store experience.
DEPARTMENT OF COMMON ENGLISH

As stated elsewhere in this catalog, the mission of the Ferris Institute lies along three lines, not the least important of which is to give the backward student a helping hand, to make it possible for the man and the woman who have had but few opportunities to acquire the elements of a common English education. In this department men from the farm, the shop, the woods, find a place. Here, too, the student who is preparing to enter the commercial or the shorthand departments, and who feels the need of a thorough grounding in the fundamentals of English and allied studies, lays a foundation, without which bookkeeping and shorthand too often prove of little value. What the business world demands today is, next to character and accuracy, the ability to use clear, simple, and forcible English.

The work of the department includes Reading, Spelling, Grammar and Composition, Letter Writing, Arithmetic, Geography, United States History, Civil Government, Drawing, Vocal Music, Physical Culture, Rapid Calculation, Business Correspondence, Penmanship, Physiology.

The College Preparatory Department was organized with reference to two distinct lines of work. First, it was organized to prepare, in the shortest possible time, consistent with thorough work, those candidates who wish to enter the regular literary departments of our colleges and universities. There are in this State scores of schools not on the approved college and university lists, that give thorough instruction, as far as their courses provide. To graduates of such schools, the Institute offers superior advantages, its courses being so arranged that work well done in other schools will not need to be repeated. The Ferris Institute, with its special facilities, can accomplish more in a given time, and do it thoroughly, than any other preparatory school in the State. Second, the department was organized to meet the demands of that large class of students who are striving to satisfy the ever-increasing demands of our technical and professional schools: Law, Dentistry, Medicine, Engineering, etc. The requirements are identical with those recommended by the University of Michigan.
COURSES

In all courses, the right to change the time at which classes begin a subject, is reserved. The time required to complete a course is determined, in a measure, by the character and ability of the class, the equivalent being indicated in terms of weeks.

LANGUAGE

English—

I. Reading. Classes in First, Second, Third, and Fourth Reader, and Classics, as required by foreign and elementary students. Individual attention is given as needed, and every effort made to secure ease, fluency, and accuracy.

Classes continuous, students entering at any time.

II. Intermediate Reading. This course is organized especially for young men and women who have had little opportunity to practice reading or to get acquainted with literature. It is a course for those who find reading difficult—for those who would like to study grammar, but are not prepared for the subject—for those who would like to get a good groundwork in the essentials of English and a working knowledge of the fundamentals of expression—for those who would be glad to lay a firm foundation for successful study—for those who would like an elementary knowledge of public speaking. It aims to lead the student to read and study with greater ease and economy, and at the same time to assist him in gaining at least a general knowledge of the treasures of English poetry and prose.

Classes formed as needed.

III. Spelling. Daily drills, written and oral. Classes continuous, students entering at any time.

Grammar—Beginning

IV. This work is suited to the needs of those who never have studied technical grammar. Special attention is given throughout the course to the structure of the sentence. Classes organized, September, November, January, March, and May.
Grammar—Intermediate

V. This course will meet the needs of those preparing for their first third grade certificate. It will include analysis, diagramming, parsing and special requirements for every third grade examination. Classes organized November, January, March and May.

Grammar—Advanced

VI. A General Review. This course is designed for those candidates who wish to prepare for any one of the higher certificates. It is a rapid review of the entire subject. Classes organized January, May, and July.

VII. Orthography. Elementary sounds and their representation; voice and its production; speech and pronunciation; principal and subordinate elements of words; principles and practice of spelling. Classes organized September, January, April, July.

VIII. Business Correspondence. Social and business forms; materials; model, matter and arrangement of; kinds of letters—application, recommendation, dunning, resignation, miscellaneous, ethics of correspondence; class practice. Work taken in connection with typewriting and shorthand English.

Rhetoric

IX. 1. Narration—Sentence studies, situation, types, retrospective narrative.
2. Description—Paragraph, theme, ornamentation.
3. Exposition—Motive and material, arrangement.
4. (1) Argumentation; (2) Persuasion.
Classes organized September and January.

English Literature

X. Attention is given to the determining factors of literature. Representative writings of each period are read in classes and are considered with reference to the influence of the social, political, and religious conditions of the time. Extensive collateral readings are assigned in order that the student may not only become acquainted with the various authors but also cultivate the reading habit and good taste in criticism.

Classes organized September and February.
American Literature

XI. This course is not only historical in character but such writers as Franklin, Irving, Cooper, Bryant, Halleck, Drake, Emerson, Hawthorne, Longfellow, Whittier, Holmes, Poe, Thoreau, Lowell, and Whitman are carefully studied.

Classes organized in February.

Classics

XII. In addition to the regular course in literature the classics required for college entrance are critically studied.

This course gives the student a knowledge of how to read and get the thought from the printed page.

Classes organized September and February.

German—

Classes will be organized in first or second year work, provided there is sufficient demand. Time of organization arranged with instructor.

French—

I. (First year). This course is devoted mainly to the grammar, together with drills in easy translations.

II. (Second year). Prose reading, accompanied by written exercises and drills.

Each course equivalent to thirty-six weeks. Classes in each course organized September and February.

Latin—

I. Beginning Latin. Special attention given to pronunciation, forms, easy translations into English and into Latin, fundamental principles of syntax. Equivalent to thirty-six weeks. Classes organized in September, January, May.

II. Cæsar. Books 1 to 4. Translations into idiomatic English, with study of forms; syntax; geography and Cæsar's military tactics; prose composition; translation into Latin of passages based upon Cæsar read. Equivalent to thirty-six weeks. Classes organized September, January and April.

III. Cicero. Orations 1 to 6. Interpretations of the text, with study in forms, syntax, and history of the time; prose composition as in Cæsar. Equivalent to thirty-six weeks. Time of organization arranged with instructor.
IV. Vergil’s *Aeneid*. Books 1 to 6. Translations, prosody, mythology, ancient geography. Equivalent to thirty-six weeks. Students who have had sufficient preparation may enter Courses II, III, or IV at any time during the year. Courses III and IV are organized when there is a sufficient demand.

**Greek—**

1. Beginning Greek. Easy translation with special attention to forms, syntax, and writing Greek with the accent. Equivalent to twenty-four weeks. Time of organization arranged with instructor when a sufficient number apply.

II. Anabasis. Books I, II, III. Translations into idiomatic English, with study of forms, syntax, geography, Greek art of war. Prose composition. Also translations into Greek of passages based upon the Anabasis read. Equivalent to thirty-six weeks. Time of organization to be arranged with instructor.

III. Homer. Iliad. Translations; prosody; mythology; comparison of Homeric forms with Attic forms. Equivalent to sixteen weeks. Time of organization to be arranged with instructor.

**HISTORY AND CIVICS**

1. United States History, Elementary. In this course the student learns not only the facts of history of our country but his attention is called repeatedly to the causes which operated to bring about the mighty changes that have aided in national development.

II. United States History, Advanced. For college preparatory students and teachers. The course presupposes a knowledge of United States history. The student is required to do collateral reading and make written reports of the work. Time, twenty weeks. Classes organized September, February, July.

III. English History. In addition to the usual topics, special emphasis is laid upon the relations which exist between English history and our own. Special emphasis is put upon English constitutional history, and the theory and practice of English government as contrasted with our own. Classes organized September, February, and July.
IV. General History. In the treatment of this subject, as well as in I, II and III, the laboratory method is pursued in addition to the usual daily recitations from the text. Equivalent to thirty-six weeks. Organized September, January, July.

V. Advanced Courses. By special arrangement with the instructors in the department, work can be secured in Greek, Roman, Church, American Constitutional, or English Constitutional History.

Civics—

I. United States Civil Government. This course aims to give the student more than a mere outline of the facts of the constitution of the United States. An attempt is made to make clear those fundamental principles of national life and well-being in which every citizen, and especially every teacher, should be grounded. Equivalent to sixteen weeks. Classes organized September, January, April, July.

II. State Civil Government. This course is, in a sense, a continuation of and supplemental to Course I. Equivalent to twelve weeks. Organization of classes arranged with instructor.

III. School Law. Arranged especially for teachers. Time of organization arranged with instructor.

IV. Current Events. This course consists of a series of reviews and summaries of important events outlined from current newspapers and magazine articles. Organization arranged with instructor.

MATHEMATICS

Arithmetic—

I. Elementary Arithmetic. For beginners. The course involves the fundamental operations to fractions.

II. Intermediate Arithmetic. Fractions, denominate numbers, applications of measurements, percentage, ratio and proportion.

III. Advanced Arithmetic. For advanced students and teachers who wish a review. Methods of teaching arithmetic receive special attention in this course.

IV. Commercial Arithmetic. Students who take this course should be prepared on Course I. The work is presented with
reference to the needs of the students of the commercial department.

V. Mental Arithmetic. Every phase of practical arithmetic is taught. Correct reasoning, mental quickness, and accuracy are the ends sought.

VI. Rapid Calculation. Tabulating and adding, Shor processes.

In all classes in arithmetic, time of organization arranged with reference to the needs of the students.

**Algebra—**

I. Beginning Algebra.

1. Definitions; simple equations; addition; subtraction, multiplication; division. Classes organized September, January, March, May, July.

2. Special rules of multiplication and division; factoring; highest common factor; least common multiple; reduction of fractions. Classes organized September, October, February, May, July.

3. Fractional equations; simultaneous equations; application of principles in the statement of problems; involution, evolution and radicals. Classes organized September, November, January, March, May, and July.


5. Ratio and proportion; variables; series, binomial theorem; logarithms. Classes organized November, January, March, May and July.

II. College Algebra.


These courses and their subdivisions should be taken in the order here given.
Geometry—

I. Plane Geometry. Students of geometry are expected not only to demonstrate all the theorems involved in a logical presentation of the subject, but in addition are required to solve a large number of original problems bearing upon the different phases of the work. Time, thirty-six weeks. Classes organized September, January, April, July.

II. Solid and Spherical Geometry. Continuation of Course I. It is imperative that students who elect this course be prepared in Course I, or an equivalent. Time, twelve weeks. Classes organized in September, January, April, July.

Trigonometry—

I. Plane. The course in Trigonometry is arranged to meet the needs of students preparing for college work, especially for those who are planning to enter technical schools. Time, twelve weeks. Classes organized in September, January, April, July.

SCIENCE

Geography—

I. Teachers' Geography. For advanced students and teachers. The earth as a planet; the earth as a whole; the continents. Special study will be made of Michigan, United States, and our new possessions. Time, twenty weeks. Classes organized in September and February.

II. Physical Geography. For advanced students and teachers. The course includes a study of the origin, development, classification, and distribution of air, water, and land forms. Text-book, laboratory, and field work. Classes organized in September and February.

III. Commercial Geography. For commercial students and teachers. The course includes a study of the geographical features which tend to control the distribution, production, and exchange of important commodities, as plant, animal, mineral, and manufactured. Classes organized September, March.

Note: In these courses, students are required to do laboratory and field work. The glacial drift, Muskegon River, Clear Lake, etc., furnish excellent material for field excursions. Stereopticon lectures will be given on geographical types. The United States and Michigan State Geological Survey topographic maps and folios are used in physiographic and commercial studies.
Physics—

II. Advanced. Electricity; sound; light. Daily recitations, accompanied by laboratory work. Equivalent to twenty weeks. Classes organized September, January, May, July.

III. College Physics. This course is arranged for those who desire one year of college work preparatory for Medicine or technical schools. Class is organized in January.

The laboratory work which accompanies Courses I and II is mainly quantitative in character, and is designed to illustrate the fundamental laws of the science. It is necessary for those wishing a credit in Physics. Advanced laboratory work is done in Course III.

Chemistry—

I. General Chemistry. Recitations and laboratory work. The course covers the occurrence, properties, and preparation of common elements and compounds (including metals, non-metals, acids, bases, oxides and salts), chemical laws, valence, chemical reactions, chemical problems. The class has for its primary object the acquisition of the essential principles, facts, and laws of chemistry. Great emphasis is placed on the laboratory exercises, which enable the student to make a thorough study of the more important reactions and methods of preparation. Special stress is laid upon the relations which exist between the phenomena observed and the principles which underlie the science. Classes organized September, January, May.

II. Qualitative Chemical Analysis. Recitations and laboratory work. The subjects of the course are presented in the following order:

1. A mastery of the principles of precipitation, solution, and color indications due to physical properties.
2. Drill in successive steps of analysis.
3. The analysis of thirty inorganic "wet" unknowns.
4. The analysis of thirty inorganic "dry" unknowns.
5. Tests for some of the important organic compounds, such as chloroform, alcohol, strychnine, morphine, etc.

The student begins with the analysis of simple substances, and as his proficiency increases he passes to the more complex. The balancing of equations, solution of problems in synthesis, oxidation and reduction, form an important part of the class work. Students pursuing this course must have completed the course in general chemistry, or its equivalent. Classes organized in September and January.

III. Quantitative Chemical Analysis. Lectures and laboratory work. This course is designed to furnish the student with a working knowledge in the use of apparatus and the interpretation of the principles and methods of determining quantitatively the amount of an element or compound in a substance. It aims to aid him particularly in pharmacopeial testing. The work begins with the determination of specific gravities of common substances, acids, etc. This is followed by the gravimetric estimations, preparation of standard solutions, volumetric estimations, general determinations and special work in the analysis of water, milk, beer, and other liquors. Students must complete the work in qualitative analysis before being allowed to take this course. Classes organized in September and January.

IV. Organic Chemistry. Lectures and recitations on carbon compounds—their classification, structure, properties, and uses.

While much of the field of this branch will be covered, those compounds which are now, or are likely to be of commercial and medical value, will receive the greatest attention. The course includes a brief history of the subject, elementary organic analysis, and the study of organic compounds in the regular order, beginning with the hydrocarbons, their substitution products, alcohols, aldehydes, acids, ethers, esters, etc. Class organized in January.

Botany—

I. College Preparatory Course. This course prepares students for entrance to college or university. It is also adapted to those who wish to teach the subject and to students preparing for First Grade and State Certificate examinations. The work
consists largely of laboratory exercises, studying the plant in its structures and relationship instead of studying about the plant from textbook entirely. The major part of the course is upon the Phanerogams; about four or six weeks are devoted to the study of the common Cryptogams. Classes organized in September and February. Students are not admitted after the first two weeks.

II. Teachers' Review. Prior to each teachers' examination, special classes in Botany are organized to review such descriptive work as is necessary for county examination purposes. These courses, while short, from six to ten weeks, give a thorough drill, and students who conscientiously do the work need have no fear of the results of the examination.

Zoology—

The course in Zoology is divided into three parts: principles of animal life, animal descriptions, and laboratory work upon animal types. The work is supplemented by stereopticon and other lectures. The laboratory is well equipped with microscopes and other apparatus. Students are expected to provide themselves with suitable dissecting instruments.

The course is intended to meet requirements for entrance to college or university, also for State Certificate examination and teachers' purposes. Equivalent to thirty-six weeks.

Physiology—

This course is adapted to any class of students, from those preparing for teachers' certificate of any grade to those desiring a teaching knowledge. The course is required of Pharmacy students. In College Preparatory work it counts one-half unit. Those preparing for Medicine or Dentistry are advised to select this subject. Recitations and demonstrations daily. The microscope and stereopticon almost daily used to give a better conception of human construction. Classes organized September, January, and May.

Geology—

Dynamical, Structural, and Historical Geology. The course is a college preparatory subject and is also arranged for students preparing for the State Teachers' Examinations. A careful
study is made of physiographic agents; the kinds and structure of common rocks, about four weeks being devoted to this feature alone; the application of these factors to the formation of the earth's crust together with the appearance and evolution of organic life. A large number of minerals will be considered as to their physical characters and chemical composition. A knowledge of chemistry is desirable. Twenty-four weeks.

Pharmacy—

This course consists of two years of nine months each.

I. Pharmacy. History of pharmacy, pharmacopoeias, weights, measures, etc. Lectures, recitations, and demonstrations daily. Sixteen weeks. Classes organized in September, January.

II. Pharmacognosy and Materia Medica. Botanical source, habitat, constituents, use, dose, etc. Recitations daily, twenty weeks. Classes organized in September and January.

III. Official Pharmacy. A continuation of Course I. Recitations daily, laboratory work about three hours daily during first half of term. Twenty weeks. Classes organized in September and January.

IV. Prescription Practice. Recitations daily. Laboratory work, two or three hours daily. Twenty weeks. Classes organized in September and January.

V. Review. Classes organized September, November, January, March.

VI. For chemistry and other subjects in course, see their respective places in catalog. For complete outline of course, see page 31 of catalog.

Expression—

I. Reading for elementary and foreign students, see page 34.

II. Courses in Primary Reading with reference to State Examinations arranged for those who teach reading in the Primary Grades. Organized as needed.

III. Advanced Reading. This course is conducted with especial reference to the requirements of the State Examinations. The prescribed Classics are read, and all suggested topics thoroughly treated. The outlines of the State and County Manual are carefully followed. Although arranged primarily for teachers,
the course is of great advantage to all who wish to study reading for self-improvement. It gives a general knowledge of the principles of expression, and aims to lead the pupil to study independently with deeper insight and to express himself with increased freedom along the lines of his own individuality. Among the topics treated are the structure of English verse, rhythm, arrangement; figures of speech; subject-matter; description, narration, personation, etc.; the laws of emphasis; inflection; quality of voice; reading in the grades; how to teach reading. Classes formed as needed.

IV. Public Speaking. Departure; voice production; resonance, projection; articulation, pronunciation, word values; subject-matter, its preparation and arrangement; description, narration, exposition, argument, addresses for special occasions; the elements of gesture.

Three twelve weeks' courses, fall, winter, spring. Summer course, six weeks.

V. Debating. The proposition—phrasing, analyzing, proving; various kinds of evidence and argument; refutation; organization of rebuttal material; construction of brief; development of argument from brief; attitude toward opponents; methods of delivery; criticism on position, voice, thought, pronunciation, choice of words, delivery.

Class continuous September to July. Summer course, six weeks.

VI. Physical Culture. Order movements—facing, marching, etc.; exercises for equalization of circulation and stimulation of nutritive processes; exercises for relaxation and freedom of movements; exercises for correcting faults of poise and carriage of body; exercises for personal use; exercises with clubs and bells; a special series of exercises in seat-work, comprising brief drills for schools in which only a little can be given to physical training. Three twelve weeks' courses—fall, winter, spring. Summer term, six weeks.

Drawing—

I. Perspective. This course should precede every other course in drawing, as the work is essential to formulation of
principles of perspective and the application of the same in the representation of regular and irregular forms. The course is designed not only to meet the needs of the public school teacher, but is preparatory for work in the polytechnic schools. Classes organized in September and January.

II. Freehand drawing, pencil sketching, charcoal and pen and ink from objects, ornament and casts in line and shadow; still life, and outdoor sketching; sketching from life, and memory sketching in the more advanced classes.

III. Blackboard Drawing. Especially designed for teachers who wish to use blackboard illustrations as an aid in the teaching of drawing, nature study, geography and history. Classes organized in January and March.

IV. Water Color. Still life, life and outdoor sketching. Students may enter classes at any time during the year.

V. Mechanical. The course includes work in form analysis; orthographic and isometric projections; developed surface of pattern construction; mechanical, architectural, and working drawings. The work throughout the course is instrumental and exact.

Students before entering should have some knowledge of the principles of constructive geometry. The course is preparatory for polytechnic schools. Class organized with reference to the demand.

Penmanship——

I. Penmanship. Material, position, movements, analysis, practice. This course is given with special reference to the demands of the business world. These demands are expressed in two words—rapidity and legibility. Work continuous.

II. Blackboard Writing. Position, movement, analysis, practice. This course meets the demands of teachers and supervisors of penmanship. Time of organization arranged with instructor.

III. Professional Penmanship. Business writing, text lettering, engrossing, and blackboard writing. This course meets the requirements of those who wish to qualify as teachers of penmanship. Candidates for diploma in this course must be thoroughly grounded in English. Commercial teachers who complete this
work greatly enhance their opportunity for securing the best positions. The professional penmen sent out by the Ferris Institute rank with the best.

Theory and Art of Teaching—

I. Psychology. Modern psychology, with special reference to the development and growth of the child’s mind. Classes organized in September, January, March, July.

II. Pedagogy. History of education, school organization and management; the teaching of language, literature, science, mathematics, etc., in the light of psychology. Organization of class to be arranged with instructor.

The Ferris Institute occupies a unique position in the educational system of the Northwest. It is not a high school; it is more. Its business is not the exploitation of some pet system, or the grinding out annually, by “hook or crook,” a certain number of “graduates.” The question of system and graduation are made secondary; the questions of development and the acquisition of power and skill are primary. Every student is given large liberty, both with respect to choice and number of studies. This does not mean that he is left without supervision, but it does mean that the student who is fitted, physically and mentally, to move rapidly with his studies, is given every opportunity to make the very most of his time. The school is remarkable, also, because of the position which it bears to the higher institutions of learning. Today its graduates are admitted, without examination, not only to every college in the State, including the University of Michigan, but also to many of similar standing in other States. This fact, alone, is evidence of the thoroughness of its work.
BUSINESS DEPARTMENT

INTRODUCTION

September, 1884, the Ferris Institute was organized. This famous school then consisted of three departments—the English, the Normal, and the Business. Fifteen thousand men and women have received their business education at the Ferris Institute. This school has a national reputation. Its representatives, as shown in this catalog, are to be found in nearly every large city in the United States. The Business Department of the Ferris Institute is something more than a mere "business college." While it affords the best business training at the lowest possible cost, it awakens and inspires men and women. Through the other thirteen departments, business students acquire broader views of life. The Ferris Institute itself represents a community of interests, a small city working out the problems of business life. Its graduates are broad and liberal minded. They are something more than bookkeepers, stenographers, telegraphers—they are magnificent men and women equipped for living. The ambitious reader should keep these facts in mind, because in selecting a business school, time and money are too precious to be used in making experiments.

In the past thirty-eight years, scores and scores of business schools have sprung up in Michigan and neighboring states. Some of these schools have lasted a few months, some have lasted a few years, and here and there one survives. In this country every man, regardless of his education and training, is free to try his hand in organizing and establishing a "business college" or "business university" even if his entire equipment does not cost a thousand dollars, even if his entire faculty does not consist of more than two or three instructors. The unsophisticated youth is captivated as he reads the emblazoned advertisements of these "get rich quick" institutions. When it is too late, he learns that the road to efficiency in commercial and shorthand occupations-
is not so short and so easy as he had been led to suppose. The Ferris Institute admits many of these disappointed students every year. Why not use good business common sense in the beginning? Such sense is the guaranty of success.

THE BUSINESS DEPARTMENT IS A TRAINING SCHOOL

First: For those who wish to enter upon a business life as managers or proprietors of enterprises involving merchandising, manufacturing, etc.

Second: For those who wish to command high salaries, as cashiers, head bookkeepers, accountants, office managers, salesmen, sales managers, and superintendents.

Third: For those who desire to become salesmen, bookkeepers or office assistants for a few years as a stepping-stone to some other vocation.

Fourth: For those who are preparing to teach commercial branches in high schools and business colleges.

Fifth: For those who wish to prepare for U. S. civil service positions.

WHY COME TO THE FERRIS INSTITUTE

The Ferris Institute commercial courses are in keeping with the times, and, being flexible, are adapted to the individual. Besides a general business course, we offer special work for those who wish to go further in certain lines, such as banking, salesmanship, and advanced accounting.

Our commercial instructors keep abreast of the times. Young folks who take commercial work here may feel sure that they are getting instruction that is intensely practical. Efficiency is made a special study by the teacher, consequently students may accomplish more in the same time than in ordinary business schools.

Thousands of our former students are now holding profitable and responsible positions in all parts of the United States and even in other countries, and they are testifying to the great value of the business training at the Ferris Institute. Our students are so thoroughly prepared that they not only get good jobs, but they use them as stepping-stones to better ones.
Before you come here for your commercial course, get as much schooling as you can in your local public school. You will then be better able to profit by the instruction you will receive at the Ferris Institute. Upon the solid foundation furnished by the public school you can build your special course that best suits your natural ability. This preliminary training can also be secured in the Preparatory Department of the Ferris Institute.

You can study at home by yourself with or without the aid of a correspondence school. At home you lack enthusiasm for your work. You have no power behind that pushes you on and keeps you at your tasks, whether you feel like it or not. Your old associates urge you to continue your “good times” with them at the expense of your progress. Better get away from home, get into an atmosphere of study. There are some things that can not be learned from books, that you must learn in a large school where you come in contact with many minds, with teachers of broad and liberal education, men of experience in teaching and thus secure an education that cannot be obtained from books alone or from one teacher.

**REQUIREMENTS FOR ADMISSION**

If you desire a business education and are willing to work, you will be admitted to the Commercial Department if you have a knowledge of the English language sufficient to enable you to go ahead with your studies. Every year we admit those who have finished the high school course and others who have not; we admit many who have completed the eight grades of the grammar school and some who have not gone even so far as that.

If you wish to have a “good time” through the avenues of pool rooms and other places of dissipation, you are not wanted at the Ferris Institute. Only men and women of upright character, who are ambitious and industrious, who desire to do something and be something, are welcome.

The farmer or business man or woman who wishes, for personal use, a working knowledge of bookkeeping, is allowed to take it without pursuing preparatory studies.
FACULTY

The Ferris Institute has never spared money when hiring teachers. The demands of an increased enrollment are always met by additions to the faculty. Our teachers are specialists in their lines. They are not only experts in the business branches, but they are experienced teachers. They study each student's individual needs and guide him accordingly. Furthermore, every student has the personal advice and assistance of President Ferris whenever he needs it.

EQUIPMENT

The rooms of the Business Department are large, well lighted and ventilated, comfortable and attractive. The Business Practice room, where the advanced students work, is admirably arranged. The offices extend the full length of this large room. They are elegantly finished in oak, glass, and bronze grilling. They are furnished completely for the use of the three banks and the wholesale houses. Modern methods are used in these offices, including loose-leaf books, adding and listing machines, computing machines, index files, etc. Here students are thrown upon their own resources and practically tested before a diploma is granted.

COURSES OF STUDY

The Ferris Institute has always believed in making the course fit the student rather than having the student fit the course, hence, several options are offered in preparing for the diploma courses, while much latitude is allowed in making up special courses.

SIX STRONG COURSES

The Commercial Department of the Ferris Institute now offers six strong courses, upon completion of which diplomas are granted. They are: the Bookkeeping course, the Banking course, the Advertising and Salesmanship course, the Business Administration course, the Higher Accounting course, and the Commercial Teachers' course.
Bookkeeping Course—Six to Seven Months

1. Bookkeeping:
   a. Elements and advanced
   b. Business Practice (*)
   c. Corporations
   d. Office Practice (**)  
2. Business Arithmetic
3. Business Correspondence

(*) Or Wholesale.

Banking Course—Nine to Ten Months

The Ferris Institute has hundreds of its old students working in the banks of Michigan and other states, as well as in Canada. They have been very successful because the Institute has always paid special attention to the work in Banking. Great improvements have recently been made in our Banking course, and our special Banking diploma is granted now upon the completion of the following course of study:

1. Banking (including banking set, class work, and 12 weeks in school banks)
2. Bookkeeping (no substitutes allowed)
3. Business Arithmetic
4. Business Correspondence
5. Business Efficiency
6. Commercial Law
7. Filing
8. Mental Arithmetic
9. Penmanship
10. Rapid Calculation
11. Spelling
12. Typewriting

(***) Or Cost Accountancy

The banking work is grouped into three divisions:

I. Class Work—A class in banking theory covers the organization and working functions, from an administrative view point, of National banks, state banks, and private banks. Material is introduced which illustrates the growth and operation of the Federal Reserve System.

   Special emphasis is placed on the three practical operations—receiving deposits, providing means of exchange, and making loans.

II. Banking Practice—(12 weeks). Three banks are maintained for the benefit of special banking students, the Commercial Bank, the Merchants' Bank and the College Bank, and in connection with these three banks a Clearing House Association.
There is a large volume of business going through these banks and the work is very strenuous, fitting our graduates to take up actual banking work with comparative ease. At the Ferris Institute the cashier of each bank is required each day to see that the cash is balanced and the accounts absolutely correct and to furnish a regular banking statement.

III. Banking Set—The final step is the writing up of a series of transactions which illustrate the work of receiving and paying, clearing, transit, collections, commercial credits, loans and discounts. The student completing this work has a clear idea of the working practice of a bank.

Three banks are maintained for the benefit of special Banking students, the Commercial Bank, the Merchants' Bank and the College Bank, and in connection with these three banks a Clearing House Association. There is a large volume of business going through these banks and the work is very strenuous, fitting our graduates to take up actual banking work with comparative ease. The cashier of each bank is required each day to see that the cash is balanced and the accounts absolutely correct and to furnish a regular banking statement. One of these banks is operated as a National bank, another as a State bank and the third as a private bank. Thus our students are given a comprehensive training in the various methods of bank bookkeeping.

Before a student is given credit in Banking, he must pass an examination in the Theory of Banking, including the National Banking act and the Banking laws of the State.

At the Ferris Institute we actually insist upon accurate accounts in our banks, the cash and the accounts must be correct or the student is not given credit for the work.

Our graduates are located in all parts of the country in banks both large and small; notice the banks where they are working (see page 92).

**Advertising and Salesmanship Course—Nine to Ten Months**

The Ferris Institute now offers a thorough course in Advertising and Salesmanship, and will grant diplomas to those who complete it. The course will require a year's hard work. In
addition to required reading and lectures, the subjects are as follows:

1. Advertising
2. Bookkeeping (Elements, Advanced, and Business Practice or Wholesale)
3. Business Efficiency
4. Business Arithmetic
5. Credits and Collections
6. Commercial Geography
7. Commercial Law
8. Commercial Drawing
9. Debating
10. Mental Arithmetic
11. Penmanship
12. Required Reading
13. Salesmanship
14. Speaking in Public
15. Spelling
16. Typewriting
17. Vocational Guidance
18. Psychology

This is one of the strongest courses offered in the United States. It opens up a new field for ambitious young people. It means hard work, but it will be worth while. The business world demands salesmen. Those who can write good advertisements are always in demand at good salaries. In the past few years nearly every large business house has put in an efficiency engineer. This individual must understand the science and art of advertising, and must also be able to increase the efficiency of clerks. He must have his eye on the business at all times. He must discover the weak points and know how to remedy them. The Ferris Institute invites young men to take up this work. It will require a large amount of determination and ability.

Business Administration Course—Ten to Twelve Months

1. Accounting and Law
2. Algebra
3. Business Arithmetic
4. Business Efficiency
5. Business Correspondence
6. Credits and Collections
7. Commercial Geography
8. Economics
9. Psychology
10. Geometry
11. Public Speaking
12. Required Reading
13. Rapid Calculation
14. Vocational Guidance

The candidate for the Business Administration Course should be capable of doing first class high school work. It is to his advantage to be a high school graduate. This course is not a substitute for a four years' University Business Administration course.

A careful consideration of the foregoing list of subjects will convince the reader that this is a worth-while course, a stepping stone to a higher position than that of ordinary bookkeeping.
Higher Accounting

For those students who have completed our regular bookkeeping work, or its equivalent, a course in Higher Accounting is now offered. This course is arranged especially for our use, and prepares those who complete the work for C. P. A. examinations.

Pace and Pace

It is not possible for every ambitious man to devote four years to a university course. The demand for a short course scientifically designed along pedagogical lines has been met by Pace and Pace, accountants of New York City. The course embraces the major subjects of Accounting and Law and the auxiliary subjects of Bookkeeping, Applied Economics, the Principles of Organization, Management and Finance.

THE FERRIS INSTITUTE is affiliated with the Pace and Pace school of Greater New York and gives the same work as given there.

Teaching Procedure

Daily class recitations, printed text lectures which are followed by written examinations. These examinations contain practical problems to test the student's ability to apply the principles learned. The problems cover various phases of accounting, financing and management. A large percentage of the problems have appeared on C. P. A. examinations. Certain of the class periods are devoted to business propositions that are taken up, studied, analyzed, discussed and solved by the students under the guidance and direction of the instructor.

The following is a brief outline of the work:

Semester A

Theory and Practice of Accounting: Prerequisites, objects, nominal and real elements, statements and columnar development with controls. (Ten printed lectures and examinations, 16 class propositions.)


Semester II

Theory and Practice of Accounting and Auditing: Consignments and settlements, arithmetical expedients, construction of records, charts and devices, planning and devising systems, procedures, codes, rules, flow of authority, automatic checks, localization of error, etc. (Ten printed lectures and examinations, 16 propositions.)


Semester C

Theory and Practice of Accounting and Auditing: Corporation Records, acquisition of properties, dissolution, capital and revenue expenditures, principles of valuation, working capital, script, reserves, funds, margin, rest, bonds, syndicates, consolidations, application of principles of auditing. (Ten printed lectures, 16 propositions.)

Business Law: Law of Corporations, Bankruptcy, Liens, Negotiable Paper. (Twelve printed lectures and examinations.)


Semester D

Cost Accounting and Estate Accounting, Receivers, Bailments and Common Carriers.

Semester E

Public Service, Insurance, Brokerage, Hotel and Tax Accounting; Auditing ethics, working procedures, etc.
Time Required

Each semester will require at least twelve weeks' work, daily recitations and preparation of lessons. Students earning three Pace and Pace semester certificates and completing the following subjects here will be given the FERRIS INSTITUTE Business Administration Diploma.

1. Algebra
2. Business Arithmetic
3. Business Efficiency
4. Business English
5. Credits and Collections
6. Commercial Geography
7. Economics
8. Psychology
9. Geometry
10. Public Speaking
11. Required Reading
12. Rapid Calculation
13. Vocational Guidance

A high school or equivalent education is a pre-requisite of satisfactory work. If you have no actual office experience we recommend four months' work in our bookkeeping department before taking up Pace and Pace.

Commercial Teachers' State Life Course—Two Years
For complete outline see page 74.

Class Drills and Personal Help

Individual instruction in many schools really means that the student who asks questions gets information, while the backward or timid student is to a great extent neglected. It also means that only points discovered by the student receive attention, while others of equal importance are overlooked. This is because in many schools there is no daily drill class. We give both class and individual instruction.

Special classes are conducted whenever needed for those who find it difficult to keep up with the regular work or who need more instruction than the average student; they merely supplement the regular class work and personal assistance which are strong features of the every-day work of the department.

This system of helping each student in the class and while at his desk has much to do with the high standard of excellence reached by our graduates.

Without Extra Charge

Business students are allowed the privilege of taking, without extra tuition, physical training, public speaking, band and
orchestra music. There is, however, an extra charge for typewriting for all students. (See page 89 for typewriting fee.)

Bookkeeping by Mail

The Ferris Institute teaches bookkeeping by mail. The course is divided into four parts, and the tuition for each part is $10. When the four parts are finished and the final test passed, a credit will be issued the same as if the work were taken in school here.

The first part of the course is Elements of Bookkeeping. Tuition, $10. Outfit, (Extra) $3.50.

The second part is the Wholesale Set. Tuition, $10. Outfit, (Extra) $3.00.

The third division of the work is the Corporation Set. Tuition for this part is $10. Outfit, (Extra) $3.00.

The fourth and last part of the Correspondence course is Cost Accountancy. Tuition, $10. Outfit, (Extra) $3.00.

Cost of outfits subject to change.

If you finish the course of four parts, and then come to the Ferris Institute, you will be allowed $10 tuition and a reduction of ten per cent from the catalog rates.

Each part takes students in school about six weeks to finish, but a correspondence student is allowed six months for each part, two years in all.

Saturdays

The Business Department is open Saturdays for the accommodation of students who wish to work at their desks on bookkeeping or at typewriting. Provision is made for having work checked in bookkeeping and for doing extra typewriting. Thus much can be accomplished by those who are anxious to shorten their time in school.

Final Examinations

Final examinations in commercial subjects are given frequently, the largest number in December, March, and June. New students can sometimes take finals in subjects in which they have had previous training, and if they pass, they are not required to take the class work. Final credits from business colleges and high schools are sometimes accepted conditionally.
Books and Stationery
A full supply of necessary books and stationery is kept in our supply room.

Commencement
Commencement and Class Day exercises for the Business Department are held the last week of June, at which time all graduates receive their diplomas.

Ask Questions
We have tried in these pages to give definite information, but if there is any point not made clear, we shall be glad to answer any question the prospective student wishes to ask.

A Word to Parents and Guardians
You are requested to write us concerning the progress of your sons and daughters. Your inquiries will receive prompt and careful attention.

When to Enter
The fall term begins the first Monday in September. New classes in bookkeeping are started every eight weeks thereafter until the first summer term begins. A new class starts at that time and another begins the first week in July. New students may, however, enter at any time, since we give individual help to all beginners.

Positions
Scarcely a day passes in normal times that does not bring from one to ten calls for office help. Banks, lumber firms, manufacturing concerns, wholesale and retail houses, furnish the competent student with excellent opportunities to enter upon a commercial career. As evidence that our students are in demand, look over the list beginning on page 92. This list is, of course, incomplete. We shall be glad if old students whose names do not appear there will let us know where they are, what they are doing, and give employers' names.

We do not insist that students graduate before they are recommended for positions. Although it is better to finish the course, circumstances sometimes prevent, and we are always willing to help our students. We do not give recommendations, however, unless the applicant satisfactorily completes arithmetic, bookkeeping, and penmanship, and furnishes good references as to character.
SHORTHAND DEPARTMENT

SHORTHAND A CASH ASSET

Edward Earl Puriton, a leading efficiency exponent, says, "Self-support is fundamental to self-respect." And again, "There is no healthy citizenship without a steady capacity for earning a good living."

Equip the school and college-trained man with a knowledge of stenography, and he becomes the "healthy self-respecting citizen," because he is able to earn a good living.

Stenography gives quick, sure, and generous returns for the time and money spent.

A little study of the statistics of the wage scale of the United States reveals the fact that a beginner in stenography starts out at a salary of from two to four hundred dollars in advance of the average salary paid the teachers of the United States, and a salary equal to the average income of lawyers, dentists and doctors. The steps from the beginner's salary to one of from twelve hundred to four thousand dollars are few and rapid.

While the salaries offered a competent stenographer are indeed attractive, the opportunity given for entering fields of higher activities is by far the greatest inducement for entering upon this line of work.

It costs from eighteen hundred to five thousand dollars, combined with from four to six years of hard study and drill, to become a teacher, lawyer, dentist, or doctor, while it costs but two or three hundred dollars, combined with from six to ten months of study and drill to become a proficient stenographer.

Young men and young women about to choose a career should consider these facts. Parents who desire to provide son or daughter with a safe means of livelihood will find that shorthand pays larger dividends than banks or other legitimate corporations.
OUR AIM

Our aim is to train ambitious students for every phase of stenographic work. This includes the office assistant, private secretary, and the expert reporter.

WHAT IS YOUR AIM?

1. Do you wish to increase your earning power?
2. Do you wish means to pursue a college or university course?
3. Do you wish to enter the service of the Government through the agency of Civil Service?
4. Do you wish to become successful in business?
5. Do you wish to enter the political or professional field?

Shorthand offers the safest, quickest, most direct route. Write us about your desires, and let us advise you.

THE GREGG SYSTEM

The Gregg Shorthand has made rapid strides in the last twenty-five years and has been proved to be adequate for reporters and writers in all fields of stenographic work.

Gregg Shorthand is taught today in more than 3,500 of the leading schools of the country.

DICTATION CLASSES

Students having a thorough knowledge of the principles of other systems of shorthand can join any of our speed dictation classes to advantage.

NECESSARY PREPARATION

There is no mystery connected with the learning of shorthand. Anyone who has learned to read and write longhand can learn to read and write shorthand. But for a practical, money-earning knowledge of shorthand one must have had a training such as will enable him to comprehend the requirements of a business as they arise in a business office. Other things being equal, a high school graduate or one with equivalent training, or the college graduate, makes the most rapid progress and the most successful stenographer, though he who possesses determination, patience, in short the “grit that wins,” will have his efforts crowned with success.
ENGLISH

English is one of the required subjects in this course. A stenographer must be able to comprehend what he is trying to write, to punctuate and capitalize correctly, and to construct sentences with clearness and precision. The Shorthand English is under the direction of President Ferris, and is a twelve weeks' course.

SPELLING

Spelling is one of the fundamental factors in the success of a stenographer, and is a required subject. The course lasts until the pupil can earn a final credit of 95%.

PENMANSHIP

Legible writing is one of the qualifications of the utmost importance to the stenographer. Our facilities for teaching penmanship are unexcelled by any school, and while not a required subject for the stenographer, we earnestly urge all pupils to take our penmanship drills.

MODEL OFFICE

In order to make our course thoroughly practical, our students take a six or eight weeks' course in the "Model Office" before completing their work. Here actual business correspondence pertaining to the school is carried on by the different members of the faculty, thus familiarizing our students with actual office conditions.

This office is equipped with ten typewriting machines of different makes, a complete modern Filing Cabinet, two Edison Business Phonographs, a Copying Press, a Mimeograph, and other up-to-date office appliances. Having completed the work in this office, the student is transferred to the Secretary's office, where his entire attention is given to actual stenographic work.

BOOKKEEPING

Every stenographer should have a knowledge of the elements of bookkeeping, and as much more as his time will permit. This knowledge will be gained by taking the subject in our regular
bookkeeping department. It requires from six to eight weeks to acquire a knowledge of the elements of bookkeeping.

There is no extra tuition charge for any of these allied branches.

TIME USUALLY REQUIRED

Persons who are thoroughly prepared can become proficient stenographers in six months. Habits, health, adaptability, age, power of application, ambition, concentration, and ability to do efficient work, are important factors. A majority of young people are lacking in some one or more of these factors, consequently they take from six to nine months in which to prepare themselves for holding responsible positions. The union of the highest possible degree of skill and service always produces ample money reward, hence ability and not time, should receive first consideration on the part of the stenographer.

REQUIREMENTS FOR GRADUATION

Principles of Shorthand.........................90%
Spelling ..................................95%
English ..................................85%
Correspondence..............................85%
Office Training ..............................90%
Penmanship ..................................85%
100 Word Dictation .........................90%
Typewriting Speed .........................50 Words

The demand that is made upon us for stenographers is so great and the salaries offered so attractive that we have very few graduates from this department. This accounts for the relatively small number of graduates from the Shorthand Department as compared to those from other departments of the school.

This is simply another evidence of the very great demand for young people who thoroughly prepare themselves for stenographic work.
SCHEDULE OF STUDIES

FIRST TERM—16 Weeks
Principles—2 classes daily
Penmanship
Business English
Typing, Manual—2 classes daily
Spelling

SECOND TERM—8 Weeks
Review Principles—1 class daily
Word Study
Beginning Dictation, 70 Words—
2 classes daily
Typing—2 classes daily
Elements of Bookkeeping

THIRD TERM—6 Weeks
Review Principles—1 class daily
Intermediate Dictation, 85 Words—
2 classes daily
Office Training
Typing—2 classes daily
Machine Dictation

FOURTH TERM—6 Weeks
Review Principles—1 class daily
Word Study
Advanced Dictation, 100 Words—
2 classes daily
Typing—2 classes daily
Legal Papers

Some students can do the work in less time. All such are
given opportunity to work according to ability.

For those having had the necessary preparation the following
schedule is offered:

FIRST TERM
Shorthand Principles—Two recita-
tions daily
Spelling
Typewriting—Two or more recita-
tions daily
Business English and Correspond-
ence
Beginning Dictation
Penmanship

SECOND TERM
Review Shorthand Principles—One
recitation daily
Office Practice
Phonographic Dictation
Typewriting—Two or more recita-
tions daily
Mimeographing
Manifolding
Letter Filing

See page 75 for Two-Year Course for Shorthand Teachers
leading to a Diploma and a State Life Certificate.

POSITIONS

No well trained stenographer need have any fear of being
long unemployed.

We take pleasure in helping our students secure desirable and
profitable positions.

The efficiency of the Ferris Institute trained stenographer is
generally recognized by the business world and the consequent
demand for our students to fill positions has been greater than
we could supply. We do not, however, guarantee positions.
That is left as a device to be made use of by unscrupulous insti-
tutions whose aim is to deceive the unthinking. A little thought
on the part of the applicant will make plain the fallacy of such
offers.
SHORTHAND BY MAIL

Many young people who are so situated that they cannot attend school at the present time, look forward to a time when they can do so. Teachers in district and village schools, clerks in stores, office employees of all kinds, young people on the farm and in shops, might, if their previous preparation were sufficient, spend their spare moments very profitably in the interesting and fascinating study of shorthand.

This course is thorough and complete. It is especially arranged for this purpose, and covers what is done in from twelve to sixteen weeks at the school. Students enrolling for the course by mail may have a year in which to complete the work. The student who follows directions and works earnestly will acquire a thorough knowledge of the shorthand principles in a comparatively short time. This is not intended in any sense to be a substitute for the regular course. The full course in shorthand as taught at the Ferris Institute includes other branches besides shorthand. But time and money can be saved by learning the shorthand principles during spare hours before entering school.

A fee of $25 is charged for this course. This includes the books needed and the postage on the matter sent from this school. If the student enrolls in the school at some future time for the purpose of completing his course in shorthand, $10 will be credited on his tuition for a course of not less than three months.

Why not do something along this line for pleasure and profit during the hours that are yours? If you are interested in shorthand by mail, let us hear from you.

SECRETARIAL COURSE

There is a constant demand for high-grade private secretaries. After communicating with nearly one hundred of the best business houses in America in order to determine what kind of training was desired by leading executive officials, we have organized the following course:

<table>
<thead>
<tr>
<th>Shorthand</th>
<th>Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriting</td>
<td>Human Nature</td>
</tr>
<tr>
<td>Spelling</td>
<td>Business Efficiency</td>
</tr>
<tr>
<td>Penmanship</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>English</td>
<td>Commercial Law</td>
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<tr>
<td>Elements of Bookkeeping</td>
<td></td>
</tr>
</tbody>
</table>
CIVIL SERVICE DEPARTMENT

We call particular attention to the examination for stenographers, bookkeepers, and forestry clerks, the latter being a combination requiring both shorthand and bookkeeping.

The entrance salaries paid by the government are, as a rule, larger than those paid by many private concerns. A young man eighteen years of age, having graduated from high school and taken a business course in the Ferris Institute, should without trouble pass the bookkeeper's or stenographer's examination and secure a position in the government service at Washington at an entrance salary of $100 a month. This is more than enough to pay his living expenses and tuition fees, etc., for a course of law, medicine, or engineering at one of the Washington professional schools. In six years' time he would have completed what corresponds to the regular four-year college course, and in the meantime his salary would have increased to $1,500 or $1,600.

Who are eligible?

Men and women at least 18 years of age who are citizens of the United States, of good habits and without serious physical defects. Write us for special information regarding the branch of the service you wish to enter.

How much education is necessary?

This depends upon the department of service you wish to enter. A common school education, together with special training is all that is required for many of the positions.

What departments of the service offer the best opportunities?

Stenography and Typewriting for men and women.
Bookkeeping for men.
Clerical work for men and women.
Rural and City mail carriers for men.
Post Office Clerks for men and women.
Customs House service for men and women.
Why do we advise Stenography and Bookkeeping?
Because Stenography and Bookkeeping fit a person for the business world as well as for the Government service. Any young man or woman who understands these two subjects need never be without a job.

What salary does the Government Pay?
From $1200 a year upwards. The amount is increased from year to year.

What opportunities does Washington offer?
It is the center of governmental activity for the United States. Her Colleges and Universities are open to Government employees.

What courses do these higher institutions of learning offer?
Law, Medicine, Engineering, Literary, Scientific, Domestic Science, Art, etc.

How long will it take the Government employee to finish a regular four-year College course?
About six years. The schools are open after 4 p.m. and from 7 to 9 p.m. By pursuing this plan, the ambitious young man or young woman can even save money while attending College.

GOVERNMENT REQUIREMENTS

Stenographer (male and female), Departmental and field service.
Age limit, 18 years or over. Subjects of examination and relative weights:
Stenography ..........................75  Arithmetic .......................... 5
Penmanship .......................... 5  Copying from Rough Draft ........10
Report Writing ....................... 5

Age limit in Isthmian Canal Service is 20 to 45 years, and in the Philippine Service 19 to 40 years. Men only will be admitted to these two examinations.

Bookkeeper (men only), Departmental Service,—Age limit, 18 years or over. Subjects of examination and relative weights:
Spelling ..............................10  Copying and Correcting Manuscript ..............10
Arithmetic ..........................15
Penmanship ..........................10  Bookkeeping ..........................40
Report Writing ........................15
Clerk.—Departmental Service. Age limit, 18 years or over.

Subjects of examination and relative weights:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Spelling</td>
<td>10</td>
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<tr>
<td>Arithmetic</td>
<td>25</td>
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<tr>
<td>Penmanship</td>
<td>15</td>
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<tr>
<td>Report Writing</td>
<td>25</td>
</tr>
<tr>
<td>Copying and Correcting Manuscript</td>
<td>15</td>
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<tr>
<td>Geography and Civics</td>
<td>10</td>
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Typewriting Examination

<table>
<thead>
<tr>
<th>Type of Test</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Copying from Rough Draft</td>
<td>20</td>
</tr>
<tr>
<td>Copying from Plain Copy</td>
<td>20</td>
</tr>
<tr>
<td>Spelling</td>
<td>5</td>
</tr>
<tr>
<td>Penmanship</td>
<td>10</td>
</tr>
<tr>
<td>Arithmetic Writing</td>
<td>10</td>
</tr>
<tr>
<td>Time (based on first three)</td>
<td>20</td>
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</tbody>
</table>

Post Office Clerk, City and Rural Mail Carrier

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Spelling</td>
<td>10</td>
</tr>
<tr>
<td>Copying from Plain Copy</td>
<td>20</td>
</tr>
<tr>
<td>Reading Addresses</td>
<td>10</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>20</td>
</tr>
<tr>
<td>Penmanship</td>
<td>20</td>
</tr>
<tr>
<td>Letter Writing</td>
<td>20</td>
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</table>

Customs House

<table>
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<tr>
<th>Subject</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Spelling</td>
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<tr>
<td>Arithmetic</td>
<td>25</td>
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<tr>
<td>Penmanship</td>
<td>15</td>
</tr>
<tr>
<td>Report Writing</td>
<td>25</td>
</tr>
<tr>
<td>Geography and Civil Government of U. S.</td>
<td>10</td>
</tr>
<tr>
<td>Copying and Correcting Manuscripts</td>
<td>15</td>
</tr>
</tbody>
</table>

Forest and Field Clerk.—Age, 18 years or over. One year’s office experience required.

Subjects of examination and relative weights:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Spelling</td>
<td>5</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>20</td>
</tr>
<tr>
<td>Shorthand</td>
<td>25</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>10</td>
</tr>
<tr>
<td>Copying from Rough Draft</td>
<td>10</td>
</tr>
<tr>
<td>Copying from Plain Copy</td>
<td>5</td>
</tr>
<tr>
<td>Report Writing</td>
<td>10</td>
</tr>
<tr>
<td>Time</td>
<td>10</td>
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</tbody>
</table>

Railway Mail Clerk.—Age, 18 to 35; medical certificate required. Height, 5 ft. 5 in.; weight, 130 lbs.

Subjects of examination and relative weights:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Spelling</td>
<td>10</td>
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<tr>
<td>Letter Writing</td>
<td>20</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>20</td>
</tr>
<tr>
<td>Copying from Plain Copy</td>
<td>20</td>
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<tr>
<td>Penmanship</td>
<td>5</td>
</tr>
<tr>
<td>Geography</td>
<td>10</td>
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</tbody>
</table>

Telegraph Operator.—Age, 18 years or over.

Subjects of examination and relative weights:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Spelling</td>
<td>5</td>
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<tr>
<td>Arithmetic</td>
<td>5</td>
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<tr>
<td>Penmanship</td>
<td>5</td>
</tr>
<tr>
<td>Report Writing</td>
<td>5</td>
</tr>
<tr>
<td>Copying and Correcting</td>
<td>10</td>
</tr>
<tr>
<td>Practical Questions</td>
<td>20</td>
</tr>
<tr>
<td>Training and Experience</td>
<td>50</td>
</tr>
</tbody>
</table>

The Ferris Institute offers exceptional advantages to those who wish to enter government service. Preparation can be made for other departments than those mentioned.
SPECIALTY TEACHERS' DEPARTMENT

Hundreds of teachers, graduates of high schools, normal schools and colleges are teaching for one-half the salaries they could command as teachers of commercial, shorthand, and allied branches in public and commercial schools. No longer do leading educators frown upon commercial education. The business world has forced the educational world to accept a broader view of the function of the public school. Commercial education has come to be a public necessity. This necessity has created a demand for commercial and shorthand teachers. As yet the supply is inadequate. Think of it. Two years or less in the Ferris Institute will enable the successful public school teacher to take a position at from $125 to $150 per month. Every year we have calls for specialists at from $1,500, $1,800 to $2,000. Although the Ferris Institute has increased yearly the number of these graduates, it cannot meet the demand for competent graduates at excellent salaries. Today, this field is the best for ambitious men and women who possess a thorough general education.

COMMERCIAL TEACHERS' STATE LIFE COURSE

The Ferris Institute offers a two-years' course for commercial and shorthand teachers. Graduates from approved high schools or from the College Preparatory Department of the Ferris Institute will receive a State Life Certificate upon completing this course. Three distinct courses are offered: A Commercial Teachers' Course, a Shorthand Teachers' Course, and a course which includes the essentials of both. Unless a student has a particular preference he should pursue the combined course.

Commercial Teachers State Life Course—Two Years

1. Bookkeeping (same as Bookkeeping Course with Cost Accountancy)
2. Banking (Office and Class work)
3. Blackboard Writing
4. Business Arithmetic
5. Business Correspondence
6. Business Efficiency
7. Commercial Geography
8. Commercial Law
9. Debating  
10. Filing  
11. Methods of Teaching  
12. Mental Arithmetic  
13. Penmanship  
14. Psychology I and II  
21. History of Education

**Combined Commercial and Shorthand Teachers’ State Life Course—Two Years**

**FIRST YEAR**
- Bookkeeping ..............24 weeks  
- (a) Elements  
- (b) Corporations  
- (c) Filing and Indexing  
- (d) Cost Accountancy  
- Penmanship.............90 per cent  
- Rhetoric ..............42 weeks  
- Business Efficiency.......12 weeks  
- Commercial Law........12 weeks  
- Commercial Geography...12 weeks  
- Rapid Calculation.......12 weeks  
- Spelling..............90 per cent  
- Shorthand .............12 weeks

**SECOND YEAR**
- Blackboard Writing...90 per cent  
- Business Correspondence.12 weeks  
- Methods of Teaching.....6 weeks  
- Business Arithmetic......12 weeks  
- Salesmanship ..........12 weeks  
- Debating ...............12 weeks  
- Psychology I and II...24 weeks.  
- Mental Arithmetic......12 weeks  
- Typing..................40-word test  
- Shorthand..............85-word test  
- History of Education

**Shorthand Teachers’ State Life Course—Two Years**

**FIRST YEAR**
- Principles ..............16 weeks  
- Typewriting .............36 weeks  
- Business English.......24 weeks  
- Psychology I and II...24 weeks  
- Dictation .............20 weeks  
- Rhetoric ..............42 weeks  
- Penmanship.............90 per cent  
- Spelling..............95 per cent  
- Rapid Calculation.......12 weeks

**SECOND YEAR**
- Public Speaking...........12 weeks  
- Mental Arithmetic........12 weeks  
- Principles of Bookkeeping,12 wks.  
- Blackboard Writing, (S).6 weeks  
- Practice Teaching, (T).6 weeks  
- Office practice ..........12 weeks  
- (a) Stenographic Practice  
- (b) Filing, Duplicating  
- (c) Phonographic Dictation  
- Office Efficiency........6 weeks  
- Dictation .............85 words  
- Typewriting, from notes,40 words  
- History of Education
TYPEWRITING DEPARTMENT

The time was when typewriting was thought of as a secondary matter, but today it has a place in the work of other leading professions, and no young man or woman need hesitate for an instant to take a "Typewriting Course." The truth of the matter is, typewriting is of the highest practical utility and importance, and should be pursued with the same care and diligence as shorthand.

The efficient stenographer must be a rapid, accurate typewriter operator if he desires to be of the greatest service to his employer. The value of shorthand depends upon its interpretation through typewriting; hence, typewriting ranks first in importance. When we talk of typewriting, we mean not only the accurate and speedy manipulation of the machine, but the practical knowledge of spelling, punctuation, tabulating, letter filing, preparing stencils, and all features of office work that he will be expected to know when he takes a position as stenographer.

OUR TYPEWRITING EQUIPMENT

The Ferris Institute spares no expense in making this one of the most valuable departments of the school. Our equipment consists of one hundred and twenty standard typewriters, machines most widely used in leading business houses. Our instruction is given by two teachers, who devote their entire time and attention to this department. Both individual and class instruction are given.

The "Touch System" is taught. We have found, through years of experience, that a "touch operator" is always more "speedy" and accurate, and is more in demand than one who has to divide his attention between the machine and his note-book.

On entering this department students are trained in correct position at the machine and in the skillful manipulation of the keys. After devoting eight or ten weeks to this feature of the work, students are promoted to our advanced department where
speed receives marked attention in transcribing all shorthand dictation. Advanced students are given practice in manifolding, mimeographing, billing, machine dictation, and in preparing different styles of tabulated work. On acquiring the required degree of skill both in shorthand and typewriting, the student is then advanced to our Practice Office where he receives a variety of dictation and becomes familiar with every phase of actual office work, such as copying, filing, etc.

The successful stenographer must have a general knowledge of how business is conducted, be a good speller, compose, arrange, and punctuate a business letter, and be able to do neat, accurate work. We give our students a thorough training in every feature of office work.

COMMERCIAL TYPEWRITING

Bookkeepers having a practical knowledge of typewriting have found it easy to secure lucrative positions. In an office where the service of a stenographer is not required, the bookkeeper is frequently required to prepare statements, write letters, etc., on the typewriter. In order to meet this demand the Institute has made typewriting one of the subjects required in securing a commercial diploma.

WHEN TO BEGIN

Classes Are Organized Six Times a Year
Fall Term .................. On Monday nearest September 1
Winter Term ................. On Monday nearest November 1
Midwinter Term .............. On Monday nearest January 1
Spring Term .................. On Monday, last week of March
First Summer Term .......... On Monday, last week of May
Second Summer Term ....... On Monday nearest July 1

The candidate who wishes to succeed with the least effort must begin with a regular class. The loss of a few days at the beginning of a class is serious and mars the progress of the student.

Students contemplating a course in shorthand may enter at any time and pursue to excellent advantage those preparatory studies that are so necessary to the success of every stenographer.
PENMANSHIP DEPARTMENT

Now that the mania for vertical writing is forever a thing of the past, we are at liberty to talk about real practical writing. For thirty-eight years the Ferris Institute has taught a rapid, legible handwriting. At present, there is no evidence that machine writing, valuable as it is, can ever become a substitute for this old fine art.

Not every student can acquire a "copper plate hand." Every student who is physically normal can acquire a legible handwriting. Speed is partly a matter of temperament. Those who are naturally slow in their physical movements are slow in their mental operations, consequently they rarely acquire a high rate of speed in writing.

No school has a monopoly in teaching penmanship. Every first-class school employs a specialist who is thoroughly familiar with all of the latest and best methods of teaching this wonderful art. We conduct six classes throughout every month in the year, and during the mid-winter term eight classes. Both class and individual instruction is given. Intelligent, progressive drills enable every faithful student to acquire a plain, business handwriting. Every business firm condemns slovenly and illegible penmanship. Other things being equal, the practical penman gets the best position.

A skillful teacher who is a skillful penman inspires his students.

While we do not advertise a "Pen Art Department," we do offer the best opportunities to students who are, by nature, especially gifted in the use of the pen. The professional penmen sent out by the Ferris Institute rank with the best. These penmen usually succeed in commanding large salaries in teaching the art in public schools and business colleges. See page 76 and send for specimens.
Artistic Writing
E. Burns, R. Kramer
C. Kern, E. Curtis
M. Pryor, Murray

Business Writing
A. Scoon, D. Finney
G. Irving, J. K. Lyons
M N O P Q R S T
m n o p q r s t
1 2 3 4 5 6 7 8 9 0 # $ @
TELEGRAPHY DEPARTMENT

The Ferris Institute offers a course in railroad telegraphy not excelled by any other school in the country. It begins with the ABC of telegraphy and takes the student through the various phases of the work until he is fully competent to hold a good position at the maximum salary. Formerly the student was taught to send and receive messages until he attained a fair speed, then he entered a railroad office as a helper to get the actual practice in both telegraphy and station work in order to fully fit him for a position.

The Ferris Institute is now equipped not only to teach the student to send and receive, but furnishes him the opportunity to copy actual messages and orders direct from a railroad wire. The student is also given a very thorough training in practical freight office work and is brought in touch with actual conditions and requirements of railroad work in general. In a word, this department keeps pace with the demands of the age.

New instruments of the very best kind have been added, and the student is surrounded with every facility for rapid and substantial advancement. In addition to the sending and receiving of every form of message, the student is taught the care of the battery, the adjusting of his instrument, etc., so necessary as a part of the operator's equipment.

WHY IT PAYS TO TAKE A COURSE AT THIS SCHOOL

Now-a-days, the operator who knows nothing, aside from the sending and receiving of matter over the wires, has difficulty in securing employment, but let him add a knowledge of railroad accounting and a good, legible handwriting, and there is no trouble whatever, especially if the young man has in him what is termed "gumption." At the Ferris Institute there is no extra charge for railroad accounting, penmanship, spelling, arithmetic, and English grammar. If he desires at the same time to fit him-
self for bookkeeping he can take this course without extra charge.

All students in telegraphy are required to take spelling and penmanship, and if needed, arithmetic and English. Those who have not finished the eighth grade should not fail to avail themselves of the opportunity to take work in arithmetic and English. Experience has shown that the best student is the one who pursues work in several of the common branches in addition to telegraphy and that the one who wants to drop everything but telegraphy usually is a failure. The Ferris Institute wants workers, not loungers.

**A REAL RAILROAD WIRE**

The department has a wire from the Pere Marquette Railroad from which the advanced student copies actual train orders, messages, car reports, etc. He is thus enabled to complete his course in telegraphy here and get the actual practice that will give the finishing touch to his preparation for a position as an operator. Time is sent over this wire by the Western Union Telegraph Company at eleven o'clock a.m. daily.

A class in time card rules is conducted which gives a very thorough insight into the manner of handling orders, the running of trains, etc.

**RAILROAD OFFICE TRAINING DEPARTMENT**

The railroad office training is a new departure that has just recently been installed, but promises to become one of the leading features of the course. Though handled in connection with telegraphy it is really a department by itself. This division of the work has in the brief time it has existed, furnished a number of young men with the knowledge necessary to go into a station, or freight office, and do railroad work from the start. Some of our students have gone out as station agents, handling the work unassisted.

Two offices have been fitted up each to represent a forwarding and receiving station. These offices are furnished with regular railroad forms, books, blanks, tariffs, etc. Arrangements
have been made to keep them supplied with the newest and most "up-to-date" forms, etc. They also have a copy press, tariff case for filing tariffs, a set of Tengwall Tariff Binders and Tariff Punch, a railroad stationery case and letter files.

Here the student goes through the daily routine work of a freight office in a practical manner using the real forms. He issues and receives waybills, makes expense bills, books and abstracts received waybills, issues corrections when necessary, keeps the cash book, etc., etc. In fact, he learns the system of recording peculiar to railroad requirements.

Railroad accounting is a separate and distinct form of bookkeeping and cannot be learned by pursuing the bookkeeping as presented in the ordinary commercial course.

Hence the inestimable value of this department. All advanced students are eligible to receive this training.

**Summary of the Work Covered:**

1. **Shipping Freight.**
   - (a) Explanation of the Bill of Lading.
   - (b) Making Bill of Lading and receipting for shipment.
   - (c) Classification of freight (ascertaining to what class a particular kind of freight belongs) and some of the fundamental rules of the Official Classification.
   - (d) Rating (locating rates), local and through.
   - (e) Waybilling shipments. First local waybills, then through waybills.
   - (f) Taking copy of waybills.

2. **Handling Received Freight.**
   - (b) Expensing and booking waybills. Abstracting waybills.
   - (c) Collecting freight charges, storage and car demurrage.
   - (d) Reports for refused and unclaimed freight.
3. **Writing Up and Balancing Cash Book Daily. Remittances.**

4. **Weekly Reports.**

5. **Monthly Reports and Balance Sheet.**

Arrangements will be made for students desiring to take up this work separate from telegraphy.

**WHAT DOES IT COST?**

Tuition for three months, $40; twenty-four weeks, $72; thirty-six weeks, $108. A very thorough course can be had at the Ferris Institute for approximately two hundred and fifty dollars. This estimate covers cost of living, tuition, and incidental expenses. While the student is pursuing his telegraphy work, he can also get excellent training in bookkeeping, business arithmetic, penmanship, business correspondence, and spelling without extra charge.

**HOW LONG DOES IT TAKE?**

That depends on the ambition of the student and his willingness to keep everlastingly at it. Telegraphy is not a subject that can be absorbed by sitting and watching others work. The young man who is not willing to exert himself and put a little ginger into his efforts, should not enroll for telegraphy. **Practice! Practice! Practice!** is the watchword. The student who is willing to work can master the wire work in at least six months. For both telegraphy and office training the student should plan on six to nine months.

**POSITIONS**

Any young man or young woman who has a common-school education, who has character and enthusiasm, can make a success of telegraphy. In fact, no calling pays better on the investment. The Ferris Institute has always been cautious about urging young men to enter this department for the simple reason that many telegraphy students cannot spell, write legibly, compose a business letter, or solve quickly and accurately simple problems in arithmetic.

The Ferris Institute is searching for students who are going
to succeed when they finish their course in telegraphy, who are going to be happy in having acquired this art. The young man or young woman who reads this paragraph should, if he cares anything about learning telegraphy, exert himself to be present as soon as possible. Remember that you run no risk whatever in making the investment. There is plenty of work for the competent.

**SUMMARY AND GENERAL INFORMATION**

Instruments on different tables are connected so that the more advanced students may do regular message work as it is done on the Western Union wires, the different tables representing different cities.

Train orders will be sent and repeated just as they are in the railroad offices by operators, and their application explained. A copy of the standard railroad rules is kept in the room for the use of students. Explanation of the rules is made by the teacher.

Students coming here without so much as a knowledge of the telegraph alphabet have, after four or five months been able to copy from twenty-five to thirty words a minute. It depends altogether on the student. Some learn more quickly than others.

Each student is expected to do considerable sending each day. There will be a great deal of sending by the teacher so that the student may have good sending from which to copy.

Every effort will be made to keep the work as practical as possible, but the main object will be to get each student able to copy in good shape difficult matter, such as stock reports, train orders, and newspaper articles from the live wire in the room.

The work is graded according to the increasing ability of the student. The student reaches a twenty-words-per-minute speed in copying in from three to four months. In a railroad office it takes from seven to ten months to reach the same speed.

Even if boarding at home, the extra time taken in an office is worth from $50 to $60 per month to the student and he has to pay the agent from $5 to $10 per month for the privilege of learning. It costs much less in a first-class school, and it is taught better and quicker than in a railroad office.
The railroad or Western Union operator belongs to the "Order," and he frequently discourages the student from taking up or completing the study of a clean, pleasant, and well-paying occupation, in which there are good opportunities for promotion.

Seventy-five per cent of the higher-salaried and more responsible positions in the railroad service are filled from the ranks of the telegraph operators.

In order to fill these higher positions a better general education is required. Why not attend a school that not only offers a first-class practical course in telegraphy, but also offers a thorough course in many other studies without extra cost?

The student is taught the best way to send so as to guard against operator's paralysis; to copy rapidly and neatly general press matter; to send and receive in the regular way hundreds of railroad messages, Western Union messages, and train orders.

THE INSTRUCTOR

The inexperienced telegraph instructor has no place in a first-class training school. We exercised the utmost care in selecting a practical man; one who knows all phases of the work; one who has mastered this vocation through hard knocks; one who has tact and sympathy in handling learners. At the Ferris Institute you get ready for a good paying position. The moment you are prepared, that moment you can be placed as a practical "all-round" telegrapher.

The head of this department is J. B. McPherson, a man who has devoted many years to actual telegraphy and railroad work in one of the largest cities in Michigan. He devotes all of his time to training students for practical work. Five or six months of hard work will enable a young man to prepare for a paying position. The same length of time will enable a young woman to prepare for a Postal or Western Union position at a good salary.
ADVANTAGES OF A LARGE SCHOOL

Small Business Schools in which all of the teaching is done by the proprietors and one or two so-called advanced students, through jealousy or envy, speak sneeringly of large institutions. With their limited facilities they seek to warn the unsophisticated against attending a really great school, where they (the students) are in danger of getting lost in the "shuffle." They go out and personally solicit the patronage of young people who are in moderate circumstances, making sure to get cash or its equivalent for a "scholarship."

The Business, Shorthand, and Telegraphy Departments of Ferris Institute were not built up through the use of such "fake" methods. A great school is known by its fruits. The leading business firms of the Northwest send to the Ferris Institute for bookkeepers and stenographers.

No intelligent person can afford to experiment when a school like the Ferris Institute is at his command. It is not a question of a ride on a railroad, it is not the flattering inducements of a smooth solicitor. It is a question of what a school has done and can do.

These three departments continue to grow because they meet the demands of the twentieth century. They are conducted in large, pleasant rooms. The Institute buildings are located on an elevation on the south side of the city. Even in the warmest weather the rooms are pleasant and cool. There is nothing to interfere with the free circulation of air.

The school grounds are well shaded and the lawn is kept in excellent condition. These things give these departments of the Ferris Institute a big advantage over similar departments conducted in large cities. There are no street cars running by every minute to attract the attention of the students.
“F. I.”

These initials mean much to many people. There are F. I. clubs in nearly all colleges in Michigan, perhaps all of them. The students who come from F. I. always seem to be enthusiastic over their alma mater. They are F. I.’s forevermore. Just why Ferris Institute has such a hold on its students is easy to appreciate, once you have been there. Ferris Institute has Ferris. Having said that, you have said much. Ferris is there, and as long as he is there, aspiring youth from all over Michigan will continue to pilgrim thither. Ferris is big, and a big man draws. A big man also grips and holds. Ferris does all three. Happy the institution that has such a head. That is why his students swear by him, and never at him (except those he expels, and he does expel and no bluffing about it. Ferris can direct a student to the depot with neatness and dispatch).

The question arises, Is it ever possible to build up a strong educational institution without a big man at the head? A man who, by his very unconscious qualities, commands the respect and loyalty of faculty and students? You will probably have to answer this in the negative. Michigan has had its Angell, Chicago its Harper, Bowdoin its Hyde. Like produces like. To find the really large man and place him at the head, listen to his counsels, co-operate with his plans, is the chief counsel of all educational boards of control. Physical equipment is not enough. You may have all the laboratories and apparatus that millions can buy, without virile personality results will not come.

With Ferris is another man, just as virile in his way, as Ferris is in his, namely Gerritt Masselink (M. A. C. ’95). Ferris and Masselink make a great team. You might paraphrase the saying of Garfield about Mark Hopkins, that a log with the student on one end and Ferris and Masselink at the other constitutes a true college.—East Lansing Community Life.
TUITION RATES

Payable in Advance

<table>
<thead>
<tr>
<th>Course</th>
<th>Twelve weeks</th>
<th>Twenty-four weeks</th>
<th>Thirty-six weeks</th>
<th>Forty-eight weeks</th>
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<tbody>
<tr>
<td>English Normal</td>
<td>$25.00</td>
<td>$45.00</td>
<td>$67.50</td>
<td>$90.00</td>
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<tr>
<td>College Preparatory</td>
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<td>Pre-Medic</td>
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<tr>
<td>Commercial Shorthand</td>
<td>$40.00</td>
<td>$72.00</td>
<td>$108.00</td>
<td>$144.00</td>
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<tr>
<td>Telegraphy</td>
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<tr>
<td>Pharmacy</td>
<td>$35.00</td>
<td>$63.00</td>
<td>$94.50</td>
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<tr>
<td>Typewriting</td>
<td>Twelve weeks</td>
<td></td>
<td></td>
<td>$5.00</td>
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<td>a day</td>
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<tr>
<td>Music: Voice, Piano,</td>
<td>One lesson, thirty minutes $1.50</td>
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<tr>
<td>Violin, Clarinet, Cornet,</td>
<td>Ten lessons, thirty minutes 12.50</td>
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<tr>
<td>Trombone, Mandolin,</td>
<td>Twenty lessons, thirty minutes 20.00</td>
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<tr>
<td>Band and Orchestra</td>
<td>Music students can without</td>
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<td>Instruments</td>
<td>charge elect one class a day in pen-</td>
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<td></td>
<td>manship, physical culture, or draw-</td>
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LIVING EXPENSES

Notwithstanding the effort that many schools have made to establish cheap boarding houses, students can live in Big Rapids for as little money as in any other city in the United States. The school has no boarding houses. We place our students in first-class private families. Parents are thus given an additional security as regards the supervision that will be exercised over their sons and daughters. We use all possible diligence in looking after the habits and morals of every one entrusted to our care. We consider character the first essential to success, and parents and guardians who are anxious to place young people in
an institution that is determining to a great extent their future success, will, we are confident, give this fact due consideration.

Good board and room can be obtained in private families with roommate for $5.50 to $7.00 per week. Students can rent rooms and board themselves at very low rates. It should be remembered that students can live as cheaply in Big Rapids as in any other school town in the United States. If convenient, applicants should write the President concerning board, rooms, etc., etc., at least a week before joining the school. The Ferris Institute Cafeteria serves meals at very reasonable rates. Many students board here for from sixty to seventy-five cents a day.

TEXT BOOKS (Partial List)

Mental Arithmetic ......................... Kirk and Sabin
Commercial Arithmetic ...................... Smith
Bookkeeping .................................. Rowe
Bookkeeping, Actual Business ............. Ellis
Commercial Law .............................. Rowe
English Grammar ............................ Steps in English
Physiology ................................... Conn and Budington
United States Civil Government .......... James and Sanford
State Civil Government .................... McKone
United States History ...................... Muzzey
Speller ...................................... Cody
Orthography .................................. Pattengill
Geography, Political ....................... Dodge
Geography, Physical ....................... Salisbury
Geography, Commercial .................... Smith
Physics ...................................... Henderson
College Physics .............................. Carhart
Algebra ...................................... Young and Jackson
College Algebra ............................. Wentworth
Geometry .................................... Wentworth-Smith
Trigonometry ................................. Wentworth-Smith
Botany ....................................... Bergen
Business Correspondence .................. Cody
Chemistry .................................... Irwin, Rivett and Tatlock
Organic Chemistry ......................... Perkin and Kipping
Qualitative Chemistry ..................... Prescott and Johnson
Quantitative Chemistry .................... Clowes and Coleman
Agriculture .................................. Waters
Zoology ...................................... Jordan and Kellogg
Geology ...................................... Brigham
American Literature ....................... Pace
Rhetoric ..................................... Herrick and Damon
Psychology .................................. Thorndike
General History ............................. Myers
Typewriting Manual ......................... Rational
English History ............................. Andrews
History of Education .................................................. Painter
Shorthand (Gregg System) ............................................ Gregg
Latin Lessons ......................................................... Bennett
Cæsar ................................................................. Kelsey
Cicero ........................................................................ D'Ooge
Latin Grammar .......................................................... Doisc and Pattengill
Greek Lessons ............................................................. Kelsey
Anabasis ................................................................. Keep
Homer ................................................................. Hadley and Allen
Greek Grammar ............................................................ Arny U. S. Pharmacopia
Pharmacy ............................................................... Scoville
Prescriptions .............................................................. Thiemé and Etlinger
French ................................................................. Bacon
German .................................................................. Cody
Business English ....................................................... Wilcox
Materia Medica .......................................................... Sturmer
Pharmaceutical Arithmetic ........................................ Sturmer

DIPLOMAS

Diplomas are granted at the end of June to graduates of all departments of the Institute.

HIGH SCHOOL GRADUATES

Many ambitious high school graduates who are anxious to pursue a college or university course are, for the time being, barred on account of lack of funds. You are asking: "What can I do to earn money so that I may gratify my ambition?" The Ferris Institute has already answered this question to the satisfaction of thousands. Here is the answer: Master shorthand, typewriting, and the fundamentals of bookkeeping. With this equipment, you are absolutely sure of a position, at a good salary, for twelve months in the year. This is the shortest road to the realization of your ambition. Furthermore, this training is a guaranty against financial failure, whatever your vocation. It is an asset that makes the would-be dentist, doctor, lawyer, preacher, teacher, and captain of industry strong and confident. This preparation has enabled many young people to earn a salary and attend college, university, or professional school at one and the same time. Once more we say to high school graduates: We have called your attention to the short road that leads to the higher institutions of learning.
BOOKKEEPERS, STENOGRAPHERS
AND TELEGRAPHERS

WHERE WORKING

Partial List

(B) Signifies Bookkeeper; (S) Stenographer; (R&S) Bookkeepers and Stenographers; (T) Telegraphers.

Aberdeen, S. D.

✓ H. W. Dabold, Stock Clerk, Armour Co.

Adrian, Mich.

Doris E. Robison, (S) Nu-Way Streech Suspender Co.

Alabaster, Mich.

✓ Grant D. Curtis, Cashier & Office Mgr., Gypsum Co.

Edwin Hasse, (S) Gypsum Co.

Alanson, Mich.

L. L. Kirsch, Agent & Operator, Mackinaw Division, Pennsylvania System.

Albion, Mich.

Dale Fillmore, Secy, to Dean of Albion College.

✓ Fred Fisher, Mail Carrier.


Allegan, Mich.

Emilia Kennedy, Commercial Instructor, High School.

Alma, Mich.


Ella Bennett, (S) Electric Co.

✓ Charles H. Britton, Plant Accountant, Republic Motor Truck Co. Inc.

Albert Dunas, (B) Republic Motor Truck Co. Inc.

Ethel Hilley, Secy. Credit Mgr. Republic Motor Truck Co., Inc.

Neva Larkin, (S) Republic Motor Truck Co. Inc.

Harold La Touche, Operator, Junction of P. M. & A. A. Ry.

J. A. Lowry, Cost Accountant, Republic Motor Truck Co. Inc.

Wm. McFadden, Asst. Cashier, First State Bank.


Wm. James Olds, Shipping Clerk, Republic Motor Truck Co. Inc.


Earl O. Parker, Acct. Dept., Republic Motor Truck Co. Inc.

Frank O. Parker, Asst. Cashier, First State Bank.

Iva Parker, (B), Broughton & Sons.

✓ Guy Riggle, (B) Michigan Sugar Co.
Alma, Mich.—Continued
Rose Ruff, Clerk, Republic Motor Truck Co. Inc.
Tressa Fisher-Rice, (S) Republic Motor Truck Co. Inc.
Grace Shannon, (S) Alma College.
Stewart N. Taylor, (S) Republic Motor Truck Co. Inc.
W. R. Tomlinson, Credit Mgr., Republic Motor Truck Co. Inc.
Agnes Ward, (S) Republic Motor Truck Co. Inc.
Ruth Whiting, (S) Republic Motor Truck Co. Inc.

Alpena, Mich.
- Boyden E. Davis, (Ph) James A. Spens Pharmacy.
- John Fraser, Prop. Fraser’s Restaurant.
- Norman Hofka, (Ph) Labonde’s Pharmacy.
- Eugene Monohan, Mgr. Standard Oil Co.
- Ivor W. Soderberg, Commercial Instructor, High School.
- James A. Spens, Prop. Jas. A. Spens Pharmacy.
- Wade F. Spain, (B) Gehart, Morrow Lib. Co.

Alpha, Mich.
- Ida Grieshammer, Commercial Instructor.

Amasa, Mich.
- Lillian Anderson-Smith, Commercial Instructor, High School.

Ann Arbor, Mich.
- D. A. Reagh, (B) University of Michigan.

Antigo, Wis.
- Will A. Grant, Gen’l Salesman, Sprague, Warner & Co.

Arcadia, Mich.
- Wm. H. Ebert, Prop. Ebert’s Dry Goods Store.
- Harvey Grund, Cashier, Arcadia State Savings Bank.
- F. O. Iverson, Produce Dealer.
- George Iverson, Produce Dealer.
- Carl A. Manke, (S & B) Arcadia Furniture Co.
- J. J. Martin, Druggist.

Argyle, Mich.

Ashland, Ohio

Ashley, Mich.
- Chas. Shimmin, Asst. Cashier, First State Bank.
- B. A. Strait, First Trick Operator, Grand Trunk Ry.

Atlanta, Ga.
- A. J. Ball, Southern Passenger Agent, Gulf Coast Lines.

Auburn, N. Y.

Bad Axe, Mich.
- Fred Cross, Treas. Bad Axe Grain Co.
- Ralph Fuhrmann, (B) Bad Axe Grain Co.
- Jessie Metz, Commercial Instructor, High School.
Baltimore, Md.

Baraga, Mich.
Ina I. Lindberg, Commercial Instructor, High School.

Battle Creek, Mich.
Robert Knisley, Prop. The Clean Store.
Gerald Koon, Druggist.
Lillian M. Nelson, Commercial Instructor, High School.
Cora Olsson, General Clerk, Michigan Central R. R. Co.
Fern Sheick, Training for Nurse, Battle Creek Sanitarium.

Bay City, Mich.
Harold Conover, (B) Independent Sugar Co.
Lawrence W. Forschusen, (B) Michigan Sugar Co.
Iva R. Thompson, (Cashier & B) Mantiandle Bean & Grain Co.
Marie E. Vogl, (S) James E. Duffy, Atty-at-law.

Bayonne, N. J.
Chas. Dell, Mgr. Drake Business College.

Beaverton, Mich.
Chas. B Ervin, Mgr. of an Elevator.

Belding, Mich.
Mary Bracker, (S & Clerk) Belding Savings Bank.
Don B. Cook, (Ph.) with H. J. Connell, Druggist.
Bert S. Gregg, Chief Clerk, Post office.
Bessie Peterson, (B) The Belding-Hall Co.
Ambrose Spencer, Cashier, Peoples Savings Bank.
Edgar Staunton, Mgr. Spencer Light Co.
Glenn E. Wortley, Druggist.

Bellaire, Mich.
Zeno Schoolcraft, Druggist.

Bemidji, Minn.

Benton Harbor, Mich.
H. S. Lucas, Cashier, American National Bank.

Bergland, Mich.
Lillie Erickson, Commercial Instructor, High School.
Myrtle Johnson, with Bergland Lumber Co.
Leonard LaCross, (B) Bergland Lumber Co.

Berrien Springs, Mich.
Gladys Kunzie, Commercial Instructor, High School.
Big Rapids, Mich.

Ed Anderson, Plumber.
Fred Ashley, Asst. Cashier, Citizens State Bank.
Grover C. Baker, Instructor, Department of Physics.
Myrtle Ball, (B) Michigan Cigar Co.
Nellie Barnes, (B) Big Rapids Gas Co.
Joseph Barton, Circuit Judge.
Gladys Berger, (S) A. A. Worcester, Atty.
W. T. Bidwell, Book Store.
Adeline Binney, (S & D) Drs. Lynch-Grieve-Campbell.
Blanche Borst, (S) Machinery Company of America.
P. B. Bouck, Bouck Bros. Auto Sales.
Helen G. Boye, Registered Nurse.
Joseph Bugai, (B) Ward Bros.
Vernon Burch, Traffic Dept., Machinery Company of America.
Fannie Campbell, Savings Teller, Big Rapids Savings Bank.
Leo Cornell, (B & Cashier), Big Rapids Electric Co.
Myrtle C. Crofts, Clerk, Stillwell's Bazaar.
Gertrude Cox, Draft Clerk, Citizens State Bank.
John Dalziel, Auto Livery and Baggage Transfer.
Gordon Darrah, (B) Darrah Milling Co.
Bartlett Doe, Doe & Yeo, Clothiers.
John Dunson, Cogger & Dunson, Attys.
Belle Farnsworth, (S) Ferris Institute.
Pheps F. Ferris, Clerical Work, Ferris Institute.
Oscar Franck, Teller, Citizens State Bank.
Glenn Grieve, M. D.
I. E. Hadden, Prop. Big Rapids Pharmacy.
W. T. Hein, Asst. Commercial Department, Ferris Institute.
Ralph Hanchett, Treas. Hanchett Swage Works.
Claude Hardy, Baggageman, Pere Marquette Ry. Co.
Frank Hardy, Hardy Bros. Produce Co.
E. J. Heydenburg, Cashier, Machinery Co. of America.
Ethel Hollister, (B S & Cashier) Palmer-Jenks Co.
Luther W. Hopkinson, Chief Clerk, Freight Office, Pennsylvania Line.
Frank Klesner, Sales Mgr. Darrah Milling Co.
Herman Krahm, Clerk, Postoffice.
Marie Krahm, (S) Hanchett Swage Works.
Jennie Larkin, (B) Citizens State Bank.
Barney Laser, City Clerk.
Esther Lyons, (B) Big Rapids Garage.
Bert A. Lyle, Lyle Insurance and Real Estate Agency.
Arthur J. Martz, with Big Rapids Furniture Mfg. Co.
Herbert Martz, (Ph) Fairman's Drug Store.
Big Rapids, Mich.—Continued

G. Masselink, Vice-Pres. Ferris Institute.
Benj. Mehl, Mehl Bros., Druggists.
Elizabeth Meile, Asst. Typewriting Department, Ferris Institute.
Karl G. Merrill, Prin. Commercial Department, Ferris Institute.
Ed Miller, Mgr. Northside Mercantile Co.
Leah Muehler, Real Estate and Insurance.
Mildred McGowan, Money Order & Register Clerk, Postoffice.
Emma Neubert, (S) Parker-Ryan Co.
Ernest Nichols, (II) Hardy Bros. Produce Co.
Max Norton, General Delivery Clerk, Postoffice.
Arla Pennock, Prin. Typewriting Department, Ferris Institute.
Ebenezer Pennock, Prin.Actual Business Department, Ferris Institute.
R. M. Reynolds, Jones & Green.
Oliver Robertson, Simms & Robertson, Sanitary Tailor Shop.
Marie Ryan, (S) Drs. Dodge & Burkhart.
Mona Smith, (S) Central High School.
Olive Sorensen, Shorthand Model Office, Ferris Institute.
Russell A. Stillwell, Stillwell's Bazaar.
W. A. Stillwell, Stillwell's Bazaar.
Harry A. Strait, Penmanship Instructor, Ferris Institute.
George Strickland, Storekeeper, Ferris Institute.
Bert S. Travis, Secy. Ferris Institute.
Irene A. Truran, (S) Ward Brothers.
Edna Turner, Clerk, Machinery Company of America.
Neva Tuttle, (S) Citizens State Bank.
Cora Wessling, (B) Farmers' Co-Operative Creamery Co.
Leona Wessling, (S) Machinery Company of America.
Reamer W. Wigg, Cashier, Big Rapids Savings Bank.
A. A. Worcester, Attorney.
George Wright, (B) Hood & Wright.
Gordon H. Yeo, M. D.
Russell Yeo, Firm, Doc & Yeo, Clothiers.
Edwin Young, Clerk, A. V. Young, Shoe Store.
James Young, Clerk, A. V. Young, Shoe Store.

Bingham Lake, Minn.

(W. J. McGladrey, with Northwestern Fire & Marine Ins. Co.

Birmingham, Mich.

Marion McElhaney, Clerk & Librarian, Baldwin High School.
W. Charles J. Shain, Druggist.

Blanchard, Mich.

Stanley W. Raymond, with Gleaner Clearing House Assn.

Blooming, Wis.

Norma Opelhausen, Kindergarten Instructor, Public Schools.

Boise, Idaho.

Hazel A. Carter, (S) Hawley & Hawley, Atty.

Boycourt, Mich.

Clyde D. Canute, (B) Crozad Stave Corporation.
Ray Johnston, Chief Clerk, Charcoal Iron Co. of America.
Bozeman, Mont.
  † Floyd Marvin, Marvin-Nelson Motor Co.
  A. J. Walrath, Atty-at-law.

Brazil, Ind.
  J. D. Mitchell, Agent, Public Savings Life Ins. Co.

Bridgeton, N. J.
  H. L. Millsap, Treas. Seabrook Farms.

Bridgman, Mich.
  Fred Macholz, Teller, Bridgman State Bank.

Brooklyn, N. Y.

Brownston, Ind.
  E. Joyce Bontrager, (B) Ford Auto Sales Co.

Brunswick, Mich.
  A. I. Millard, Agent, Pere Marquette Ry. Co.
  Ben L. Tollefson, (B) Tri-County Farm Bureau Market Assn.

Buchanan, Mich.
  Eleanor Peterson, (S) Clark Tractor Co.
  Perina Piziala, Commercial Instructor, High School.

Buckley, Mich.
  Gladys Nieszwander, Mgr. Dr. C. S. Purdy’s Store.

Buffalo, N. Y.

Butte, Montana
  Darwin McGowan, (B) Montana Power Co.
  Nellie B. Small, Co. Supt. of Schools.
  Fred L. Sturgis, (Ph.) Hosking Drug Co.

Byron Center, Mich.
  R. O. DeWeerd, Pres. Byron Center State Bank, also Secy-Treas.
  Hoffman-Deweerd Auto Co.
  Sadie Marshall, (B & S) Byron Center State Bank.

Cadillac, Mich.
  Alice N. Anderson, (S) Acme Motor Truck Co.
  Edgar T. Anderson, Railway Mail Clerk, G. R. & I.
  Minnie Bond, with Acme Motor Truck Co.
  Maurine Bowen, (S) L. B. Donnelly, Real Estate.
  Elizabeth Dahlquist, (S) Acme Motor Truck Co.
  Leo Dahlquist, (S) Webber-Ashworth Co.
  Ruth Dahlquist, (S) Acme Motor Truck Co.
  L. B. Donnelly, Real Estate.
  Alice Flodquist, (S) Fred C. Wetmore, Atty.
  Edith Gustafson, (S) A. W. Penny, Atty.
  Mary Hoekwater, (S) National Grocery Co.
  Vance C. Hill, Office Mgr. Plant No. 2 Acme Motor Truck Co.
  Evelyn C. Homer, Asst. to County Agricultural Agent.
Cadillac, Mich.—Continued

Millie Isaacson, (S) L. B. Donnelly, Real Estate.

James M. Miller, Dentist.
Ernest Nordstrom, Operator, Postal Telegraph Co.
Julius Ogren, Private Secy. President, Acme Motor Truck Co.
✓Emil Olander, Olander & Osterberg, The Fair.
Meta Olander, (S) Beaver Ins. & Real Estate Agency.
✓Arthur W. Penny, Attorney.
Rachael Peterson, (S) F. E. Bowen Ins. Co.
Casper Ramsby, Purchasing Agent, Acme Motor Truck Co.
J. H. Ranville, Grocer.

Calumet, Mich.
✓M. W. Kivela, Dealer in Men's Furnishings.
Joseph Roberts, Clerk & Purchasing Agent, Board of Education.

Camp Lewis, Wash.
Reginald Heafeld, Clerk U. S. Gov't. % Rement Depot.

Cando, N. D.
L. J. Moothart, Clerk, Great Northern R. R. Co.

Caro, Mich.
Max Zemke, Zemke Bros., Genl. Mdse.

Carson City, Mich.
Paul V. Bretz, Cashier, Farmers & Merchants' State Bank.
✓Rex L. Chamberlin, Druggist.
Fred Grover, (Ph) Chamberlin Drug Co.
Eva Mulholland, (B) Community Power Co.
Aileen Stebbins, (B) Farmers & Merchants' State Bank.

Cassopolis, Mich.

Cass City, Mich.

Centralia, Fla.
✓Edgar A. Roberts, Pres. & Treas., Central Cypress Co.

Champaign, Ill.
Chester Ham, Instructor in Accountancy and Business Administration, U. of Ill.

Charles City, Iowa

Charleston, W. Va.
Olive Zimmer, Commercial Instructor, High School.

Charlevoix, Mich.
H. Mildred Cross, Freight Clerk, Pere Marquette Ry. Co.
Guy Eccleston, (B) Charlevoix State Savings Bank.
Charlevoix, Mich.—Continued

Irene Holecheck, Asst. B. Charlevoix County Bank.
Minnie Farle Payton, Librarian, Carnegie Library.
Seth B. Smith, Salesman, Erickson Garage Press Co.

Chassell, Mich.

P. Reid Eber, Grocer.
Henry Longtin, Telegrapher.

Chattanooga, Tenn.


Cheboygan, Mich.

Emma Weiss, (S) Electric Light & Power Co.

Chicago, Ill.

Edmund G. Arndt, Student, Walton School of Commerce.
Jack Banholzer, Salesman, Adolph Sturm Co.
Marvel Biglow, Disbursing Clerk, Accts. & Dishbursements, Treasury Dept. Bureau of Internal Revenue.
C. Brady, with Chicago Paving Laboratory.
Wilmer A. Clink, Circulation Mgr. The System Magazine.
Ruth Cross, (B) Wengler & Mandell Co. Cigar Mnfrs.
Harvey S. Edwards, Auditing Dept. The Wabash Screen Door Co.
R. J. Evans, Heating Engineer and Mgr. Sales, Beckwith Co.
W. L. Gillette, with Gillette Lumber & Wrecking Co.
W. H. Gleason, (B) Charles Horn Lbr. Co.
Charles Horn, Charles Horn Lbr. Co.
Norman T. Horn, (S) Charles Horn Lbr. Co.
Bernice Howell, Secy. to Pres. Counter Confection Co.
Helen Ignatz, Cor. Clerk, Merchants' Collection.
C. A. Jackson, Mgr. Standard Oil Co.
Andrew Jager, Motorman, Chicago Interurban Traction Co.
Tatie Jager, with R. R. Donnelly Co.
Anna Jager, Operator, Illinois Bell Telephone Co.
F. W. Keilior, Secy. Fruit Produce Rating Agency.
G. A. Kromenaker, Salesman, Massachusetts Life Ins. Co.
Ernest C. Lane, Asst. Supt. Delivery, Postoffice.
Beatrice Madery, (S) King-Richardson Pub. Co.
Jas. K. McDonald, Sales Mgr. Fruit Produce Rating Agency.
Nina Murphy, (S & Asst. to Credit Mgr.) Horder's Inc.
Fred E. North, (B) Griffin Wheel Co.
Melvin H. Rose, Auditor, The Wabash Screen Door Co.
Glenn W. Slade, Chief Accountant, A. G. Morse Co., Inc.
Harry G. Travis, Asst. Sales Mgr. B. Kuppenheimer Co.
L. VanAntwerp, Purchasing Agent, Armour Leather Co.
C. H. Wilkes, Secy. The Wabash Screen Door Co.

Clare, Mich.

Clare, Mich.—Continued
A. Bruce Gibbs, (B) The Clare Co. Savings Bank.

Cincinnati, Ohio
Grace Darrah, Commercial Instructor, High School.

Cisco, Texas
Olan L. Conklin, Secy. Mexia Square Deal Oil Co.

Cleveland, Ohio
Glenn Giddings, O. G. Restaurant.
Effie M. Kingsley, Teacher, Public Schools.
Edwin C. Loomis, Accountant, Cleveland & Western Coal Co.

Climax, Mich.

\[\text{Warren Griffith, Partner, Climax Milling Co.}\]

Clintonville, Wis.

\[\text{Dwight F. Breed, Cashier, Clintonville State Bank.}\]

Coburg, Mont.

\[\text{Charles H. McGihon, Cashier, The Farmers State Bank.}\]

Coldwater, Mich.

\[\text{R. W. Strong, Secy. Homer Furnace Co.}\]

Coleman, Mich.
J. N. Bailey, Operator, Pere Marquette Ry Co.
Wm. Methner, Clerk, Cole State Bank.

Colon, Mich.
C. B. Tomlinson, Partner, W. B. Tomlinson & Son.

Colorado Springs, Colo.
James M. Chapman, Department Work, City Schools.

Columbus, Ohio
\[\text{G. R. Sweeney, with Millers National Ins. Co.}\]

Connelsville, Pa.
Helen N. Carroll, Asst. County Supt. Schools, Fayette Co.

Crystal Falls, Mich.
A. L. Flood, Prop. Flood Tire Co.
Herbert Hammerberg, Partner, Hammerberg Bros. The Rexall Store.
Richard Hammerberg, Partner, Hammerberg Bros. The Rexall Store.
Fred Pfeiffer, (B) McKinney Steel Co.
Norman Tratcher, (S) Leigh C. Caswell, Attty-at-law.
George Trombley, (B) Hanna Furnace Co.

Cumberland, Md.
Fred Harrison, M. D.

Dallas, Texas
L. D. Heckman,
Davison, Mich.
E. C. Reid, Cashier, Davison State Bank.

Dearborn, Mich.
Mrs. Nellie Holmberg, (B) Dearborn Independent.
Myrtle Lundberg, Savings Teller, Dearborn State Bank.

Decker, Mich.

Delta, Ohio
Noma Rutter, The Rutter Variety Store.

Denver, Colo.
Aloysius C. Coyne, (B) United States National Bank.
Thelma B. Gawthrop, (Secy. to the Pres. Will H. Wade Co., Investment Bankers.
Gertie Ford-McBride, with A. T. Lewis & Son,
Florence Peterson, (S) Alemite Lubricator Co.
Bertha Webster Starr, Chief of Collection Dept. State Board, Land Commissioners

Des Moines, Iowa
Percy L. Potter, General Agent, Mutual Benefit Life Ins. Co.

Detroit, Mich.
A. C. Anderson, Asst. Comptroller, General Motors Corps.
M. H. Anderson, with Mack-International Motor Truck Corporation.
Michael G. Asher, Accountant, Perc Marquette Ry Co. Division of Audit, Freight Traffic.
A. O. Axelson, Pharmacist at F. B. Calkins.
A. U. Axelson, M. D.
J. F. Axelson, (B) Acme White Lead & Color Works.
Elena Berg, (S) Henry Ford Hospital.
Thora Brevick, (S) Henry Ford Hospital.
R. H. Bronk, with The Travelers Ins. & Indemnity Co.
B. D. Bushan, Deputy Collector, Internal Revenue Service.
C. J. Carlson, Mgr. Accessory Division Packard Motor Car Co.
Florence Carlson, with Johns-Manville Co.
Coyne D. Castle, Railway Mail Clerk, Detroit Terminal.
Elmer Christiansen, (B) Panyard Piston Ring Sales Co.
A. M. Colegrove, Colegrove, Murphy & Debo, Federal Tax Specialists.
Jennie Conery, (S) Federal Sales & Supply Corporation.
Pauk S. Crosby, D. D. S.
Chris Conradsen, with Detroit Beef Co.
Frank L. Deveraux, (B) Acme White Lead and Color Works.
Alice Freiberg, (S) Educational Film Co.
Grace Goyer, Secy. to First Vice-Pres. Merchants National Bank.
Charles A. Hammond, General Insurance.
Anna Hansen, (S) Westminster Presbyterian Church.
Detroit, Mich.—Continued

Emil Hanson, Chief Clerk, Pres. Office, M. C. R. R. Co.
Adelaide Hess, (S) Acct. Dept. Street Railways, City of Detroit.
Estelle Hohler, (S) Associated Manufacturers.
M. M. Horst, (Ph) Bowers Drug Store.
Leon W. Hunsicker, Asst. Auditor, Passenger & Freight Accts.,
Detroit & Cleveland Navigation Co.
Mary E. Jeffery, Training Grace Hospital.
Carl G. Johnson, with American Legion.
Ruth C. Kachel, (S) The Belt Auto Indemnity Assn.
Eva Kirkby, with Detroit Brass Products Co.
Peter K. Kivit, (B) S. E. Rosenfield, Shoe Dealer.
C. A. Kountz, Senior Accountant, A. W. Fehrman & Co.
Anna Kunzman, Secy. Lanyon Cement Co.
Evelyn M. LaMarre (S & B) Lozier Seng & Blakely.
Ida Larsen, (S) Pere Marquette Ry. Co.
Viola Larsen, (S) Eureka Vacuum Co.
Pearl DeRoche-Law, Secy. to the Secy. & Treas. Lincoln Motor Co.
Inez Linten, (B) D. E. Kellogg Co.
Hazel Loop, (S) John Scott & Co.
Wilfrid J. McCloskey, Pres. & Treas. Refrigerating Machinery Co.
E. J. McLean, with Field Dept. Ancient Order of Gleaners.
Sara McPherson, (S) Henry Ford Hospital Co.
Jerome W. Miller, Salesman, Standard Oil Co.
Wayne A. Mitchell, Salesman, Firestone Tire & Rubber Co.
Ella Moreau, (S) General Motors Corporation.
M. E. Murdock, (B) Huron Portland Cement Co.
Ada Myers, Mgr. Claim Dept. Saxon Service Co.
Rachel Newcomb, Teaching Northwestern High School.
E. C. Norwalk, with Production Progress Div. Acme White Lead
Pearl Osterhout, Office Assistant, Greenslade Oil Co.
Color Works.
Frank Post, Attorney.
Harriet Preston, Secy. Grosse Pointe Presbyterian Church.
Harry N. Purdy, Stock Trader, Emmet L. Sprague & Co., Investment
Securities.
Chas. A. Ransom, with Tivoli Brewing Co.
Fred Scarborough, with Babson Statistical Organization.
Wilhelmine Schrage, Accountant, Parke-Davis Drug Co.
A. C. Scott, Asst. to Walter O. Brown, Concrete Construction Co.
Josephine Seguin, Secy. to Purchasing Agt. Crane Co., Heating &
Plumbing Supplies.
Ruth E. Sehm, (S) Sales Dept. Bomb-Robinson Co.
Agnes J. Sharpe, Railway Mail Clerk.
J. P. Sincworth, with Schroeder Paint & Glass Co.
Portia Smith, with Parke Davis & Co.
Lloyd Snyder, Salesman, Detroit United News Co.
Glenn Staines, Prop. Glenn’s Pharmacy, 12962 Woodward Ave.
Floyd A. Supp, Atty. with Race, Haas & Allen, Atty.s
Jeannette Temant, Teacher, City Schools.
B. H. Thompson, Sales Mgr. Detroit Veneer & Panel Co.
J. L. Utley, Accountant, Morgan Wright Tire Co.
Detroit, Mich.—Continued
Ruth Rillstone-Verron, (S) Air Reduction Sales Co.
Sophia Weber, (S) D. U. R.
Ben Welling, Dentist.
Leo Welling, Welling Investment Co.
Ida Westphal, with Fisher Body Co.
Margaret Westphal, with Fisher Body Co.
Caroline Zimmerman, Dictaphone Operator, American Blower Co.

Deerfield, Mich.
Beatrice Halstead, Clerk, Halstead's General Mdse.

Dighton, Mich.
C. A. Stiles, Cashier, Farmers & Merchants' Bank.

Dollar Bay, Mich.
Alice Archer, Commercial Instructor, Osceola Twp. H. S.

Donken, Mich.
John Plant, (B) Case Lbr. Co.

Dowagiac, Mich.
✓Arthur Abendroth, with Burlingame & Stahl Druggist.
Leo A. Donahoe, with the Beckwith Co.
Grover Merkle, with Nelson-Pemberton Drug Co.
✓Frank J. Stahl, Burlingame & Stahl Druggist.

Duluth, Minn.
Jane McFarlane, Cashier & B. Duluth Auto Supply Co.
Laura McFarlane-Brown, Mgr. Duluth Auto Supply Co.
Wm. McFarlane, Jr. Salesman & Collector, Duluth Auto Supply Co.
✓Emil Nelson, Auditor, Savolainen Jewelry Co.
Julius Sobotta, Auditor, Duluth-Winnipeg & Pacific Ry.

Eagle Harbor, Mich.
A. F. Glaza, Warrant Officer, U. S. Coast Guard Service No. 299.

East Chicago, Ind.
Minnie B. Kinney, Supervisor of Writing, Public Schools.

✓Mark W. Chaplin, Mgr. General Store.
Ethel Crowell, (S & B) East Jordan Lumber Co.
Florence Filkins, Commercial Instructor, High School.
Mrs. Pearl McHale, (S & B) F. J. & S. R. R.
Lillian Masselink, Instructor, Domestic Science and Art.

East Lansing, Mich.
Olive Farm, (S) Extension Dept. Michigan Agricultural College.
✓B. A. Faunce, Clerk to Pres. and Counselor, Federal Aid Men,
Michigan Agricultural College.
Irene Hale, Student, Michigan Agricultural College.
Julia Helmich, (S) Michigan Agricultural College.
E. E. Huyck, Instructor, Vocational Education, Michigan Agricultural College.
Myrtle Maguire, Instructor, Vocational Education, Michigan Agricultural College.
East Lansing, Mich.—Continued
J. Schepers, Cashier, Michigan Agricultural College.
Elida Yakeley, Registrar, Michigan Agricultural College.

East Liverpool, Ohio
Ruth Evelyn Jenkins, Dietitian, the East Liverpool City Hospital.

East Tawas, Mich.
\( \checkmark \) Herbert C. Boldt, Clerk, Freight Accounting Dept. Detroit & Mackinac Ry. Co.

Eaton Rapids, Mich.
Irene Bunt, Commercial Instructor, High School.
Edith R. Plantz, Proprietor, Worthmore Farm.

Eau Claire, Mich.
Sarah Ludden, Instructor in History, High School.
Zena Skinner, Commercial Instructor, High School.

Elk Rapids, Mich.
Marie Schuler, (S) and Clerk, Elk Rapids State Bank.

Erie, Pa.

Escanaba, Mich.
C. W. Mallock, Cashier, State Savings Bank.

Eureka, Cal.
Phoebe A. Duane, Sh'd & Typewriting Instructor, High School.

Evart, Mich.
Pearl C. Bigge, Prin. Osceola County Normal.
\( \checkmark \) George A. Glerum, Cashier, First State Savings Bank.
Alice McClelland, (B) American Logging Tool Co.
Florence Miller, Commercial Instructor, High School.
\( \checkmark \) H. A. McLachlan, Prop. The Clean Grocery.
Irene Somers, (B) First State Savings Bank.
Hazel Wymer, (B) Osceola Co. Ins. Agency.

Eveleth, Minn.
\( \checkmark \) Herbert J. Coleman, Cashier, Peoples State Bank.

Evenwood, W. Va.

Ewen, Mich.
\( \checkmark \) T. R. Ward, Mgr. Lake Independence Lbr. Co.

Falmouth, Mich.
Roy Terpenning, General Mdse.

Farmington, Mich.
Howard S. Staman, Mgr. The Great Atlantic & Pacific Tea Co.

Felch, Mich.
Alfred J. Lawrence, Prin. Washington School.

Fennville, Mich.
\( \checkmark \) Gabriel D. Bos, M. D.

Flagstaff, Ariz.
Flint, Mich.

Ethel Bowman, Teacher, Public Schools.
Caroline Carlson, (S) Dort Motor Car Co.
Elenora Carlson, (S) Dort Motor Co.
W. P. Cronin, Mgr. Billing Division, Buick Motor Co.
H. H. Curtice, Comptroller, Champion Ignition Co.
D. Davis, Pharmacist, with R. W. Selleck Drug Co.
C. E. Dawson, Sales Mgr. Chevrolet Motor Co.
Clara Schlosser-Dickinson, Typist, Buick Motor Co.
Doris Edgar, (B and Cashier) Massachusetts Mutual Life Ins. Co.
Frank T. Freeman, Genl. Agent, Massachusetts Mutual Life Ins. Co.
Christine Gillness, (S) Buick Motor Co.
Mildred Gillness, Comptometer Operator, Buick Motor Co.
Elton D. Graham, with Industrial Savings Bank.
James Grieden, (B) Flint City Water Works.
Elsa B. Guild, Teacher, City Schools.
Gudrum Hasted, with Flint City Water Works.
Frank Hawes, Receiving Teller, Citizens Commercial & Savings Bank.
Mary E. Hayes, (S) Time and Pay Roll Dept. Buick Motor Co.
E. L. Holloway, Office Mgr. Flint City Water Works.
Christine Houtnik, Private Secy. Treas. Chevrolet Motor Co.
Florine Hudkins, (S) Parker & Wilber, Attys.
E. W. Jakeway, Production Dispatcher, Buick Motor Co.
Mrs. Tina Johncox, (B) Flint City Water Works.
Maude Pearsall-Kiemle, Commercial Instructor, Dort High.
Gertrude Lindsay, (S) Buick Motor Co.
Erma L. Morse, with Harry W. Watson Co., Wholesale Tobacco Co.

W. H. Myers, Salesman, Durant Motor Corporation.
Freda Norwalk, (S) Buick Motor Co.
Belle O'Brien, Teacher, Civic Park School.
Grace O'Brien, (S) Grand Trunk Ry.
Raymond F. Peabody, (B) Leith Branch, The Industrial Savings Bank.
Mildred Rowland, Office Secy. First Presbyterian Church.
Marzella Simons, Typist, Buick Motor Co.
Effie Sisco, (S) Buick Motor Co.
Victoria Smokevitz (B) Flint City Water Works.
Helen E. Sveav, Secy. Manager, Dort Motor Car Co.
Henry W. Vane, Utility Accountant, Chevrolet Motor Co.
R. G. Voorhorst, Instructor of Agriculture, City Schools.
Nap Vidian, (B) Industrial Bank.
Grace E. White, Registered Nurse, 1633 Indiana Ave.
James A. Wilson, Teacher of Mathematics, City Schools.

Fond du Lac, Wis.
Jos. T. Veeser, (B) Bloedel Fuel Co.

Ford River, Mich.
John G. Gauthier, Dealer General Mdlc.

Fort Worth Texas
Fowler, Mich.

Frankenmuth, Mich.
    Fred Neuchterlein, Office Asst. F. Electric Light & Power Plant.
    Otto Trinklein, Cashier Frankenmuth State Bank.

Fremont, Mich.
    Alvin E. McAlister, Clerk, Postoffice.
    Herman Schuitema, (B) Old State Bank.
    Lester Starks, (B) A. A. Bristol Hdw. Co.

Gaines, Mich.

Gary, Ind.

Gaylord, Mich.
    Luella Evans, (B), Gaylord Lbr. & Fuel Co.
    Helen Morgan, (S) The Michigan Central R. R. Co.
    Thelma Winey, (B & S), Otsego Co. Co-operative Assn.

Genoa, Ohio
    Ray Lighthall, (B) E. G. Vorce Authorized Ford Dealer.

Germfask, Mich.
    Lorne A. McDougall, (B) A. McDougall Mercantile Co.

Gilbert, Mich.
    Edwin P. Symes, with Elba Mining Co.

Gladstone, Mich.
    Phil Hupy, Dealer in Ins. and Real Estate, & Genl Mgr.
    Warren Plummer, (B) Cloverland Milling & Supply Co.
    Harry J. Stocks, with I. Stephenson Co.

Grand Haven, Mich.
    John H. Addison, with Addison & Co.
    Vera Ribble, Teacher, Public Schools.
    Charles Misner, Atty-at-law.
    Angie Steveling, Secy. for City Manager.

Grand Ledge, Mich.
    Thomas A. Babcock, Com'l Instructor, H. S.
    Ernest H. Landrein, (B) Arctic Ice Cream Co.
    Peter Van Allsburg, Mgr. Arctic Ice Cream Co.

Grand Rapids, Mich.
    L. Anderson, (B) Old National Bank.
    Willard Anderson, Receiving Clerk, Great Western Oil Co.
    Harold Aubin, (Ph.) B. A. Hoxie & Sons, Pharmacy.
    Herman Brandt, Supt. Installation, Holland Furnace Co.
    Raymond Brinn, (B) Corrigan & Co. Investment Brokers.
    Anabel Brown, (S) Saunders Sales Corporation.
    Fred E. Burleson, M. D. Vice Pres. Burleson Sanitarium.
Grand Rapids, Mich.—Continued
Lucille Cheyney, (S) New Era Association.
Clyde Clark, Sec'y, Grand Rapids National Bank.
F. A. Collins, M. D. Burleson Sanitarium.
Florence Countryman, Music and Drawing Instructor Public School.
A. D. Crimmins, Cashier, Grand Rapids National Bank.
Russell Davis, Trav. Salesman, Tisch-Hine Co.
Beverly Denel, Consolidated Service, Brokerage Business.
P. DeYoung, Clerk, Wolverine Brass Co.
Marie Eckert, (S) Grand Rapids Veneer Works.
Mary E. English, with The Union Central Life Ins. Co.
Ben A. Gilbert, Salesman, John S. Noel Co.
A. W. Henny, Clerk, Worden Grocer Co.
Ella Hoekwater, (S) W. H. Coye, Atty.
Leroy Howard, Prin. K. of C. Evening Schools.
Leonard P. Howe, Trav. Salesman, Michigan Lithographing Co.
Marshall Kindy, with The Standard Oil Co.
Margaret J. Leising, (S) Powers-Tyson Printing Co.
Walter T. Meka, Grocer.
Faith M. Moe, (S) Grand Rapids Veneer Works.
W. A. Peterson, with Consolidated Service, Brokerage Business.
Mabel Prentice, Com'tl Instructor, Jr. H. S.
Hattie Probst, (B) Hood Rubber Co.
Susie K. Probst, (S) Francis L. Williams, Atty.
W. J. Roundtree, with Grand Rapids Overland Co.
Margaret Rupers, (B) Grand Rapids Cabinet Co.
Louis E. Snyder, Salesman, Chaffee Bros. Furniture Co.
Ruth E. Stanek, (S) Western Michigan Development Bureau.
F. Szatkowski, Checker, District Accounting Bureau, American Railway Express Co.
A. J. Van Keppel, Accountant, Seidman & Seidman, Accountants.
Jeanette Wheeler, with The Auto Owners' Ins. Co.
Chas. G. Willett, Investment Banker.
A. C. Young, Trav. Salesman, Mashawaka Woolen Mfg. Co.

Grandville, Mich.
Marguerite Rudd, Com'tl Instructor, High School.

Grayling, Mich.
Rose Gunville, Primary Teacher, Public Schools.
O. W. Hanson, Sec'y & Treas. Salling-Hanson Co.
Anna Nelson, (S & Billing Clerk) Salling-Hanson Co.
E. L. Sparkes, Clerk, Bank of Grayling.

Green Bay, Wis.
Carrie M. Schorn, (B) Berent L. Van Lente, Inc. Ford Garage.
Helen Treleven, Com’l-Sh’d Instructor, H. S.

Greenville, Mich.

Harrison A. Parker, Asst. Cashier, Greenville State Bank.
Hazel Vining-Purdy, Com’l Instructor, High School.
Harold Shupe, Asst. B. Gibson Refrigerator Co.
Guy VanNortwick, (B) Greenville Ibr. Co.

Gwinn, Mich.
Retha Treado, Commercial Instructor, High School.

Hancock, Mich.
Alice Bell, (S) Quincy Mining Co.
Addie Sobeit, with Peoples’ Fuel Supply Co.

Hart, Mich.

D. Aldrich, County Clerk, Oceana Co.
Bernice A. Bates, (B) Colby & Spiter Co.

W. S. Greiner, Asst. Cashier, Oceana County Savings Bank.

W. E. Rollins, Cashier, Oceana County Savings Bank.

Harvey, Ill.

Harold F. Wood, Chief Metallurgist, Ingalls-Shepard Division,
Wyman-Gordon Co.

Hector, Minn.
Gladys I. Anderson, Commercial Instructor, High School.

Helena, Ark.

Franklin Crager, with The Chicago Mill & Lbr. Co.
Floyd E. Curtis, (B) First National Bank of Helena.

John Ramsey, with The Chicago Mill & Lbr. Co.

Hermansville, Mich.
E. E. Allen, with Wisconsin Land & Lbr. Co.

M. R. Bradley, Postmaster.

Blanche Harwood, Teacher, Public Schools.

Highland Park, Mich.

Anthony F. Borg, General Clerk, Highland Park State Bank.
Maude Gibbard, Dictaphone Operator, Ford Motor Co.
Frank F. Jewson, Charge, Accounts Receivable and Collections, Ford Motor Co.

Hillsdale, Mich.
   E. R. Chapin, Railway Mail Clerk.

Holland, Mich.
   Chettie Murphy, (B) Holland Shoe Co.

Houghton, Mich.
   Alfred Abramson, Druggist.
   Chas. W. Mutter Cashier, Great Lakes Transit Corporation.

Howard City, Mich.
   Fannie A. Hill, (S & B) Gillett Motor Products Co.

Howell, Mich.
   Ina Ralfoot, (S & B) W. J. Slavin, Highway Engineer.
   Genevieve Devereaux, (S) Citizens' Mutual Automobile Ins. Co.
   Eleanor Krull, (S) County Agricultural Agent.
   Ida Monroe, (S) Spencer-Smith Machine Co.
   Grace Neff, (S) Spencer-Smith Machine Co.
   Berthold Woodhams, Clerk, Claim Dept. Citizens' Mutual Automobile Ins. Co.

Hubbell, Mich.
   R. E. Ogles, Cashier, Hubbell Bank.

Hurley, Wis.
   C. W. Wanek, Office Mgr. Val Iblat Brewing Co.

Huron, S. D.
   Mary M. Goudberg, Commercial Instructor, High School.

Independence, Mo.
   Ed Paxton, Paxton & Duke, Distributors of Dodge Cars.

Indiana Harbor, Ind.
   C. L. Gregg, Mgr. Western Union Telegraph Co.

Indianapolis, Ind.
   Ethan L. Thompson, Sales Mgr. The Detroit Veneer & Panel Co.

Ionia, Mich.
   Jennie Ashby, (S) Ionia, Sentinel-Standard (daily paper)
   P. L. Beahan, Purchasing Agent, Ypsilanti Reed Furniture Co.
   Russell Brecken, Chief Clerk, Grand Trunk Western Lines.
   Harry M. Caldwell, Nurse, Ionia State Hospital.
   William Daller, Mechanic, Dodge Garage.
   Harry Demarest, Mechanic, Dodge Garage.
   Ida Gillis, Nurse, Ionia State Hospital.
   Edward Hansen, Asst. Purchasing Agent, Ypsilanti Furniture Co.
   Roy E. Kendall, Cashier, Grand Trunk Western Lines.
   L. W. Lockwood, Employment Mgr. Ypsilanti Reed Furniture Co.
   Josephine Long, Commercial Instructor, High School.
   I. L. McNamara, Salesman, Overseas Reed Company.
   Martin McNamara, (Ph.) McNamara Bros. Pharmacy.
   J. T. Neal, (S) Ionia State Hospital.
   Edith Peabody, (S) Sorosis Garment Factory.
   Ronald Slye, Production Dept. Ypsilanti Reed Furniture Co.
   Leonard Swanson, Asst. (B), Ypsilanti Reed Furniture Co.
   Otto S. Taylor, Money Order and Registry Clerk, P. O.
   Harold Thorpe, Shipping Clerk, Overseas Reed Company.
   Agnes Van Giesen, (S) Watt & Colwell, Attys.
   C. Walters, (Ph), Cook's Pharmacy.


Ionia, Mich.—Continued

Alta Wilson, (S) Michigan State Reformatory.
Edwin White, Asst. Shipping Clerk, Ypsilanti Reed Furniture Co.

Iron Mountain, Mich.

C. D. Symonds, Atty-at-law.

Iron River, Mich.

Dorothy Campbell, (S) The First National Bank.

Iron River, Wis.


Ironwood, Mich.

Edna M. Backon, Sh'd & Typewriting Instructor, H. S.
Martin A. Kopnick, Mgr. Casualty Dept. Oliver Mining Co.
Abbie Larson, Librarian, Ironwood High School.
Donald Patterson, Sec'y. to Asst. Gen'l Supt. Oliver Iron Mining Co.

Irvine, Ky.

John W. Walker, Atty-at-law.

Ishpeming, Mich.

L. Eva Hoover, Prin. Sh'd Dept. & Supervisor of Penmanship, H. S.
Helen Malmgren, Comm'l Instructor, High School.

Ithaca, Mich.

Myles A. Nelson, Commission Merchant.

Jackson, Mich.

Effie Bigelow, (S) Detroit Life Ins. Co.
Chas. H. Bovay, with Detroit Life Ins. Co.
Wm. Burke, with The Earl Motor Car Co.
Martha B. Chase, Prin. Francis Street School.
Flora Sawtell, Kindergarten Teacher, Public School.
Adolph Swanson, Cost Clerk, Hayes Wheel Co.

Janesville, Wis.


Jerome, Ark.


Johannesburg, Mich.

Alfred Larsen, (B) Johannesburg Mfg. Co.

Kalamazoo, Mich.

U. S. Acker, County Treasurer.
Jessie M. Babcock, (S) The Upjohn Co.
Ora Ball, Druggist.
Elmer Taylor Beach, Chief Acct. and Credit Man, Ihling Bros., Everard Co.
Elsie Bjorkman (S) Stearns & Kleinstuck, Attorneys.
Amanda V. Bowen, (S) Kalamazoo State Hospital.
Kalamazoo, Mich.—Continued
Leona Frank, (S) Harry C. Howard, Atty.
Hazel W. Garrison (S & B) Kalamazoo State Hospital.
Pearl M. Haist, (S) Dr. W. M. Puffer.
Dr. Edgar H. Honey, Jr., Extraction Specialist.
Bertha E. Huyck, (Sec'y & S) Kalamazoo Stationery Co.
G. L. Norcross, Teacher, Vine St. High School.
Thomas O'Toole, Teller, Kalamazoo National Bank.
Florence F. Scott, (S) Kalamazoo State Hospital.
Gertrude Tousey, (Sec'y) Buswell Service Human Interest Advertising.
H. J. Wilkes, Sec'y & Treas. Kalamazoo Lumber Co.

Kalispell, Mont.
P. A. Beebe, Chief Deputy County Clerk and Recorder for Flathead County.
W. F. Ruegssegger, Gen'l Agent, Central Life Assurance Society.

Kansas City, Kan.
Raymond B. Gibbs, Mgr. Chamber of Commerce.

Kimberly, Wis.
Audrey J. Gray, with Kimberly Clark Co.

Kinde, Mich.
Gertrude Etzler, Teacher, Public Schools.

Klingman, Ariz.
Jay M. Gates, Sec'y-Treas. Central Commercial Co.

Lake City, Minn.
Elizabeth Hornick, Prin. Com'l Dept., High School.

Lake City, Mich.
Henry J. Miltner, Prosecuting Atty., Missaukee Co.

Lakeview, Mich.
Minnie E. Pagel, Com'l Instructor, High School.

Lansing, Mich.

Department of Public Instruction
Wilford L. Coffey, Deputy Supt. of Public Instruction.
Bert J. Ford, Asst. Supt. of Public Instruction.
Thomas E. Johnson, State Supt. of Public Instruction.
Bessie Nicholas, (S)
Marie Reynolds, (S)

Department of Public Safety
Thomas Bright, Accountant.
Dorothy Fraser, Information Clerk.
Chief, Oscar Olander, Accountant.
Alfred Peterson, (S).

Department of Agriculture
Alma Bryan, (S).
Harriet Granger, (S).
Lansing, Mich.—Continued

Department of Agriculture—Continued

Peter Sullivan, Clerk, Bureau of Animal Industry.
George G. Sawdy, (S) Bureau of Animal Industry.

Michigan Public Utilities Commission

Dagny Hansen-Lindquist, (S).
Jane Thompson, (S).
Mary Winterhalter, (S).

State Insurance Department

Siam Backonen, (S).

State Accident Fund Department

Charlena Brooks, (S).

Pardons and Paroles Department

Bess Fraser, (S).

State Welfare Department

Lillian Roy, (S).

State Highway Department

Thelma Pratt, (S).

Auditor General’s Department

Anna M. Larsen, (B).

Adjutant General

Belle K. Maniates, Chief Clerk.

Geological Survey

Rose Thompson, (S).

State Farm Bureau

Frank W. White, Accountant, Wood Department.

State Department of Conservation

Elizabeth Boynton, (S) Game, Fish & Forest Fire Division.

Mabel Acheson, (S) Novo Engine Co.
Marjorie Black, (S) Willard I. Bowerman, Dealer Real Estate
Glenn Carpenter, (B) F. J. Blanding Co.
Edward J. Creer, with Service Dept. Reo Motor Car Co.
Mildred Marks-Field, (S) Durant Motor Car Corporation.
Mildred E. Herriott, (S) Jury-Rowe Co.
Harry O. Hill, Clerk, Purchasing and Accounting Dept. State Administrative Board.
Mark Jeffries, Druggist.
Louise Kadolph, Clerk Chas. F. Haight, Atty-at-law.
Wm. Kenney, Dealer Real Estate.
Mabel Manz, (S) Jury-Rowe Co.
Elizabeth Bamborough-Morrison, (S & Clerk) Reo Motor Car Co.
Ford Rhenbottom, Clerk, Millins Haberdashery.
Stanley M. Sessions, Asst. to Attorney General.
S. B. Spalding, Mgr. Mid-Continent Refining Co. of Michigan.
Casper Swinson, (B) Proctor-Gamble Soap Co.
Doris Ross-Tohias, (S) Worden Grocer Co.
John Turner, with American Savings Bank.
John L. VanSickle, Mgr. Stock Records, Division of Production, Novo Engine Co.
Lansing, Mich.—Continued
  Donald V. Whipp, Sales Mgr., Hardy Bros. Real Estate.
  Elva Wilkinson, (S) First Bond and Mortgage Corporation.
  L. W. Wright, (B) Worden Grocer Co.

La Grange, Ill.
  Jessie Prisk, Secy. Lyons Township High School.

Lapeer, Mich.
  Gladys M. Abbott, Penmanship and Geography Instructor, H. S.
  Alice Burns, (S) Michigan Home & Training School.
  Susie Cade, Commercial Instructor, High School.
  Edith Young, Secy. to Medical Supt. Michigan Home & Training School.

Latrobe, Pa.

Laurium, Mich.
  T. W. Sibilsky, Prop. Superior Pharmacy.
  Alfred Ware, Druggist.

Leadville, Colo.
  Agnes Gorrie, (B) S. Baker Plumbing & Electric Co.

Leola, S. Dak.
  C. S. Acker, Atty-at-Law.

Libby, Mont.

Lincoln, Nebr.
  Elizabeth Bjorkman, (S & Clerk) Union Insurance Co.

Little Rock, Ark.

Livingston, Mont.
  Lewis Terwilliger, Mayor and Abstractor.

Louisville, Ky.
  D. P. McDonald, Pres. Bryant & Stratton Business Coll., Inc.

Lowell, Mich.
  V. F. Ashley, Druggist.
  C. M. Weed, Mgr. Citizens Telephone Co.

Ludington, Mich.
  G. D. Caplon, Caplon Bros. Dry Goods.
  Claude M. Curtiss, Official Court Reporter, 19th Judicial Circuit of Michigan.
  Chester W. Perry, Asst. Postmaster.
  Melard H. Warren, Owner, Forest Home Farm.
Luther, Mich.
    Hal L. Cutler, Circuit Judge, 19th Judicial Circuit of Michigan.

Lyons, Mich.
    John W. Curran, Timekeeper, Ypsilanti Reed Furniture Co.

Manistock, Mich.
    Geo. LaCroix, with Swigart’s Land Co., Manager.

Manistee, Mich.
    Jack Kinn, Partner, A. Kinn & Co.
    Sidney O. Kann, Partner, A. Kann & Co.
    Fred P. Keif, Paying Teller, Sands & Burr, Bankers.

Manistique, Mich.
    Willard Bolitho, Partner, A. S. Putnam & Co., Druggists.
    Leona V. Foye, Deputy County Clerk.
    Alice Gourdeau, Deputy County Treasurer.
    Clara E. Orr, (B & S) Tribune Publishing Co.
    Tillie Peterson, (S) Charcoal Iron Co. of America.
    John C. Quick, Partner, A. S. Putnam & Co., Druggists.

Manitowoc, Wis.
    Melvin C. Ludwig, Agent, Standard Oil Co.
    G. R. Reynolds, Agent, Ann Arbor R. R. Co.

Marine City, Mich.

Marenisco, Mich.
    Ina I. Johnson, Assistant Postmaster.

Marinette, Wis.
    Ida Peterson, (S) Marinette & Menominee Box Co.

Marion, Mich.
    F. D. Elliott, Cashier, The Marion State Bank.
    Grant Howard, Postmaster.

Marquette, Mich.
    Harold Doyle, General Merchant.
    John Dunsford, General Merchant.

Marquette, Mich.
    Phil N. Hopkins, Rate Clerk, Ann Arbor R. R.
    Katherine J. Scully, Supervisor of Penmanship, High School.
    C. C. Wiggins, Commercial Instructor, Northern State Normal School.

Martins Ferry, Ohio

    D. W. Dean, General Hardware.
McMillan, Mich.

Albert Popp, Prin. Smather's School.

Memphis, Tenn.

C. M. Chambers, Clerk, The Wabash Screen Door Co.

Menominee, Mich.


George G. Everard, (Ph.) Menominee Drug Co.


Lenna A. Larsen, Asst. Commercial Instructor, High School.

J. A. Muma, Commr. of Schools.

H. E. Nadeau, Cashier, Commercial Bank.

Adolph J. Pecard, Gate Tender, The Prescott Co.

Lucien Povalski, (Ph.) Lundgren's Drug Store.


Laurenda Sibner, (S) Signal Electric Mfg. Co.

Mesick, Mich.

T. D. Rose, Cashier, Farmers and Merchants' State Bank.

Midland, Mich.

Millie Baird, (S) The Dow Chemical Co.

Sabra Barrett, (S) The Dow Chemical Co.

Ruth Bellinger, (S) The Dow Chemical Co.

Fern Bluhm, (S) The Dow Chemical Co.

Mary Chilton, Instructor in History, Public Schools.

Letitia Danville, Instructor in Mathematics, Public Schools.

Harold F. Kenaga, Instructor, Public Schools.

Harry Marvin, Prin. High School.

Ruth Rogers, (S) The Dow Chemical Co.

J. J. Shafer, Supt. Schools.

Alta Schoen, Commercial Instructor, High School.

Rex Ward, Chemist, The Dow Chemical Co.

Frank E. Wilson, Paymaster, The Dow Chemical Co.

Milford, Mich.

G. M. Brigham, Cashier, First State Bank.

Milwaukee, Wis.


Donald Greer, Railway Postal Clerk.

Estella McGuire, Convl. & Ship Instructor, Wisconsin Commercial Academy.

Howard E. Murphy, (B) L. J. Mueller Furnace Co.

Adela Oelhafen, (S) Northwestern National Ins. Co.


Minneapolis, Minn.

C. G. Dennis, Prop. Wholesale Distributing Co.

Clarence H. Garrett, Chief Clerk, The Wabash Screen Door Co.

Missoula, Montana

Vina Sadler, Clerk to District Engineer, U. S. Dept. of Agriculture.

Mishawaka, Ind.

H. W. Barrows, Chief of Police.

Monroe, La.

E. J. Losic, Commercial Instructor, Monroe Business College.
Montreal, Wis.
N. P. Gauthier, Asst. Chief Clerk, Montreal Mining Co.

Morenci, Mich.
Albert Farst, (Ph.) Lee & Warner, Druggists.
Mary Louise Smith, Commercial Instruction, High School.

Escalene Adrian, (S) Central Michigan Normal School.
C. C. Barnes, Sec'y-Registrar, Central Michigan Normal School.
Bernice Dillon, (S) The Transport Co.
Loretta Dillon, (S) The Transport Co.
Margaret Ewing, Private Sec'y. The Transport Co.
Mildred Geddes, (S) Gorham Bros.
Edward Grambau, Science Teacher, Public School.
Eleanor Harmon, Sh'd & Com'l Instructor, Central Michigan Normal School, also student.
Glen E. Lake, (H) The Borden Co.
Rena Laarman, (B) Harris Milling Co.
Shirley MacGillivray, Druggist.
Ella McCully, English and Debating Teacher, High School.
Lulah McCully, Shorthand Instructor, High School.
Glenn McGregor, Dealer in Hdwe.
Isabel McRae, (S) Mt. Pleasant Chamber of Commerce.
Irvine Nackerman, Clerk, Butt's Drug Store.
Anise Ockree, Commercial Instructor, High School.
Icie Peterson, Private Sec'y. to Pres. Central Michigan Normal School.
Edith Potter, (S) Gorham Bros.
Charles Smith, Prop. Mt. Pleasant Drug Co.

Mt. Vernon, Ohio

Muncie, Ind.

Munising, Mich.
Lillian Collins, (Ph.) Parrell's Drug Store.
Max Conradson, Agent, Metropolitan Life Ins. Co.
Dalton Gollinger, Clerk, McDougall's Mercantile Co.
Ira E. Hanson, Clerk, Munising Paper Co.
Amy Henry, with National Bank.
Harley Hill, Cost Accountant, Munising Woodenware Co.
L. B. McDermott, Auditor, Munising Paper Co.
Harry W. Moreau, Clerk, Munising Paper Co.
Pete Parker, Mgr. Parrell's Drug Store.
Herbert Van Anken, Prop. Van Anken Jewelry Store.

Muskegon, Mich.
Truman Holcomb, Building Contractor.
Emil C. Kempf, Teller, Union National Bank.
Muskogon Heights, Mich.
    R. A. Peterman, Commercial Instructor, High School.

Napanee, Ind.
    Zelda Gathrop, (S) Copes Bros. & Zook.

Negaunee, Mich.
    Lena M. Chester, Asst. Librarian.
    Myrtle Cory, Commercial Instructor, High School.

Newark, N. J.

Newberry, Mich.
    Marjorie Cowell, Com't Instructor, High School.
    W. H. Hild, Mgr. Meat Dept. N. S. H.
    Sigrid Mickelson, (S) Newberry State Bank.
    John T. Turnbull, Sheriff, Luce County.

New Castle, N. Y.

New London, Wis.
    Russell D. Wilkinson, Post Office Clerk.

New York, N. Y.
    Isaiah Bowman, Director American Geographical Society of New York.
    E. J. Ferris, Mgr. Adressograph Co.
    F. M. Hyder, Customs Examiner.
    Martin V. Kelley, Pres. The W. V. Kelley Co. Advertising.

Niagara, Wis.
    Naomi Allen, (S) Kimberly Clark Paper Co.

North Branch, Mich.
    Gladys Boughner, (S) Pioneer Bank.
    W. A. Sinclair, Teller, Pioneer Bank.

Oakland, Cal.
    W. L. Mable, Jr. Trav. Salesman, Pittsburg Plate Glass Co.

Ocean Grove, N. J.
    Helen M. Bellen, Shorthand and Typewriting Instructor.

Odanah, Wis.
    E. J. Lockard, Cashier, J. S. Stearns Lbr. Co.

Oil City, Pa.
    E. R. Welch, Prin. Welch's Business College.

Okabena, Minn.

Olivet, Mich.
    Jane Laarmen, Secy. to the President, Olivet College.
    John Milor, Shorthand Instructor, Olivet College.
Omaha, Nebr.
Thurman A. Daly, Freight Claim Investigator, Union Pacific Ry. Co.

Omak, Wash.
Mabel Chisholm-Johnson, Teacher, 7th Grade, Public Schools.

Onaway, Mich.
Dan Mahoney, Secy. & Treas. D. & D. Mahoney Lbr. Co.

Oswego, N. Y.

Otsego, Mich.
Douglas Burss, Fireman, Wolverine Paper Co.
C. A. Burkirk, Pres. Wolverine Paper Co.
J. O. Ferguson, Commercial Instructor, High School.

Owendale, Mich.
Howard LaTourneau, Operator G'd Trunk Ry. Co.
N. L. Wales, Mgr. Michigan Bean Co.

Owosso, Mich.
L. C. Sly, Mgr. Isbell Bean Co.

Sara B. Miller, Mgr. Western Union Office.
Jas. Olson, Retail Lbr. Dealer.
Victor Peterson, Clerk, Jas. Olson.
W. C. Steele, Commercial Instructor, High School.

Pasadena, Cal.
Calvin Terwilliger, Trav. Salesman, Pasadena Biscuit Co.

Paynesville, Mich.
C. V. Nystie, Dealer in Gen'l Mdse.

Petoskey, Mich.
Mamie Albrecht, Blackmer Rotary Pump Co.
Anna Berg, (B) Northern Auto Co.
E. E. Gilbert, Judge of Probate.
Allen C. Madlem, Co. Clerk, Emmet County.
F. W. Mehl, Credit Mgr. Blackmer Rotary Pump Co.
Amy C. Shepard, (B) Galster Insurance Co.
Ethel O. Shepard, Teacher.
Homer Sly, Owner, Homer Sly Auto Co.
Aggie Timmerman, with The Northern Lime & Stone Co.
Eda Von Glahn, (Billing Clerk) Rotary Pumph Co.

Phoenix, Ariz.
Pearl M. Curtis, Typewriting Instructor, High School.
C. H. Roeser, Grocer.
Barnett Marks, Attorney.

Pierre, S. D.

Pittsfield, Ill.
Lyndle C. King, Treas. M. D. King Milling Co. Inc.
V. S. King, Secy. M. D. King Milling Co. Inc.
Ben Niebur, Trav. Salesman, Thompson Ehlers Co.
Olga Westenfelder, Commercial Instructor, High School.
PONTIAC, Mich.
Manley Chestnut, with Oakland Co. Savings Bank.
Alice R. Crawford, (B) Prudential Life Ins. Co.
C. W. Dowgovito, Clerk, Material Dept. Oakland Motor Car Co.
Rhoda G. Houtz, (S) Medical Staff, P. S. H.
Wixon Marsh, with Oakland Co. Savings Bank.
Mabel Rice, (B) The Bowles Drug Co.
William Roy, (B) Bartling & Dull Contracting Co.
Herbert J. VanWelt, Baxter & VanWelt, Real Estate & Ins. Co.
Frances C. Volkmer, Mgr. Savings & Investment Fund Dept.,
Cadillac Motor Car Co.

PORT HOPE, Mich.
Thelma Davis, Teacher, High School.
Roland Eibler, Cashier, State Bank of Port Hope.

PORT HURON, Mich.
Dora McLeod, Supervisor of Penmanship.  
E. R. Paige, Auto Dealer, The Overland Sales Co.

PORTLAND, Mich.
Carl O. Derby, Cashier, Maynard-Allen State Bank.

PROVEMONT, Mich.
F. Murphy, Physician and Surgeon.

RACINE, Wis.
Ella Frechette, Cashier & (B), Shi-nup Products Co.
Ethelyn L. Kidder, Prin. Shorthand Dept.

RAYMOND, Wash.

READING, Mich.
Helen Spaulding, (S) Acme Chair Co.

REED CITY, Mich.
Willard M. Curtis, Prop. The Winchester Store.

REMUSS, Mich.
Susie Bauman, (B) D. Mansfield & Co.
Earl Carr, Cashier, D. Mansfield & Co.
A. J. Dickm, Prop. General Store.
Lillian Romans, (B) The State Savings Bank.
Anna Ruets, (S) D. Mansfield & Co.

RHEINLANDER, Wis.
James M. Caldwell, Secy. Robbins Flooring Co.
W. Hanson, (B) Oneida Garage.
Harry H. Krause, Partner, MacDonald-Krause Lbr. Co.
Richard E. Larson, Office Mgr. Rheinleander Lbr. & Coal Co.
Erwin A. Lovetson, Cashier, Mason-Donaldson Lbr. Co.
J. C. McElroutne, Mgr. Softwood Lumber Sales, for J. H. O'Melia
Lumber Co.
Rhineland, Wis.—Continued
  Lewis A. Moore, Sealer, C. C. Collins Lbr. Co.
  J. Gordon Morgan, Prop. Morgan Garage & Supply Co.
  Chas. B. Peterson, partner, North Wisconsin Insurance Agency.
  Layton Shepard, Auto Salesman & Agency Mgr.

Riverdale, Mich.
  ✓Paul D. Bywater, Cashier, Riverdale State Savings Bank.

Rockford, Ill.
  ✓R. U. Baughman, Mgr. Fidelity Loan Co.
  J. G. Main, Trav. Salesman, The Viscosity Oil Co. of Chicago.
  J. F. Marten, Gen’l Agent, Reliance Life Ins. Co.

Rockford, Mich.
  Ella Kuehs, (S) Hirth-Krause Co.

Rock Island, Ill.
  Henry Timmerman, Salesman, Ford Agency.

Roscommon, Mich.
  Chas. H. DeWaele, Cashier State Bank, Partner, DeWaele, Sheppard & Co.
  J. H. Dye, Salesman for Ford Motor Co.

Rose City, Mich.
  Wm. G. Bell, Banker.

Royal Oak, Mich.
  Mary McCully, Commercial Instructor, Ferndale High School.

Saginaw, Mich.
  ✓Adelie Bickel, Office Asst. Modart Corset Factory.
  Arthur G. Bovay, Co. Agricultural Agent, Saginaw Co.
  Mark Davis, Atty-at-law.
  John Hopkins, Atty-at-law.
  Edward Kirchner, Druggist.
  Frank J. Lappin, Dealer in Hay & Grain.
  G. Herman Roedel, (B) Second National Bank.
  Alfreda Zender, (S) J. O. Newberry, Attorney & Real Estate.

Sandusky, Mich.
  ✓A. P. Jensen, Partner, Tom Moore Bridge Co.

San Francisco, Cal.
  Dale M. Moore, Clerk, Engineer Dept. U. S. Arizona.
  J. M. Whitty, with Pacific Tank & Pipe Co.

Santa Ana, Cal.
  ✓W. I. Stewart, Automobile Dealer.

 Saranac, Mich.
  Raymond Weaver, with The Saranac State Bank.

  Blanche L. Johnston, (S) Northwestern Leather Co.
  ✓Jay G. Marks, with Metropolitan Life Ins. Co.
  W. G. O’Brien, (B & Office Mgr.) Soo Creamery & Produce Co.
  Eva F. Tilson, (S) Pittsburgh Steamship Co.

Scottville, Mich.
  M. S. Stowell, Vice-Pres. The State Savings Bank of Scottville.
Seattle, Wash.
    Myrtle Langworthy, Public Stenographer.
    Iva McDill, (S) U. S. Veteran's Bureau.
    Chas. R. Miller, Mgr. Fairbanks, Morse & Co.
    Flora L. Nadreau, Commercial Instructor, Garfield High School.

Sebewaing, Mich.

Shelby, Mich.
    Harold Royal, Mgr. Oceana Canning Co.

Shepherd, Mich.
    Claude H. Estee, Proprietor, Bean & Grain Elevator.
    Karl A. Girven, Agent, The Kerogas Burner.

Sheridan, Mich.
    Irett P. Ferris, Commercial Instructor, High School.
    Adelbert L. Stebbins, Postmaster.

Sidnaw, Mich.

Singapore, India
    Russell Voelker, with Patterson Simmons Co. Ltd.

Six Lakes, Mich.
    Glenn Wood, Dealer in General Merchandise.

South Bend, Ind.
    Chas. A. Webster, Asst. Cashier, Oliver Chilled Plow Works.

South Haven, Mich.
    Josephine Fenchett Elliott, (B & S) First State Bank of South Haven.
    Lucille McNeal, General Clerk, Cable-Nelson Piano Co.

Springfield, Ohio

Springfield, S. D.

Springwells.

Stambaugh, Mich.
    David R. Anderson, (S & Asst. B) Brule Mining Co.
    Myrtle Olson, (S) Commercial Bank of Stambaugh.
    Hilding Swanson, Partner, Consolidated Mercantile Co.

Stanton, Mich.
    Gladys M. Decker, (S) Frank A. Miller, Pros. Atty.

St. Charles, Mich.
    Leila Jibson, Commercial Instructor, High School.

Stephenson, Mich.
    Naber E. Burkland, Asst. Cashier, Bank of Stephenson.
    Celia O'Donnell, Telephone Operator, Michigan State Telephone Company.
Stephenson, Mich.—Continued

Loleta L. Sanford, (B) for W. B. Winter, Gen'l Mdse.
Genevieve Finn Waessner, Kindergarten Teacher; Stephenson
Township High School.
✓ Carl Winter, Clerk, W. B. Winter, Gen'l Mdse.

St. Ignace, Mich.
✓ Oliver Boynton, Jr. Partner, Boynton's Pharmacy
  Elizabeth Cullman, (S) D. S. S. & A. Ry. Co.
  John C. Daly, Cashier, D. S. S. & A. Ry. Co.
  Robert Daly, (B) Murray Bros.
✓ Emil LaRocque, Clerk, Kynoch's Hardware Store.
✓ Eustache LaRocque, Prop, LaRocque's Drug Store.
✓ J. E. Quinn, with Murray Bros.
  P. M. Quinn, with Murray Bros.

✓ Geo. H. Brooks, with Farmer's Cooperative Elevator Co.
  T. E. Corkin, Asst. Secy. & Treas. Clinton Co.
  Mark Dewitt, with O. P. Dewitt & Sons, Wholesale Grocers.
✓ Howard C. Grimes, with John C. Hicks.
  E. A. Tallmadge, Cashier, Farmers State Savings Bank.

St. Louis, Mo.
  Claude L. Eyster, Commercial Instructor, Yeatman High School.
✓ E. W. Glauber, Pres. & Treas. Colonial Laundry C.

St. Louis, Mich.
  Lois Carter (S) Frances E. Burns, Great Commander L. O. T. M.
  Henry J. Jorgensen, Office Mgr. Holland-St. Louis Sugar Co.
  Elizabeth Schaus, Commercial Instructor, High School.
  Fred A. Sigourney, with Republic Truck Sales Corporation.

St. Maries, Idaho.
  E. B. Flagg, Secy. & Treas. Milwaukee Lbr. Co.

Stockbridge, Mich.
  W. G. Dancer, Mgr. W. J. Dancer Co.
  Dewey N. Weiss, (B) Stockbridge State Bank.

Stockton, Cal.
✓ B. I. VanGilder, Commercial Instructor, High School.

St. Paul, Minn.
✓ Raymond W. Egan, Commercial Instructor, St. Thomas College.
  Helen M. MacCormack, Private Secy. Chief Surgeon Northern
  Pacific Ry. Co.

Stratford, Ont.

Sturgis, Mich.
  Elda Christensen, (S) Royal Easy Chair Corporation.
  Ellen M. Kelley, (S) Theo. T. Jacobs, Atty-at-law.
Sturgis, Mich.—Continued
  R. H. Schuler, Sales Manager, The National Carbon Coated Paper Co.
  Frances Narber, (S) National Carbon Paper Co.

Stuttgart, Ark.
  Claude C. Bovay, Office Accountant, Harry E. Bovay.
  Glenn C. Bovay, Book Store.
  Harry E. Bovay, Dealer in Tractors, Threshers and Farm Machinery.

Superior, Wis.
  John Morley Smith, Mgr. Saratoga Cafe.

Tacoma, Wash.
  Carolyn Bruce Williams, Sec.-Treas. Williams Oil Control Transmission Co., Inc.
  D. W. Nadeau, Public Accountant.
  Donald B. Roben, Civil Engineer.

Tecumseh, Mich.
  Ruth Reed, with Lilley State Bank.

Three Rivers, Mich.
  C. M. Sisson, Secy. to Manager, Eddy Paper Co.
  Harold W. Van Gilder, with Eddy Paper Co.

Toledo, Ohio
  James W. Crook, General Agent, The Provident Life & Trust Co. of Philadelphia.
  Frank C. Gibbs, Secy. Colly-Merrill Co.
  George I. Pearsall, Commercial Instructor, Waite High School.

Tempe, Ariz.
  James Lee Felton, Head of English Dept. State Normal.

Traverse City, Mich.
  O. B. Perkett, Mgr. Postal Telegraph-Cable Co.

Trenton, N. J.

Trout Creek, Mich.
  Beissie Gerber, (S) Weidman Lbr. Co.
  F. E. Wubben, (B) Weidman Lbr. Co.

Trout Lake, Mich.
  John Cullman, (B) Boniface Lbr. Co.

Troy, N. Y.

Tullahoma, Tenn.
  Myrtle Parker, (S) A. L. Davidson, Atty-at-law.

Union City, Mich.

Vermontville, Mich.
  Elmon J. Loveland, Postmaster.
  Clarice Todd-Brown, Teacher, Public Schools.
Walkerville, Mich.

Wardner, B. C.
C. M. Pennock, Resident Director & Mgr. Crows Nest Pass Lbr. Co.

Warland, Mont.

Washington, D. C.
Grace Collins-Blaisdell, Chief Clerk, General Land Office.
Raymond T. Bouton, Clerk, First Assistant Postmaster General.
Kenneth B. Boyay, Navy Dept., Allotment Bureau.
Maude Burdge, Clerk, Veterans' Bureau.
C. L. Bush, Special Auditor, Internal Revenue Dept.
Irma F. Chapin, Publicity Solicitor for the Bureau of Church
Publicity.
Dait Daly, (S) War Dept.
Mildred East, (S) Agricultural Department.
Robert M. Furniss, Clerk, Division of Accounts, Dept. of
Agriculture.
Conda Ham, Educational Adviser, Vocation Education.
M. H. Hess, Head Clerk, Bureau of Markets and Crop Estimates.
B. P. Hickox, Resident Auditor Income Tax Unit.
Delbert E. Libbey, Clerk, House of Representatives.
Frederic Manglos, Internal Revenue Service.
Lloyd G. Pray, Prop. Continental Pharmacy.
Anna M. Priestley, Secy.-S. Dept. of Agriculture.
Yvonne Roy, (S) Rent Commission.
E. J. Skidmore, Appointment Clerk, U. S. Shipping Board.
Clarence C. Smith, Statistical Expert, Dept. of Commerce Bureau
of the Census.
Benalah M. Sunday, Correspondent Clerk, Veterans' Bureau.
Leroy Willett, Asst. Teller, Cash Division, Treasurer.

Waterbury, Conn.
Leroy M. Gibbs, Secy. The Home Club. (Manufacturers Assn.)

Wausau, Wis.
Richard Gritzacher, Postal Clerk, Postoffice.
W. L. Spencer, (B) Goodwillie Bros.

Wayne, Mich.
Moore J. Scarlett, Member Firm, City Drug Co.

Weidman, Mich.
Floyd Mitchell, Pres. Weidman Banking Co.

West Branch, Mich.
Marie Sickman, Commercial Instructor, High School.

Whittier, Calif.

White Cloud, Mich.
C. E. Cooper, Publisher, The Eagle.
Walter B. Reed, Undertaker.
White Lake, Wis.

- Chas. W. Wickstrom, (B) Yawkey-Bissell Lbr. Co.

Wilmar, Ark.


Wilmar, Minn.

- Chas. Rodeen, Representative for Ginn & Co.

Winnemucca, Nevada

- Bessie M. Branch, (S) Campbell & Robins, Attys.
- John Fraser, Pharmacist.

Woodlawn, Pa.

- Chas. J. Oster, (S) Jones & Laughlin Steel Co.


- E. N. Evans, Mgr. Phenyo-Caffein Co.

Wyandotte, Mich.

- Mary H. Butt, (S) The J. B. Ford Co.
- Eleanor G. Cheney, (S) The J. B. Ford Co.
- Emma L. Kancl, (S) The J. B. Ford Co.
- L. J. LaCourse, Firm, LaCourse & Son.
- Kate Wickstrom, (S) The J. B. Ford Co.

Zeeland, Mich.

- Josephine Hartgerink, (S) The Colonial Furniture Co.

University of Michigan

- William D. Henderson, Director of the Division of University Extension.
- Roy W. Sellars, Asso. Prof. of Philosophy.
- Ashley W. Hudnutt, Inst. in Descriptive Geometry and Drawing.

Michigan State Normal College

- Charles M. Elliott, Asso. Prof. of Psychology.
- Jane L. Matteson, Asso. Prof. of Mathematics.
- Guy C. Newberry, Inst. in Penmanship.
- Horace Z. Wilber, Head of Extension Department.

Central Michigan Normal School

- C. C. Barnes, Registrar.
- F. E. Robinson, Commerce.
- Eleanor Harmon, Stenography and Typewriting.
- J. M. Munson, Superintendent Training School.

Northern State Normal School

- Casey C. Wiggins, Commercial Course and Penmanship.

Michigan Agricultural College

- Charles W. Chapman, Prof. of Physics.
- E. E. Huyck, Instructor in the Guidance School.
- Robert E. Loree, Asst. Prof. of Hort.
- Myrtle Maguire, Instructor in Guidance School.
- George Trollope, Instructor in the Guidance School.

Michigan College of Mines

- Leo. F. Duggan, Inst. in Mathematics and Physics.
SUPERINTENDENTS OF THE PUBLIC SCHOOLS OF MICHIGAN

<table>
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<tr>
<th>Town</th>
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<tr>
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<td>Hugh A. McEachern</td>
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<td>Charles C. Borst</td>
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<td>Milan</td>
<td>H. A. Tape</td>
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<td>Mt. Clemens</td>
<td>L. W. Fast</td>
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<td>Mt. Morris (Cons'dt)</td>
<td>G. W. Hackney</td>
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Superintendents of the Public Schools of Michigan—Continued

New Lothrop ........................................ A. F. Lucas
Oネkama .................................................. E. J. Baker
Otisville .............................................. John J. Goudy
Otter Lake ............................................... Milo C. Sawvel
Ovid .......................................................... Albert L. Cook
Owendale .................................................. Gerald J. Stout
Owosso .................................................... E. J. Willman
Pentwater (Union) ..................................... J. H. Beld
Perrinton .................................................. W. C. Wine
Perry (Cons'dt) ......................................... A. T. Hagerman
Pewamo ................................................... F. D. Shumway
Plainswell ............................................... P. J. Lednick
Pottersville .............................................. Clyde W. Overholt
Redford .................................................... P. N. Sawyer
River Rouge ............................................ A. McDonald
Rockford .................................................. E. H. Chapelle
Rockland .................................................. Andrew O. Skye
Rose City ................................................ Mrs. Mae McLaren
St. Charles ............................................... E. G. Holmes
St. Ignace ............................................... Victor E. Lone
Schoolcraft ............................................. R. R. Bannen
Sheridan ................................................... Glenn I. McCarty
Spalding .................................................. Jos. Carpenter
Spring Lake ............................................ Martin D. Bos
Sterling (Cons'dt) ...................................... Leslie R. Dreibelbis
Tawas City ............................................... Travers Ousterhout
Tekonsha .................................................. Ray Jennings
Union City ............................................... G. S. Foster
Utica ....................................................... R. C. Luenger
Vassar ..................................................... M. Otterbein
Wacousta ............................................... B. R. Miller
Wayland .................................................. Mattie F. Lowell
Wayne .................................................... Floyd Boughner
Wolverine ............................................... J. D. LaRue
Yale ......................................................... E. N. Durfee

Yale ......................................................... A. T. Greenman

PRINCIPALS OF HIGH SCHOOLS, MICHIGAN

Alanson .................................................. Eva Robinson
Alpha ..................................................... Ida Greishamer
Bellaire ................................................ Helen Taggart
Dexter ..................................................... Mrs. E. Nurnberger
Grand Rapids (Goffrey Ave.) ......................... Forest E. Lair
Harrisville ............................................ H. MacEdwards
Hudsonville ............................................ Lucy DeBoer
Mecosta ................................................ Eleanor V. Pond-Golecynski
Muskegon ............................................... John A. Craig
Owosso .................................................. C. C. Tuck
Pentwater ............................................... Genevieve Biehler
Perrinton ............................................... Floyd McCarty
Pinnebog ............................................... Linda B. Yageman
Ravena .................................................. S. J. Linck
Saginaw, E. S. .......................................... J. W. Langdon
St. Louis ............................................... Asa H. Wood

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COUNTY SCHOOL COMMISSIONERS

County    | Name            | Address
----------|-----------------|---------
Arcanac    | Lena Herman     | Standish
Bay        | J. B. Laing     | Bay City
Charlevoix | Archie Belding  | East Jordan
Clare      | Geo. F. Bersette| Harrison
Delta      | C. U. Woolpert  | Escanaba
Ionia      | J. Calvin Linebaugh| Ionia
Iosco      | Ina M. Bradley  | Tawas City
Keweenaw   | H. S. Winter    | Mohawk
Mackinac   | James E. Quinlan| St. Ignace
Manistee   | Elbert Gerred   | Manistee
Mecosta    | Leroy Bell      | Big Rapids
Menominee  | James A. Muma   | Menominee
Missaukee  | Lydia Ripatte   | Lake City
Oakland    | A. L. Craft     | Pontiac
Oscoda     | Georgia L. Fowler| Fairview
Otsego     | S. J. Lewis     | Johannesburg
Roscommon  | W. M. Coon      | Roscommon
Tuscola    | B. H. McComb    | Caro
Van Buren  | E. V. Rood      | Paw Paw
Wexford    | Roy Noteware    | Cadillac

PRINCIPALS OF JUNIOR HIGH SCHOOLS OF MICHIGAN

Grand Rapids, Burton | George E. Downs
Kalamazoo, Vine St.   | G. L. Norcross

SUPERVISORS OF COMMERCIAL DEPARTMENT
PUBLIC SCHOOLS

Allegan    | Emilia Kennedy
Alpha      | Ida Grieshamer
Amasa      | Lillian A. Smith
Baraga     | Ina I. Lindberg
Berrien Springs | Gladys Kunzie
Birmingham | Imogene Grey
Chesaning  | F. J. Aelick
Clare      | Glee Duncan
Dollar Bay | Alice Archer
East Jordan| Florence Filding
Eaton Rapids| Irene Hunt
Eau Claire | Zena M. Skinner
Evart      | Florence Miller
Ferndale   | Mary McCullough
Flat Rock  | P. O. Decker
Flint      | W. J. Russell
Grand Ledge| Thomas A. Babcock
Grandville | Marguerite Rudd
Greenville | Mrs. Hazel Purdy
Gwinn      | Retha Treado
Ionia      | Josephine Long
Ishpeming  | L. E. Hooper
Kalamazoo  | S. B. Norcross
Lakeview   | Minnie E. Pagel
Lansing    | R. D. Peterman

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Supervisors of Commercial Department Public Schools—Continued

Menominee ................................................. E. K. Converse
Midland .................................................... Alta Shoem
Mt. Pleasant .............................................. Lulah McCully
Muskegon Heights ................................. R. A. Peterman
Negaunee .................................................... Myrtle Cory
Newberry ..................................................... Marjorie Cowell
Otsego ........................................................ J. A. Ferguson
Petrokey ........................................................ Annabel Lombard
Quincy ......................................................... Elizabeth Claucherty
Reed City ..................................................... Lyle E. Moore
Rogers ......................................................... Ida Ohman Potter
St. Charles .................................................... Leila Jibson
St. Louis ....................................................... Elizabeth Schaus
Sheridan ....................................................... Irett Ferris
Wakefield ..................................................... L. A. Chuley
West Branch ................................................. Marie Sickman

SPECIAL TEACHERS OF AGRICULTURE, PUBLIC SCHOOLS
OF MICHIGAN

Big Rapids ................................................. Benj. Bosink
Buckley ....................................................... Dorr Stack
Clarkston ..................................................... O. Carl Hood
Flat Rock ..................................................... P. O. Decker
Hesperia ...................................................... K. C. Inselman

SPECIAL TEACHERS OF DOMESTIC SCIENCE AND ART,
PUBLIC SCHOOLS OF MICHIGAN

East Jordan ............................................... Lillian Masselink
Hart .......................................................... Mariam Saller
White Pigeon ............................................... Clara M. Vosburg

SPECIAL TEACHERS OF DRAWING, PUBLIC SCHOOLS
OF MICHIGAN

Custer ...................................................... Ella Thomas
Harbor Springs ........................................... Ethel Newcomb

SPECIAL TEACHERS OF MATHEMATICS, PUBLIC SCHOOLS
OF MICHIGAN

Big Rapids ............................................... Edith Myers
Greenville ................................................... Ruby DeKoning
Vicksburg .................................................... C. E. Manigold
Wyandotte .................................................. Alice M. Johnson
ENROLLMENT
Sept. 6, 1920, to Feb. 10, 1922

COLLEGE PREPARATORY

Abel, Lyle
Adams, Chas.
Adams, Harold
Adams, Mary
Akers, Floyd D.
Alber, Dean
Aldrich, Glenn
Alexander, John
Alford, John
Allen, Delbert
Anderson, Alfred
Anderson, John
Anderson, Jennie
Anderson, Murl
Andrews, Vern
Ansley, Russell
Ansum, Clarence
Archer, Alice
Armstrong, Edward
Arnold, Kathleen
Arnold, Elva
Appel, Robert
Apsey, Grace
Audet, Raymond
Bailey, Everett
Ballwin, Susan
Ballmer, Paul
Barker, Walter
Bamber, Millard
Banks, Jos.
Barsche, Ross
Barkovich, Jos.
Barnoski, John
Barr, L. B.
Barr, Nellie
Barrett, Claude
Barrett, Roland
Bartholomew, Sterling
Bauman, Arthur
Beauchamp, John
Becker, Valtie
Becker, Clarence
Beers, Henry
Behrend, Edward

Benkert, Jos.
Bennett, Grace
Bennett, Raymond
Benson, Alvin G.
Benson, Margaret
Bernard, Frank
Berry, Adrid
Berry, Lloyd
Beshans, Gerald
Birgers, Ellis
Bishop, Claude
Bishop, Lawrence
Bissland, John
Bjorkman, Arthur
Black, Samuel
Blackmer, Alfred
Blank, Walter
Bloomfeld, Hugh
Bloomquist, Frank
Bluemly, Corris
Boam, Wallace
Bodie, Phoebe
Boerner, Wm.
Boice, Grace
Bolter, Herbert
Bond, Linford
Bonfanti, Philip
Bonz, Jessie
Borden, Eugene
Bosley, Wm.
Boughey, Robert
Boughner, Ellis
Boughton, Bernard
Bouldin, Edward
Bowman, James
Boyd, Nina
Boyson, Christena
Broamse, Leonard
Bradin, John
Bradshaw, Mary
Brady, Ruth
Braendle, Lillian
Brandt, Russell
Brass, Fred
Brass, Ruth
Bray, Francis
Bready, Richard
Brehm, Herbert
Britton, Donald
Britton, Augusta
Broad, Clare
Broadus, Chas.
Broomfield, Wm.
Brown, Alger
Brown, Altonso
Brown, Clifton
Bugai, Albert
Bugai, Stephen
Burleson, Orla
Burlingham, Theo.
Burpee, Clarence
Buse, Glen
Byers, John

Cade, Susie
Cady, Floyd
Camp, Edward
Campbell, Aileen
Campbell, Edward
Carlson, Frank
Carlson, Zaidce
Carpenter, Oliver
Carpenter, Wm.
Carrier, Jesse
Carter, Kenneth
Case, Alice
Case, Donald
Case, Kenneth
Centala, Casimir
Chaboudy, Frank
Chamberlain, Lewis
Chamberlain, Vern
Charles, Amos
Chase, Foss
Chase, Francis
Chase, Fred
Cheaney, Warren
Chivas, John
Christensen, Kay
Christensen, Lawrence

*Deceased
<table>
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<tr>
<th>Name</th>
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<tr>
<td>Christiansen, Henry</td>
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Herweyer, Edward
Higgs, June
Hilderley, Zora
Hill, Adaline
Hill, Andrew
Hill, Lida
Hoekwater, Christie
Hoekwater, Marjorie
Hoekwater, Stella
Hoffman, Martha
Horlings, Dena
Hubbert, William
Hughes, Carroll
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Hull, Frank
Humberger, Mae
Hunt, Fern
Hutton, Alida
Irvine, Elsie
Jackson, Audie
Jackson, Elizabeth
Jehnzen, Helen
Jenkins, Mary
Jennea, Peter
Jewell, Lucie
Jibson, Dorothy
Jibson, Marion
Johnson, Esther
Johnson, Kathryn
Jones, Aneta
Kass, Richard
Keller, Mamie
Kenyon, Homer
Kibby, Rachel
Klimesh, Hattie
Klimesh, Lucy
Korkonen, Lempi
Kramer, Mamie
LaMountain, Evelyn
Lamson, Kate
Lamson, Verna
Langfeldt, Augusta
Larson, Vern
Larter, Ethel
Lauren, Helen
Laviollette, Clara
Lax, Ellen
Lehman, Mary
Lee, Helen
Leet, Verna
Lepper, Nora
Letson, Faye
Levall, Wil
Lewis, Mildred
Loree, Clarence
Lowe, Verna
Lusby, Meroc
Luxon, Carrie
Mccarty, Floyd
McCarty, Ruth
McCarty, Agnes
McGee, Leola
McIntyre, Edith
McKibbin, Edna
McKenzie, Ethel
McLeod, Margaret
McLoughlin, Ella
McNelly, Bernice
McQueen, Ida
McVay, Harold
Maiville, Faye
Manahan, Dorothy
Marcey, Elbertha
Mark, Ethel
Masselink, Lillian
Mathewson, Warren
Meehan, John
Merkiel, Edward
Metcalf, Annie
Miller, Helen
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Mills, Aletha
Mast, Guy
Mohr, John
Mohr, David
Montague, Beulah
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Morrow, Florence
Morrow, Rachel
Mortensen, Gertrude
Munroe, Cecile
Murphy, Leva
Myers, Herbert
Nagelkirk, Kyr
Nelson, Adolph
Nelson, Hazel
Nichols, Florence
Nichols, Helen
Nurmi, Alma
Nurmi, Marie
Nuttila, Anna
O'Brien, Pearle
ODonnell, Florence
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OMalley, Alex
Ols, Neva
Ollila, Lillian
Oster, Jennie
Palmer, Leon
Pemberton, Violet
Penny, Edward
Pepper, Lucy
Peterson, Florence
Peterson, Hazel
Peterson, Ora
Peterson, Ruth
Phelps, Lucile
Phillips, Anna
Pillsbury, Myrtle
Piper, John
Piamondon, Theo.
Pletscher, Mae
Pliska, Anna
Pomella, Ella
Pontz, Mary
Popp, Florence
Potgeter, Cynthia
Poth, Roy
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Pratt, Marie
Princing, Bruce
Pringle, Olive
Pushman, Myrtle
Quinlin, Kathryn
Radtke, Freda
Randall, Gordon
Readmond, Vira
Reeves, Esther
Rehil, Mable
Reiley, Nettie
Remington, Howard
Rice, Marion
Rice, Ethel
Riley, Lottie
Ringel, Elsie
Robbins, Gladys
Robinson, Avith
Robinson, Elizabeth
Robinson, Eva
Rogers, Thos.
Root, Clair
Rose, Lena
Rossow, Alma
Routhier, Eva
Rowe, Leone
Ruckle, Neva
Ruppert, Margarite
Ryan, Bernadetta
Ryder, Earl
Sackett, Florence
Saladin, Justina
Salsbury, Arthur
Santer, Elino
Sawyer, Hazel
Sayler, Miriam
Scheibing, Florence
Schmitt, Ella B.
Schripsema, Herman
Schroeder, Clara
Schultz, Burton
Schumann, Revieta
Schmidt, Clara
Scott, Russell
Scott, Vernon
Seeley, Geraldine
Sharp, Ray
Sharp, Ila
Slihn, Leona
Showalter, Hester
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Sims, Emily
Sizemore, Bessie
Smale, Hazel
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Smith, Arthur
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Smith, Hazel
Smith, Horace
Smith, Una
Sorgenfrei, Otto
Starr, Geraldine
Steeby, Elbert
Stellman, Gustav
Stevens, Clinton
Stevenson, Ellen
Stimson, Elizabeth
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Sunday, Elizabeth
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Thompson, Veronica
Thornton, Ethel
Tilley, Maude
Toman, Irene
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Tookey, Lydia
Toose, Helen
Trimmer, Clarence
Turner, Mildred
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Van Horn, Marguerite
Van Sickel, Pearl
Van Wegen, Gladys
Vanatter, Mrs. C. V.
Voss, Beulah
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Walcutt, Lester
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Warren, Cora
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Welch, Margaret
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Werner, Nellie
Wright, Pauline
West, Flora
Westover, Alice
Westover, John
Whelan, Josephine
Wilkinson, Leona
Wilkinson, Lillian
Williams, Alice
Williams, Bryant
Williams, Thos.
Wine, Wesley
Woodard, Lois
Woźniak, Agatha
Wright, Violet
Yanke, Robert
Young, Bessie
Ynial, Nellie
Zino, Rachel

ENGLISH

Anderson, Evert
Bergtold, Harold
Buffin, Gerald
Bugaï, Stephen

*Deceased

Cadmus, Robert
Carlson, Carl
Chevalier, Nelson
Christiansen, Alfred
Cisler, Fred

Cook, Patricia
Crawford, Wm.
Cross, Herbert
de Axpe, Emilio
DeWitt, Wilbert
Daines, Hazen
Diergelas, Anton
Donahoe, Paul
Dozois, Nellie
Dunbar, Edna
Ekstrand, Geo.
Ellea, Edith
Faz, Rafael
Farsakian, Garabed
Fein, John
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Finder, Martha
Flagg, Robert
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Framm, Josephine
Franke, Jas.
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Gerner, Aline
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Gregory, Ethel
Hakkanen, Ade
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Henry, Jay
Heying, A. C.
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Leinonen, John
Leslie, Otto
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Massey, Lawrence
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Moore, Wilbert
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Tauecheh, Teodoro
Taurainen, Walfrid
Taylor, Gladies
Tonkin, Leroy
Topalian, Garabed
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Turecott, Adolf
Urquiola, Daniel
VanderJagt, Harry
Vega, Manuel
Verbanac, Nick
Vickery, Daisy
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Willette, Meard
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Wonnacott, Flora B.
Wood, Dorothy
Yamana, Juzo
Yu, Sen
Zimmerman, Rose

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Bartoszek, Wm.
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Bliss, Lamont
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Caldwell, John
Camburn, Wendell
Capron, Archie
Carlson, Oscar
Carter, Chas.
Carriuca, John
Caswell, Frank
Clark, Helen
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Collins, Robert
Crawford, Walter
Cummings, Mrs. Otto
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Darling, Donald
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Dimick, Eugene
Donaldson, William
Duval, Manuel
Du Lac, Jos.
Dupuis, Arthur
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Finkle, John
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Haskell, Clare
Hirschberg, Frank
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Holland, Arthur
Hover, Fred
Hovey, Jerome
Howe, James
Hoy, Ralph
Hudson, James
Hunter, Robert
Hurrell, Maurice
Hynes, James
Irvine, Arthur
Jenkins, Harold
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Johnson, Henry
Johnson, Max
Johnson, Rudolph
Johnson, Wm.
Jones, Daile
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Kinney, Harry
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Kleinschmidt, Schiller
Kolinowski, Polikarp
Kopeczy, Jos.
Kopp, Ralph
Krasnicky, John
Kuhbier, Raymond
Kulka, Frank
Kumac, Lewis
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Lahm, Elton
Lamoreaux, Hudson
Laverty, Ray
Leland, Robert
Lorenz, Alvin
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Luck, Arthur
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McDonald, John
McDonald, Worthy
McKinney, Chas.
McUmber, Ross
Markham, Harrie
Maxwell, Glenn
Mendoza, Primitivo
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Miller, Kenneth
Miller, Floyd
Miller, Lloyd
Miller, Ralph
Milliman, Waldo
Millian, Thomas
Mills, Samuel
Moore, W. C.
Moore, Cecil
Morgenthaler, Harley
Munger, Gerdon
Myers, Ollie
Nelson, Hugo
Nelson, Mabel
Nibbelink, Henry
Noonan, Jas.
Osburn, Wm.
Olson, Leslie
Oust, Rafter
Parker, Chas.
Palmer, Orlin
Perrin, Percy
Peterson, Ranard
Pettis, Ralph
Pfauman, Harold
Poole, Lincoln
Popa, Adam
Post, Harold
Powell, John
Putnam, Marcus
Raymond, Loraine
Reed, Bernard
Reed, Norman
Reilly, Jas.
Richter, Evelyn
Robart, Evelyn
Roberts, Francis
Roesma, Edward
Rompf, Wm.
Runciman, Lyle
Sahlin, John
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Sevensma, Stewart
Shaw, Bernard
Shetterly, Frank
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Sicard, Harvey

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| Small, Wm.         | Thomas, Walter   | Warner, Chester     |
| Smith, Louis       | Thompson, Emerson | Waterbury, Lionel   |
| Smith, Stanley     | Thorsen, Oliver  | Watson, Ira         |
| Smith, Walter      | Tomlinson, Gilbert| Weber, Grover       |
| Steffey, Stuart    | Totzka, Jerry    | Weinstein, Samuel   |
| Sutliff, Howard    | Tressel, Robert  | Whitman, Irma       |
| Swiontowski, Henry | Tucker, Harold   | Wichterman, Walter  |
| Switalski, Dominic | Van Hala, Victor | Witham, Gerald      |
| Switzer, St. Clair | Van Valkenburgh, Carl | Wilson, Leslie |
|                    | Voss, Claude     | Wood, Chas.         |

**TELEGRAPHY**

<p>| Arndt, Lester   | Goodman, Harold  | Obermyer, Leo       |
| Abbott, Roscoe  | Gilmore, B. S.   | Oliver, Seth        |
| Addison, Thomas | Hansen, Walter   | Otto, Glen          |
| Alber, Clarence | Hodges, Arthur   | Pease, Neil         |
| Alexander, John | Holen, Orin      | Peters, Clement     |
| Ansum, Clarence | Haas, R. J.      | Philipp, Carl       |
| Annis, Orpha    | Isaacson, Claude | Plante, Paul        |
| Baird, Thirma   | Ignatz, Helen    | Powers, Clifford    |
| Beers, E. H.    | Jefls, June      | Proctor, H. M.      |
| Benson, Alvin   | Juttner, Margaret| Prine, Roht         |
| Boldt, Herbert  | Kaiser, Earle    | Quainton, Ralph     |
| Bowen, Ray      | Kerrigan, Grover | Quarters, John      |
| Benner, Claud   | Kinnunen, Herman | Rundeg, Earl        |
| Bressette, Ray  |                | Ryan, Iva           |
| Brough, Mabel   |                | St. Armour, Fred    |
| Carey, Clifford  | LaBarge, Bertha  | Salzaeder, Arnold   |
| Creitz, R. J.   | LaTourneau, Howard| Sandin, Carl       |
| Carrol, Tweedie | Lett, Victor     | Sampeer, L. B.      |
| Cameron, Edward | Livingston, Howard| Savage, Victor     |
| Cayford, Chas.  | Litzner, Emma   | Schultz, Archie     |
| Christiansen, A.| Lonchart, John   | Sexton, Vern        |
| Coakley, Geo.   | Long, Russell   | Showalter, Eldon    |
| Cuculi, Geo.    | Longtin, Henry  | Smeltzer, T. R.     |
| DeVinney, Vera  | Louch, Melvin    | Smith, John         |
| Dewey, Iva      | Lound, Hazel    | Streit, Walter      |
| Dougherty, Lawrence |        | Stuart, Graham     |
| Dowd, Bryce     | McCrimmon, Ray  | Sutcliff, E. W.     |
| Dowd, Geo.      | McDonald, Elwyn  | Tepfer, Arthur      |
| Dudley, Chas.   | Miller, Russell | Thompson, Henry     |
| Dyer, Elizabeth | Morgan, Edna    | Tonsigniant, Louis  |
| Furstenberg, Norman | Murphy, Clayton | Trimmer, Charley   |
| Forest, Arthur  | Murry, Thos.     | Van Alstine, Wm.    |
| Fulton, Loyd    | Nancarrow, John  | Veley, Raymond      |
| Fultz, Fred     | Nelson, Olga     |                  |
| Fish, L. B.     | Nickerson, Doris |                  |
| Gillies, Marvin | Newell, Theo.    |                  |
|                | Noonan, J. R.    |                  |</p>
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**CIVIL SERVICE**

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**KINDERGARTEN**

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**COMMERCIAL**

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<td>Booth, Harry</td>
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Buss, Forrest
Butler, Jennie
Butt, Mary
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Cameron, Edward
Campbell, Christine
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Carlson, Lydia
Carlson, Gunnar
Carlson, Frank
Carr, Arthur
Carroll, Katherine
Carstensen, Anna
Carter, Theodore
Caswell, Fern
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Chaplin, Howard
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Christensen, Arthur
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Closs, Herbert
Clauherty, Elizabeth
Clement, Chas.
Clements, Geo.
Clossen, Robert
Cobb, Chas.
Cole, Bruce
Cole, Lottie
Collick, Wellington
Collins, Geo.
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Cook, Leland
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Cook, Millard
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Corey, Kenneth
Cota, Willis
Cotant, Dwight
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Covert, Myrtle
Cowin, Ida
Cox, Dallas
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Craft, Olney
Craig, C. W.
Crane, W. H.
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Crissman, Howard
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de Aope, Emilio
Decker, Angelyn
DeGrow, Mrs. Wm.
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Delamarter, Milton
DeMann, Ella
Denman, Conrad
Dennett, Raymond
DeYoung, Peter
Dietze, Alfred
Diffenderfer, Marcus
Dinse, Aaron
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Douglas, Roy
Drost, Dena
Dumouchel, Zacharie
Dunn, James

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Edwards, Harvey
Egner, Christian
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Ekstrand, Geo.
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Emory, Arnold
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Evans, Beatrice
Everly, W. W.
Ewald, Walter
Ewing, Mrs. Wm. A.

Eaz, Rafael E.
Ferri, Iret
Fellows, Clate
Filkins, Florence
Fish, Glen
Fisher, Anna
Fisher, Robert
Flagg, Robert
Flagg, Mrs. Susie
Flannigan, John
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Pietcher, Harold
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Garber, Fred
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Geister, Duane
Geroux, Bertha
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Gowing, C. Caro
Graham, Jesse
Grandon, Gerald
Grates, Sylvester
Gravel, Marie
Green, Albert
Green, Ezra
Greene, Lenna
Grill, E. J.
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Guick, Theodore
Griesheimer, Ida
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Hagman, William
Hahnenberg, Clara
Haidt, Donald
Haksloto, Gust Jr.
Hall, Charles
Hall, John
Hammond, Leo
Hammond, O. J.
Hamp, Monroe
Hansen, Arthur
Hansen, Earl
Hansen, Ellis
Hansen, Emma
Hansen, Rolene
Hansen, Floyd
Hardy, Gertrude
Harlow, Buell
Harmon, Eleanor
Harriman, John
Hasse, Edwin
Hawkins, Burton
Hayter, Cecil
Hearn, Wm.
Heasley, L. F.
Heath, Alex
Hedquist, Florence
Heimbach, Clinton
Hein, Marlow
Heinz, Michael
Heller, Carl
Hendricks, Herman
Henley, Lafayette
Henny, Anna
Heppen, Clara
Herbert, Russell
Herriot, Mildred
Hester, Clyde
Hewett, Edna Louise
Hill, George
Hill, Viva
Hill, Wm.
Hillabrant, Ed
Hillyer, Forrest
Hodge, Lawrence
Hoeft, Rudolf
Hogle, Mary
Holcheck, Irene
Holmes, Floyd
Holton, Edward
Honeywell, Harold
Hooker, Laura
Horton, Francis
Horton, Hilton
Horton, John
Houdek, Amil
Householder, Clarence
Howard, Kenneth
Howlett, Wm.
Hruska, Wm.
Hubbard, Vernon
Hughes, Carrol
Hughes, Russell
Hull, Harry

*Deceased

Humeston, Gladys
Hurford, Esther
Iter, Arthur
Ingersoll, Mrs. Alma
Inselman, Ruth
Ish, John
Jack, Gordon
Jackson, Grace
Jackson, Olive
Jacobi, Erwin
Jacobs, DePoe
Jacobs, Dorothy
Jenkins, Ruth
Jenne, Levi
Jensen, Charles
Jepson, Jas.
Jewell, Ray
John, Joe
Johnson, Clarence
Johnson, Edmund
Johnson, Edwin
Johnson, Ellie
Johnson, Fred
Johnson, Irene
Johnson, Lyle
Johnson, Marie
Johnson, Mary
Johnson, Paul
Johnson, Doris
Jones, Alfred
Jones, Wilbur
Kaiser, Harold
Kallin, Arvid
Kallin, Ola
Katke, Raymond
Katz, Earl
Keating, Caroline
Keetch, Clifford
Keinath, Alfred
Kelley, John
Kerrigan, Grover
Killmer, Pearl
King, Clark
Kineslev, Harry
Kirby, Kenneth
Kirch, Arnold
Kirvan, Opal
Klarer, Geneva
Klindt, Olga
Knisley, Willis
Knowles, Corden
Koch, Ora
Koeppen, Dorothy

Kooiman, Arthur
Kositchek, Milton
Kotts, Marshall
Kress, Harry
Kriitansen, Melvin
Kunzie, Gladys
Kuttitala, Oliver

Labre, Edward
LaClair, Maurice
Ladner, Wm.
Ladwig, Arthur
LaFerle, Jas.
LaFlamme, Leonard
LaFontaine, Laurence
Lamb, Odell
Lamb, Luther
Lamkin, Dale
Lane, Grant
LaParle, Lauren
Lapine, Wm.
Large, Howard*
Larsen, Christina S.
Larsen, Glenn
Latten, Lyle
Leberman, Chester
Lee, Arthur
Lefman, Wilma
Leece, Curtis
Ledwidge, J. C.
Leitz, Karl
Lens, Walter
Lempke, Jeannette
Leonard, Marie
Lepley, Alta
Lepley, Leo
Lester, John
Lester, Raymond
Lewis, Russell
Lighthall, Ray
Lincoln, Ray
Lindberg, Ina
Lintcmuth, Daniel
List, Harvey
Lohff, Arthur
Lohr, Henry
Lombard, Annabel
Luncheon, John
Lorenson, Linnea
Ludden, Sarah
Lundberg, Geo.

MacDougall, Lorne
MacIntyre, Arnold
McCall, Harley
McClure, Elmer
McCormick, D. J.
McDonald, Angus
McDonald, Donald
McDonald, Elwyn
McGowan, Hugh
McGregor, Jesse
McIntyre, Hollis
McKay, Harry
McKenna, Frank
McKenna, Jas.
McPherson, Jos.
McRoy, Ray
Mackey, Selma
Madill, Richard
Maddock, Roy
Maddox, Earl
Madsen, Christ
Madsen, Frank
Major, Harry
Makela, Jacob
Malcho, Lawrence
Maltby, Earl
Manchester, Ronald
Mann, Hazel
Martella, Edward
Marlough, Peter
Mark, Ralph
Marks, Mildred
Marten, Elmer
Martin, Ralph
Martz, Ervin
Marvin, R. H.
Mathews, Marguerite
Matthews, Floyd
Maxted, Elsie
Maxwell, Melvin
Maye, Lionel
Meeuson, Walter
Meier, Arthur
Meier, Donald
Meier, Herbert
Menigoz, Herman
Miller, Anne
Miller, Dorothy
Miller, Goldie
Miller, Merton
Miller, Ray
Milligan, Patrick
Mills, Norman
Minier, E. W.
Mitchell, J. D.
Moderman, Edward
Moffit, Clyde
Moffit, Kenneth
Montey, Carl
Moore, Earl
Moore, James
Moran, Leo
Moreau, Harry
Morgan, Wm.
Morrice, Alexander
Morrice, Chas.
Morrissy, Chas.
Morrison, Wesley
Morse, Clifford
Morse, David
Morse, Harry
Mow, Jas.
Mow, Ralph
Murphy, Robert
Murphy, Jos.
Murphy, Vance
Mursu, Karl
Musselman, Gladys
Myers, Keith
Myers, Roscoe
Myrnel, Wilfred
Nash, Percy
Neil, Raymond
Nelson, Arnt
Nelson, Francis
Nelson, Linnea
Newcomb, Lucy
Nichols, John
Nowland, Maurice
Nye, Beulah
Nyander, Clara
Nylander, Helmer
O'Brien, E. F.
O'Connor, Julia
Ochamps, Harold
Ockree, Anice
Olson, Arthur
Olson, Carl
Osburn, Thomas
Orr, Clara
Pafford, Russell
Pagel, Minnie
Pahl, Selma
Parney, Edgar
Parsons, Russell
Paul, Nellie
PeCure, Margaret
Penalaker, Eva
Peterson, Alphonse
Peterson, Carl
Peterson, Clarence
Peterson, Edwin
Peterson, Guy
Peterson, Hannah
Peterson, Icie
Peterson, Elmer
Peterson, Lillie
Phelps, Herbert
Phelps, Leslie
Phelps, Thomas
Phillips, Allan
Phillips, Robert
Pierce, Gerald
Pinkham, Wm.
Pleary, Wilfred
Plummer, Warren
Poest, Edward
Pollard, Arthur
Poole, Gelston
Porter, Alma
Post, Lawrence
Potter, Leola
Potter, Sadie
Potter, Vera
Powers, Clifford
Prescott, Lee
Price, Theodore
Prieskorn, Alma
Prosper, Richard
Purdy, Floyd
Quarters, John
Quinn, Jos.
Radford, Lyman
Radio, W. J.
Randall, Benjamin
Randall, Laura
Rassmussen, Thos.
Rathburn, Gordon
Rather, Viola
Redman, Clayton
Reid, Basil
Reid, Jas.
Rengo, Frank
Rengo, Reino
Richardson, Harold
Richner, Cedric
Riley, Robert
Roberts, Lillian
Robinson, Nina
Rodd, Edna
Roden, Forrest
Rodgers, Marjorie
Rodriguez, Pedro
Romans, Lillian
Ross, Daniel
Rossa, Perry
Rottman, Solomon
Roys, Gerald
Reibow, Carl
Rudness, Edward
Rumbold, Zar
Ruprecht, Russell
Wight, Clifford
Wiley, Franklin
Williamson, Toivo
Willis, Emory
Willson, Donovan
Wilson, Dale
Wilson, Samuel
Windoft, Clara
Windiate, Harry
Winget, Ada
Winkler, Florence
Winslow, Olin
Wolverton, Fay
Workman, Fred
Wood, Carlton
Wright, Wm.
Wrisley, A. L.
Wrisley, Erwin
Wurn, Walter
Yamana, Juzo
Yetter, Harold
Young, Chester
Zaiger, Adolph
Zarowtney, Edward
Zeigler, Franklin
Zcilbeck, Carl
Zein, Carl
Zemke, Rudolph
Zender, Elfreda
Zimmerman, Martha
Zimmerman, Theodore

SHORTHAND

Albrecht, Mamie
Allinson, Eva
Anderson, Lillian
Anderson, Wm.
Archer, Kenneth
Ashbaugh, Arline
Atkins, Lucile
Bacheller, Lois
Baird, Mildred
Baker, Anna
Baker, Kenneth
Baker, Olga
Baldwin, Susan
Balfour, Ina
Ball, Eusebia
Barnes, Elsie
Barnett, Mannie
Barr, Nellie
Barratt, Grace
Barrett, Ray
Beardsley, Mrs. L. W.
Beauchamp, John
Belanger, Marcella
Bellinger, Bernice
Bellinger, Ruth
Benson, Louise
Berg, Esther
Berg, Ida
Bigelow, Effie
Binney, Adelaide
Bishop, Claude
Bishop, Lawrence
Black, Vida
Blom, Bessie
Bonenfant, Phillip
Bostwick, Anna
Bovay, Marie
Bowen, Maurine
Bowerman, Mabel
Boynton, Elizabeth
Bradley, Ruth
Brandau, Laura
Bremer, Mary
Bridwell, Irene
Brighten, Venetia
Brotherton, Ralph
Brown, Alma
Brown, Donald
Brown, Elizabeth
Bryers, Beatrice
Buell, Helen
Bumb, Mia
Burch, Letha
Butt, Mary
Cahill, Alice
Cameron, Gladys
Campbell, Aileen
Campbell, Christine
Campbell, Kathryne
Carey, Dorothy
Carlson, Agatha
Carlson, Carl
Carlton, Fred
Carpenter, Dora
Carstensen, Anna
Caswell, Fern
Chartrand, Chas.
Christensen, Eimer
Christensen, Lida
Claflin, Helen
Clark, Harriet
Cohurn, Mahel
Cogswell, Mary
Cole, Lottie
Connor, Georgia
Cook, Bernard
Cook, Ruth
Cotten, Lola
Crane, Helen
Crank, Edna
Crowe, Priscilla
Curtis, Carter
Dahlquist, Anna
Dahlinger, Hazel
Daley, Mrs. F. G.
Dashner, Edna
Davis, Esther
Davis, Katherine
Davison, Stella
Day, Evelyn
Deviney, Vera
Dick, Fr. J.
Diehm, Harold
Dill, Gertrude
Dillon, Beatrice
Dillon, Loretta
Dougherty, Dorothy
Dougherty, Irene
Drost, Dena
Durand, Delphine
Emory, Arnold
Enlers, Jennie
Eseltine, Dorothy
Farrell, Eileen
Faust, Clara
Feldman, Mina
Fick, Margaret
Fillmore, Dale
Floodquist, Ida
Forrest, Hilma
Forsman, Edith
Fox, Aurelia
Frase, Charlotte
Fredrickson, Vera
Freeman, Lola
Freeman, Lonetta
Friedel, Lena
Froedtter, Elsa
Gage, Doris
Galbraith, Ruth
Gardner, Margaret
Gawthrop, Xelda

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Gilbert, Miriam
Goebel, Mrs. Laura
Granger, Harriet
Grauel, Marie
Greiner, Marie
Grinat, Hedwig
Hapal, Itha
Hahnenberg, Clara
Hall, John
Hansen, Clara
Hansen, Esther
Hansen, Lillian
Hansen, Martha
Harriman, John
Hartman, Hubert
Harvey, Gladys
Harvey, Hazel
Hasse, Edwin
Headley, Maude
Hebaut, Helen
Hedquist, Florence
Heller, Harold
Hensley, Velma
Herriott, Mildred
Hile, Sarah
Hill, Fanny
Hillyer, Forrest
Hinshaw, Lola
Hitchcock, Noel
Hoag, Annis
Hodge, Ila
Hogan, Mrs. Bessie
Hole, Edith
Holecheck, Irene
Homan, Neva
Hopkins, Helen
Hopp, Elizabeth
Horton, Lillian
Hunt, Belle
Hurst, Mae

Jones, Bessie
Juttnor, Margaret
Kennedy, Lucy
Kent, Louise
Kero, Esther
King, Alice
Kingston, Angelina
Kimney, Clyde
Kirvan, Opal
Klimesh, Lucy
Kniebes, Zelma
Korros, Luda
Kroon, Alice
Krull, Eleanor
Kudner, Olive
Kuhlman, Margaret
LaMarre, Evelyn
Ledwidge, Cecelia
Lee, George
Lehman, Wilda
Lehto, Helvie
Leising, Margaret
Leonard, Marie
Leslie, Bernice
Lester, Raymond
Lindauer, Anna
Lindeman, Bessie
Lindemann, Marie
Lindemann, Rose
Lovewell, Wilma
Lundberg, Geo.

MacMillan, Mrs. Bernice
McClure, Eimer
Mc Gee, Genevieve
McKenzie, Dorothy
McLeod, Mary
Mc Nab, Mrs. Robert

Mangold, Fred
Mann, Hazel
Marks, Mildred
Marsh, Pauline
Martin, Frank
Masterson, Viola
Matson, Ellen
Mickaill, Lillian
Mickelson, Sigrid
Middleton, Eva
Miley, Marcia
Miller, Ann
Miller, Dona
Miller, Dorothy
Miller, Verda
Moderman, Mrs. Helen

Mohr, Irene
Mongeon, Marie
Monroe, Ilda
Montey, Carl
Montgomery, Mildred
Moreau, Harry
Moroni, Norma
Morrell, Alberta
Morrison, Oliff
Mueller, Irene
Mueller, Ruth
Musselman, Gladys
Myers, Helena

Nelson, Eleanor
Nelson, Mabel
Nelson, Olva
Neubert, Emma
Newcomb, Lucy
Nicolle, Matilda
Neilson, Julia
Nielsen, Margrethe
Niemi, Hulda
Nordine, Margaret
Norris, Erma
Nulph, Bessie
Nyander, Clara

Oakree, Anice
Olson, Louise
Orr, Clara
Osterman, Katherin

Palmer, Margaret
Papenguth, Loren
Parks, Lysle
Pascoc, Dorothe
Paul, Nellie
Paul, Nellie
Pearce, Alice
Pego, Savena
Penabaker, Eva
Perkins, Eula
Perrault, Louise
Petersen, Anna
Petersen, Dorothy
Petersen, Icie
Petersen, Minnie
Petersen, Rose
Petersen, Alma
Petersen, Eleanor
Petersen, Russell
Pfenninger, Laura
Phebus, Lulu
Philippi, Beulah
Pilch, Mildred
Pollard, Pearl
Poole, Florence  Shearer, Mildred  Tubbs, Clifford  
Porter, Alma  Sheldon, Dwight  Tubbs, Stuart  
Potter, Vera  Sheldon, Mack  Tunny, Anna  
Pratt, Ethelyn  Shippee, Mrs. Bernice  Uptegraph, Neta  
Payt, Thelma  Shoen, Verna  
Quarters, Mary  Siherson, Elma  
Raby, Leona  Silver, Charlotte  Van Giesen, Agnes  
Randall, Zora  Simmons, Alvena  Van Ness, Reuben  
Raven, Donald  Sinko, Della  Von Galun, Eda  
Rapp, John  Skrobil, Florence  Vallard, Jessie  
Rath, Viola  Slawson, Elizabeth  Venne, Stanley  
Ressoguie, Oline  Smaldon, Lawrence  Vesa, Elizabeth  
Reynolds, Roberta  Smith, Ethel  Vogel, Clara  
Riddle, Clarence  Smith, Hazel  Wade, Roberta  
Richel, Henry  Smith, Leone  Wadsworth, Gladys  
Risher, Alice  Smith, Margaret  Wagbo, Anna  
Robinson, Doris  Smith, Marguerite  Walch, Myrtle  
Robinson, Elda  Smith, Olive  Walker, Cora  
Roeder, William  Soderberg, Iver  Wandel, Perne  
Romans, Lillian  Solen, Juliana  Wardahl, Elizabeth  
Rose, Vera  Sommers, Gertrude  Way, Dorothy  
Rosser, Harold  Soule, Pauline  Wedge, Grace  
Rowe, Leon  Sparkle, Jessie  Weiss, Jos.  
Ruff, Mabel  Starr, Mrs. Harriet  West, Gertrude  
Russell, Earl  Stearns, Julia  Westfall, Alice  
Ruthstrom, Ruth  Stelfes, Frances  Westfall, Lauretta  
Ryan, Phyllis  Stenson, Helen  Wilkins, Elsie  
Rytie, Anna  Stickney, Dorothea  Wilson, Alta  
Sabatta, Ruth  Stowell, Mylred  Windolf, Clara  
Sadler, Laura  Strasburg, Edith  Winey, Thelma  
Saltzman, Helen  Strickland, George  Wingard, Ida  
Sampson, Marion  Strozyk, Bertha  Winkler, Florence  
Samsell, Althea  Sullivan, Alice  Wood, Dorothy  
Schafer, Thelma  Sullivan, Emory  Wood, Grace  
Schelem, Georgina  Swanson, Pearl  Wonmacott, Flora  
Schram, Georgia  Swiler, Ruby  Worden, Howard  
Schultz, Ella  Talcott, Edythe  Yoder, Nina  
Seager, Beatrice  Tetzlaff, Herbert  Young, Leota  
Seel, Thelma  Thill, John  
Seption, Cecile  Thornton, Ethel  
Sexsmith, Amy  Timms, Mrs. Edna  Zender, Elfreda  
Shannon, Nellie  Toussignant, Francis  Zilke, Anna  
Shaub, Cecile  Tower, Merle  Zimmerman, Martha  

**TYPEWRITING ONLY**

Burke, Mrs. Mary  Smith, Leone  Whelan, Josephine  
Moore, Elma  Thomas, Mrs. T. M.  

**DEPARTMENT OF MUSIC**

**PIANO**

Antcliffe, Gladys  Baker, Verna  Bengtson, Mildred  
Arnold, Mildred  Baldwin, Susan  Bergelin, Mrs. A. W.  

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Bevier, Winola  
Bidwell, Kathleen  
Bishop, Katherine  
Bluemly, Corris  
Bonenfant, Philip  
Boyer, Jack  
Braegirdle, Mrs. L. E.  
Braendle, Harold  
Braendle, Luella  
Bready, Richard  
Brismaster, Clara  
Butler, Dora  
Campbell, Helena  
Carmany, Maurice  
Church, Oliver  
Coleman, Margaret  
Corwin, Leila  
Crawford, Gladys  
Dalziel, Dorothy  
Ditmier, Clara  
Donnelly, Alice  
Drebin, Helen  
Dunbar, Edna  
Elzea, Edith  
Everett, Beulah  
Everett, Kathryn  
Gilbert, Goldie  
Granger, Harriet  
Grieve, Alice  
Hanchett, Grace  
Hanchett, Mary  
Hanson, Beulah  
Hanson, Ruth  
Hanson, Violet  
Harvey, Margaret  
Harvey, Robert  
Heavey, Peter  
Hill, Donna  
Houston, K. R.  
Hull, Mrs.  
Ignatz, Helen  
Inselman, Ruth  
Jackson, Audie  
Jewell, Mrs. Ray  
Johnson, Maybelle  
Lutz, Muriel  
Lucas, Hattie  
Lucas, Marie  
McCabe, E. J.  
Marks, Mildred  
Martin, Mrs. Wilson  
Miley, Marcia  
Minier, Bessie  
Minier, Ralph  
Merrill, Kathleen  
Nehmer, Elsa  
Nigro, Mrs. H. H.  
Owens, Thelma  
Pardee, Geo.  
Pease, Neil  
Pound, Eleanor  
Ripatte, Elmer  
Robart, Evelyn  
Roberts, Lillian  
Rudd, Vera  
Sampson, Marion  
Sharpe, Eugene  
Sharpe, Russell  
Smale, Joyce  
Smith, Earl  
Smith, Elizabeth  
Sours, Mildred  
Toozie, Mrs. O. A.  
Travis, Mildred  
Vidoni, Verona  
Van Gilder, Josephine  
Verberg, Florence  
Van Wegen, Gladys  
Walters, Marie  
Wicner, Max  
Worcester, Dorothy

VIOLIN

Andrews, Walter B.  
Baker, Clarence  
DeJonge, Donald  
Erbes, Ollie  
Guck, Theo.  
Hagopian, Geo.  
Horner, Jack  
Horner, Mrs. Sam  
Ignatz, Helen  
Johnson, James  
Keady, Victor  
Litzner, Herman  
Marshall, L.  
Merritt, Dorothy  
Merritt, R. E.  
Morse, C. H.  
Nancarrow, John  
Prieskorn, Alma  
Polhemus, J. R.  
Roberts, Elmer  
Sheldon, Walter  
Verberg, Wilbur  
Ward, Homer  
West, Mary  
Wilcox, Velma  
Wilcox, Vera

CORNET

Babcock, Eldon  
Colegrove, Forrest  
Craig, C. W.  
Galsterer, Andrew  
Grobowski, Jacob  
Losowski, Leon  
McAleer, Geo.

TROMBONE

Ashley, Burdett  
Beauchamp, John  
Hodgkinson, Ralph  
Houston, Keith  
Large, Howard*  
Long, Geo.  
Mow, John  
Mow, Ralph  
Rottman, Samuel

*Deceased

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SAXPHONE
Ackers, Floyd
Cleverdon, Adlia
Post, Harold

Sage, Raymond
Smith, E.
Swantek, Frank
Swihart, Leila

BARITONE
Rigley, John

CLARINET
Stuart, Walter
White, Carl

BASS
Leberman, Chester

DRUMS
Barr, L. B.
Boldt, Herbert
Closs, H. N.

Green, L. C.
McGowan, Hugh
Mow, J. R.

Smith, B. M.
Tousignant, Louis

MANDOLIN
Brotherton, Ralph
Butler, Arthur

BANJO
Jennings, H. N.
Rigley, John

UKELELE
Bauman, Mrs. A. C.

GUITAR
Abel, Lyle
Morrow, Rachel

Tyndall, Russell

HARMONY
Andrews, Walter
Butler, Dora
Crawford, Gladys
Cleverdon, Adlia
DeJonge, Donald

Long, Geo.
McPherson, J. H.
Nigro, Mrs. H. H.
Roberts, Lillian

Sharpe, Mary
Shauger, Louis
Voss, Wilhelmina
Waybrandt, Delilia

SUMMARY
College Preparatory .......................... 833
Normal ........................................ 422
English ........................................ 136
Commercial .................................... 789
Shorthand ...................................... 409
Pharmacy ....................................... 217
Telegraphy ..................................... 118
Kindergarten ................................... 4
Civil Service ................................... 25
Typewriting only .............................. 5
Music ........................................... 172

Total ........................................... 3130
Names repeated .............................. 255

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