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Helen Plaum

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Helen Blum [17]

2304 D Street
Bakersfield, California
May 25, 1946

Associated Boards for Christian Colleges in China
150 Fifth Avenue
New York 11, New York

Gentlemen:

Upon the suggestion of Dr. Theodore H. E. Chen, of the University of Southern California, I am writing to apply for a position in China. Dr. Chen told me he had recently heard that one of the Christian Colleges was in need of an English secretary. If so, I would like to be considered as an applicant for that position, or some other that may be available and for which I may be adequately prepared. I shall, therefore, tell you something of my preparation and experience, and shall appreciate it very much if you will be good enough to consider me for positions that may arise in the near future.

After receiving my elementary and secondary education and one year of university training in my native state, Colorado, I came with my parents to California. Here I completed a secretarial course at Sawyer's School of Secretaries, Los Angeles, and worked for one year as secretary to the cashier of The Stationers' Corporation, Los Angeles, California. I received my B. A. degree from the University of California in Berkeley in 1925, with a major in mathematics and minors in history and physics. In 1942, I received my M. A. degree from Columbia University, Department of Pure Sciences. In intervening years, I have studied at the University of California, Columbia University, and Harvard University, in the fields of secondary education, adult education, religious education, and Oriental culture.

I have taught mathematics at Bakersfield High School since 1925, and have been faculty advisor to the Chinese Students' Club since 1939. During this time, I have had two one-year leaves of absence. The first (1932-33) I spent studying at Columbia University. I lived at International House, where I learned to know many foreign students.

The second leave of absence (1937-38) I spent in the Orient. Since I arrived in Japan on July 3, 1937, I spent a large part of the next three months finding ways of making my way to my original destination, Peiping. I finally reached Peiping in October and remained until June. During that time I lived at the College of Chinese Studies and studied the Mandarin dialect there for two months. Then I was asked to teach advanced algebra and trigonometry at the Peiping American School, so I continued my language study with a private teacher. I recall those months of teaching as the

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most pleasant of all my teaching. As for my language, I have kept up a review by private study only, as the local Chinese people speak only the Cantonese dialect. I believe I have a foundation vocabulary which could be quite rapidly increased with practice in conversation.

Because of wartime conditions, the remainder of my experience in China was limited to three weeks in Shanghai, and several days in Hongkong. I returned to the United States by way of Europe, with a determination to return to China as soon as the war was over. I am fully aware of the fact that conditions in China are very difficult these days, and that there are many problems to be met. Nevertheless, I feel that the year I spent there under somewhat adverse circumstances was good preparation for the much more acute problems that exist today. The calm courage with which the Chinese people faced their future filled me with admiration for them. I believe that this is an important time in the history of China and the United States to develop mutual understanding and co-operation, and I should like very much to be able to have some part in that development.

I feel that my training and experience equip me to fill adequately a secretarial position or a teaching position in English, mathematics, commercial subjects, or education, on the secondary or college level.

I am forty-three years of age, in excellent health, and am free from family responsibilities. I am an active member of the Episcopal Church. Last week I acted as Program Chairman of a Provisional Board formed to establish a Y. W. C. A. in Bakersfield. In accepting a position in China, I would do so with the intention of staying for some time.

Dr. Chen generously offered to permit me to use his name for reference. In addition, I would like to suggest for reference:

Dr. and Mrs. Harry A. Overstreet
445 Riverside Drive
New York 27, New York

Mr. Herman A. Spindt
Vocational Director
University of California
Berkeley, California

The Reverend Ralph H. Cox
St. Paul's Episcopal Church
Bakersfield, California

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Dr. and Mrs. Overstreet have known me for twenty years. Mrs. Overstreet and I taught together for seven years. I served as secretary to Dr. Overstreet for one year.

Mr. Spindt was Principal of Bakersfield High School when I came here, and supervised my teaching for over twelve years, so he can tell you of my teaching ability as well as supply you with my academic record which is on file in his office.

Should there be any possibility of a position available within the next few months, I would appreciate it if you would let me know as soon as possible, as I cannot delay a decision on my contract here beyond July first.

With sincere good wishes for the success of all the China Colleges in these stormy months ahead, I am

Respectfully yours,

(Miss) Helen M. Plaum



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June 1, 1946

Miss Helen M. Plaum
2304 D Street
Bakersfield, Cal.

Dear Miss Plaum,

Thank you for your letter of May 25th expressing your interest in a position in one of our Christian Colleges in China.

We are at present very much in need of secretaries for two of our college presidents, and we also need English teachers. I am enclosing some preliminary information blanks which I hope you will fill out and return to us if you are interested.

Perhaps an extra word about the secretarial positions would be helpful. In addition to the usual skills required in such a position the candidate should have the ability to do some public relations work, especially in connection with this office. We need publicity material from the colleges constantly, and hope that the President's secretary will be able to supply it. She should also be able to handle certain responsibilities that would naturally fall upon a college secretary if there were one, thus relieving the President of many details. Naturally the duties and responsibilities would have to be worked out individually in each case, but in general we are looking for a sort of presidential assistant, not just a stenographer.

I shall be glad to hear from you again if you are interested.

Sincerely yours

Mrs. W. Plumer Mills

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Helen M. Plaun
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*Copies sent
to Mr
6/24/46*

PRELIMINARY INFORMATION BLANK

(This is not an application blank and submitting it involves no obligation. It is a form designed to secure information that will help the Personnel Secretaries know you better and advise you more intelligently.)

Date June 4, 1946

1. Name Helen Marie Plaum
First Middle Last
2. Present Address 2304 D Street, Bakersfield, California
3. Address that will always reach you 2304 D Street, Bakersfield, California
4. Present Occupation Teacher of Mathematics, Bakersfield High School
5. Present Citizenship United States Race White
 If naturalized, when and where? _____ Nationality of Parents United States
6. Birthplace Cripple Creek, Colorado Date of Birth August 15, 1902
7. Underline to indicate whether you are single, engaged, married, divorced, widowed. If married or engaged, give name of husband, wife or betrothed. _____
 If you have children, give sex and age of each. (e.g. boy—1 year, girl—3 years)
8. Is your health vigorous, fair, or poor? vigorous Height? 62" Weight? 130 lb.
 Do you have any chronic ailment? NO Any physical disability? NO If so, specify.

List any serious illnesses you have had, giving dates.
none

9. Summarize your school history below.

Name and Location of High School, College and Special Schools attended	Date of Entrance	Date of Leaving	Date of Graduation	Degree or Certificate Received, or Semester Hrs. Completed	Course or Major or Minor
Cripple Creek High School	1916	1920	1920	diploma	Col. Prep.
Univ. of Colorado	1920	1921			
Univ. of California	1922	1925	1925	A.B. ¹	Mathematics Physics History
Columbia University	1932	1933	1942	M.A.	Mathematics
Sawyer School of Secretaries	1922	1922	1922	Cert.	Gen. Secretarial course
Various Summer Courses	Approx. 30 semester hours				

What were your average grades in high school? App. A- In college? Calif. Gen. Sec. Credential App. B

What part have you taken in extracurricular activities?

Episcopal Students' Club and Class Activities in college. Sophomore Class Advisor and Advisor to Chinese Students' Club in teaching. A.A.U.W. and Church activities in community.

10. What plans do you have for further study?
At present--Chinese language
Otherwise, dependent on occupation
11. What are your favorite forms of recreation?
Theatre, music, hiking.

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12. Of what local church are you a member? (Give exact name, location, and denomination.)
St. Paul's Episcopal Church, Bakersfield, California
When did you first unite with the church? Confirmed, January 18, 1916

13. What part have you taken in the work of the church or other religious organizations? Describe in some detail, noting if the experiences were with city, town or country groups.
I have taught Church School classes in various places. Choir participation in various places. Branch President of Girls' Friendly Branch for four years. Member of St. Margaret's Guild in Bakersfield for fifteen years. Secretary for three years. Recently acted as program chairman on provisional board of Y.W.C.A. that is being organized here.

14. What does Jesus Christ mean to you personally?
Jesus Christ is my Lord and Saviour. He is for me the Way, the Truth, and the Light.

15. In what ways have you helped others to a personal commitment to Jesus Christ?
By trying to live, day by day, as one of His witnesses.

16. What influences led you to consider missionary service?
1. My belief in the power of Christianity.
2. Experiences of others in missionary service.
3. Evidences of the achievements of missions.
How long have you been considering it?
Since I returned from China in 1938.
Are you considering such service as a lifework? Yes.

17. What type of work do you wish to do? Teaching or secretarial work.
In what country or section do you prefer to work? China
Why do you prefer that country or section? Because of my previous experience in China and with Chinese people.

18. Are you a member of the Student Volunteer Movement? no If so, when and where did you join?

19. What experience and special training not listed under academic education have you had in the type of work which you prefer to do? Include field work, employment, and most significant voluntary activity. I taught one semester in the Peking American School in 1938, and did volunteer work in teaching English to a class of Chinese boys. Recently, I have taught Chinese friends English and The Constitution, preparatory to their citizenship examinations. I have had two years of secretarial experience.

20. Do you have any debt? no Amount? _____
If appointed, would you have financial or other responsibilities for parents or other relatives?
No. My parents are not living.

21. Have you applied for missionary service to any other Board? Yes When? I have recently had some correspondence with Mr. Ernest T. Shaw regarding the Peking American School.
Which? _____ Results? _____

22. Give the names and addresses of three persons to whom the Board can write for further information about you. If you do not use a typewriter, please print.

The Reverend Ralph H. Cox, St. Paul's Church, Bakersfield, California
(Your present or a former pastor)

Dr. Harry A. Overstreet, Bennington, Vermont (R. F. D. 2)
(One of your teachers)

Mr. Herman A. Spindt, Director of Placement Bureau, University of California, Berkeley, California
(An employer or supervisor)

Signature Helen M. Plawn

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Copies sent to Mr. [unclear] 6/24/46

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PROFESSIONAL INFORMATION BLANK

(This is not an application blank and submitting it involves no obligation. It is a form designed to secure information that will help the Personnel Secretaries know you better and advise you more intelligently.)

Name Helen Marie Plaum Date June 4, 1946

Address 2304 D Street, Bakersfield, California

1. Please describe the work you wish to do, and indicate the area, country or section you prefer. Indicate also alternatives you may be considering and your second choices as to work and place. I wish to do whatever work in the teaching field or secretarial field that is most necessary and for which I am best fitted. I teaching, I would be best fitted to teach English or mathematics. I believe I am sufficiently experienced to do secretarial work that would require duties beyond those of a stenographer.

TRAINING AND EXPERIENCE IN THE FIELD OF YOUR CHOICE

2. List or summarize the courses and approximate number of semester hours you have had in the field of your choice.

Courses	Institutions	Sem. Hrs.
<i>Background or Related Courses</i>		
Requirements for A.B. degree	University of Colorado (1 yr.)	
Major--Math. Minors--Physics and History	University of California(3 yr.)	
Req. for M.A. degree(Pure Sciences	--Columbia University	31 1/2
Accounting, Astron. Eng. Philosophy	--Harvard, Univ. of Calif.	20
<i>Technique Courses</i>		
Teaching of Mathematics	Univ. of California--Columbia	5
Curriculum in Aviation Educ.	" " "	2
Adult Education	Harvard University	3
Religious Education	Teachers' College	4 1/2
Requirements for Gen. Sec.		

Teaching Credential for California

3. List below your experience as an employed worker in your field.

From - To	Name and Location of Employing Organization	Title and Nature of Position	Salary
1922-23	Stationers' Corporation Los Angeles, California	Secretary to Cashier	\$100. mo.
1925-46	Kern County Union High School	Teacher of mathematics	\$1800-3800 yr
1932-33	Dr. Harry A. Overstreet	Secretary (part-time)	\$100 mo.
Jan-May 1938	Peking American School	Teacher of mathematics (part-time)	I don't recall.

4. Please describe more fully what you did in the above positions, giving your major responsibilities, the problems dealt with, and the procedures developed.

In secretarial work, I have tried to handle whatever responsibilities came to the job intelligently and efficiently, and with as much initiative as seemed appropriate.

In all of my teaching, it has been my goal to prepare my students thoroughly so that they would find confidence and security in their foundation for advanced study and vocations of their choice. At the same time I have tried to exercise influence in developing their character and citizenship qualities and help them to become mature and adequate adults.

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5. Describe any additional training and experience (field work, voluntary work, etc.) you have had in this field.

PROFESSIONAL RELATIONSHIPS

6. Do you have any certification of professional competency? yes. If so, specify. Life Diploma for General Secondary Teaching in State of California.
 A.B. Degree, University of California. M.A. Degree, Columbia University
 Secretarial Certificate, Sawyer School of Secretaries, Los Angeles, Calif.
7. To what professional organizations do you belong?
 California Teachers' Association, N. E. A., National Council of Mathematics Teachers, American Association of University Women.
8. What professional journals do you regularly read?
 Sierra Educational News, Calif. Journal of Secondary Education, The Mathematics Teacher, Journal of American Association of University Women.

OTHER PREPARATION AND EXPERIENCE

9. List in order of your preference the subjects you are prepared, or expect to become prepared, to teach, indicating the age group, or level you prefer.
- mathematics--secondary or junior college level.
 English-- " " " " "
 business education--secondary or junior college level.

Do you possess any teaching certificate? yes If so, specify.
 Life Diploma for General Secondary Education, State of California.

Comment on your interest in teaching. Teaching has been a very satisfying work. Its successes are reassuring; its failures, challenging. Students who have become satisfactory mature adults are sufficient compensation for apparent frustrations.

10. Describe any training and experience you have had in social work and reconstruction such as case work, group work, community organization, disaster relief, social surveys, cooperatives, etc.
- First Aid courses
 Supervised students aiding in agricultural harvest.

11. Are you ordained? no When? _____ Where? _____
 If not ordained, do you have any other status as a minister? no
 If not ordained, do you plan to be? no When? _____ Where? _____

12. Describe any additional training or experience you have had that would fit you for the work you wish to do.

Signature Helen M. Plann

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Associated Boards for Christian Colleges in China
150 Fifth Avenue
New York 11, N. Y.

Miss Helen M. Plaum is being considered for appointment as Sec'y to the President, Ginling College, Nanking, China kindly aid the Board in judging the candidate's fitness for such service by supplying the information requested in this blank?

We suggest that you read the form in its entirety before beginning to write and that you answer only those questions about which you are reasonably certain, passing over any items which may be outside the range of your knowledge of the candidate. Wherever possible, give specific instances.*

Since it is our purpose to secure an understanding of the candidate's personality as a whole, we urge you to be completely frank, in justice both to the person under consideration and to the Board. Feel free to offer pertinent facts and judgments not covered by the questions and to exceed space limitations whenever you think necessary. Please withhold nothing, favorable or unfavorable, that will enable us to assess the candidate's qualifications for Christian service.

We shall be grateful for your assistance and shall treat your reply confidentially.

INTRODUCTORY

1. How long, how intimately, and under what circumstances have you known the candidate?

I have known the candidate 5 years ~~this~~ coming October. Up to 3 years ago, I knew the candidate as a member of my congregation and a member of one of my Guilds. Since then, since my marriage to a fellow teacher of the candidate, I have known her much more intimately.

2. Give any information you can concerning home conditions and family background which bears upon the candidate's suitability for this service.

She has a brother in a near-by city but the candidate has lived away from her family ever since she has taught in Bakersfield.

3. Estimate the candidate's care and efficiency in handling finance.

Excellent!!!!

* e.g. "She played eighty-four games of tennis in one day to win the college championship."

"He tried to put on a Daily Vacation Bible School with insufficient preparation. When the work lagged, he lost interest in the project."

"He made Phi Beta Kappa in spite of the fact that he worked his way through college and contributed to the support of his family."

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QUALIFICATIONS

4. Please rate the candidate with respect to each of the characteristics listed below by checking (V) the item under each heading which most nearly represents your evaluation. In the space to the right, describe briefly and concretely specific instances which support or interpret your judgment. Do not check items concerning which you feel uncertain or have had no opportunity to observe.

PHYSICAL CONDITIONS

- Frequently incapacitated
- Somewhat below par
- Fairly healthy
- Good health
- Rugged and vigorous **Very seldom ill!!Loves to bicycle and other outdoor sports when the time is available.**

ATTRACTIVENESS

- Avoided by others
- Tolerated by others
- Liked by others
- Well liked by others **Has been head of the Philosophy section of the AAUW and made it a very successful unit. Anything but anti-social.**
- Sought by others

INTELLIGENCE

- Learns and thinks slowly
- Average mental ability
- Alert; has a good mind
- Brilliant; exceptional capacity **Brilliant work in the field of Mathematics.**

ACHIEVEMENT (Ability to formulate, execute, and carry plans to conclusion)

- Does only what is assigned
- Starts but does not finish
- Meets average expectations
- Resourceful and effective **To put her in charge of an assignment, difficult or otherwise, is to know its completion.**
- Superior creative ability

LEADERSHIP (Ability to inspire others and maintain their confidence)

- Makes no effort to lead
- Tries but lacks ability
- Has some leadership promise
- Good leadership ability **See above under "Attractiveness". Candidate headed Girl's Friendly Society unit in the Church under adverse conditions and did a fine job of it.**
- Unusual ability to lead

TEAMWORK

- Frequently causes friction
- Prefers to work alone
- Usually cooperative
- Works well with others **In the Guild to which she works and belongs has always volunteered to help and popular with her group.**
- Most effective in teamwork

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RESPONSIVENESS to the feelings and needs of others

- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Responds with unusual insight and consideration

She is much more responsive to the minority groups, such as the Chinese, negroes etc, than to members of her own race.

EMOTIONAL STABILITY

- Somewhat over-emotional Inclined to be apathetic
- Usually well-balanced
- Well-balanced and controlled
- Maintains balance and control under most difficult circumstances

Have never seen her anyother way, even under difficult situations.

WILLINGNESS TO SERVE

- Reluctant to serve Motives confused
- Usually willing to serve
- Eager to serve as needed
- Devoted to service of others

Sponsored a Chinese Club at School; has worked voluntarily with the local Chinese colony for the pure love of serving. Financed at her own expense, parties, dances, services, dinners etc for this group. Has been very active in helping form a new YWCA unit here.

RELIGIOUS EXPERIENCE

- Relatively superficial Over-emotional
- Genuine but mild
- Rich and growing
- Profound and contagious

This is evidenced by her increased attendance at divine worship and receiving regularly her communion. Not an emotional type of religion; it has become an integral part of her and her way of living she has arrived at state thru intellectual convictions.

LIMITATIONS

5. Listed below are some of the tendencies which if present may reduce the effectiveness of the missionary's work and witness. Consider if the candidate tends to be—

- Impatient, intolerant, argumentative, domineering, sullen, "cocky," or critical of others.
- Easily embarrassed, offended, discouraged, depressed, or irritated.
- Frequently worried, anxious, nervous or tense.
- Prejudiced towards groups, races or nationalities.
- Given to exclusive and absorbing friendships, i.e. to "crushes."
- Lacking in humor, or in the ability to take a joke.

If the candidate seems relatively free from all such tendencies, check here .

If you have noted any of these or similar limitations in the candidate, please specify, describing the form and intensity of such behavior.

Word has come to me that at times, in her work in the class-room, that she is rather impatient, because she realizes that the student is not wasteing his time and opportunity in not taking advantage of the abilities he has. She is not too popular, as a teacher, with the students because she sets a high standard. However, the faculty respects the candidate for what she is and trying to do in the scholastic field.

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- 6. Is there any indication that the candidate's decision to enter this service has been significantly influenced by (1) a desire for travel, adventure or cultural development, (2) a desire to exercise power or control over less privileged people, or (3) a desire to escape a difficult personal, family or vocational situation? Please discuss.

The candidate is so fond of Chinese people that she has always been longing to return to China and serve these people.

PROFESSIONAL ABILITY

- 7. Estimate the candidate's ability in his profession, i.e., as doctor, teacher, etc. (Supervisors, directors, and others in positions to observe please comment professionally.)

As far as I can learn she is an excellent teacher in her field.

SUMMARY

- 8. How do you rate the candidate's promise in this service? Check:

___ A rare find. Exceptional. ___ Superior. ___ Good. ___ Average. ___ Below average. ___ Should be discouraged.

- 9. Summary paragraph: Please state frankly your opinion of the candidate's all-around fitness for Christian service, adding any significant information and impressions which have not been brought out by the preceding questions.

If I, personally, had charge of a Chinese Mission here, I know of no one who would be better for that position as teacher or Christian worker, than the candidate.

In fact, it has been my hope that she would offer herself, in some way, to the work of the Church in China.

- 10. If possible, list other persons qualified to give a sound appraisal of the candidate.

Name

Address

Connection with the Candidate
(Teacher, employer, friend, etc.)

Date June 15, 1946

Signature Dr. Ralph H. Cox
St Paul's Church

Return to:

Mrs. W. Plumer Mills
Associated Boards for Christian Colleges in China
150 Fifth Avenue
New York 11, N. Y.

Bakersfield
Calif

Associated Boards for Christian Colleges in China
150 Fifth Avenue
New York 11, N. Y.

Miss Helen M. Plaum

_____ is being considered for
China
appointment as ~~Sec'y to the President, Ginling College, Nanking.~~ Will you kindly aid the Board in
judging the candidate's fitness for such service by supplying the information requested in this blank?

We suggest that you read the form in its entirety before beginning to write and that you answer only those questions about which you are reasonably certain, passing over any items which may be outside the range of your knowledge of the candidate. Wherever possible, give specific instances.*

Since it is our purpose to secure an understanding of the candidate's personality as a whole, we urge you to be completely frank, in justice both to the person under consideration and to the Board. Feel free to offer pertinent facts and judgments not covered by the questions and to exceed space limitations whenever you think necessary. Please withhold nothing, favorable or unfavorable, that will enable us to assess the candidate's qualifications for Christian service.

We shall be grateful for your assistance and shall treat your reply confidentially.

INTRODUCTORY

1. How long, how intimately, and under what circumstances have you known the candidate?

*she was a teacher at Bakersfield Calif under my principalship
for approximately 15 years.*

2. Give any information you can concerning home conditions and family background which bears upon the candidate's suitability for this service.

so far as I know, excellent.

3. Estimate the candidate's care and efficiency in handling finance.

Exceptionally good.

* e.g. "She played eighty-four games of tennis in one day to win the college championship."

"He tried to put on a Dally Vacation Bible School with insufficient preparation. When the work lagged, he lost interest in the project."

"He made Phi Beta Kappa in spite of the fact that he worked his way through college and contributed to the support of his family."

QUALIFICATIONS

4. Please rate the candidate with respect to each of the characteristics listed below by checking (V) the item under each heading which most nearly represents your evaluation. In the space to the right, describe briefly and concretely specific instances which support or interpret your judgment. Do not check items concerning which you feel uncertain or have had no opportunity to observe.

PHYSICAL CONDITIONS

- Frequently incapacitated
- Somewhat below par
- Fairly healthy
- Good health *always on the job*
- Rugged and vigorous

ATTRACTIVENESS

- Avoided by others
- Tolerated by others
- Liked by others
- Well liked by others
- Sought by others

INTELLIGENCE

- Learns and thinks slowly
- Average mental ability
- Alert; has a good mind
- Brilliant; exceptional capacity

ACHIEVEMENT (Ability to formulate, execute, and carry plans to conclusion)

- Does only what is assigned
- Starts but does not finish
- Meets average expectations
- Resourceful and effective
- Superior creative ability

LEADERSHIP (Ability to inspire others and maintain their confidence)

- Makes no effort to lead
- Tries but lacks ability
- Has some leadership promise
- Good leadership ability
- Unusual ability to lead

TEAMWORK

- Frequently causes friction
- Prefers to work alone
- Usually cooperative
- Works well with others
- Most effective in teamwork

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RESPONSIVENESS to the feelings and needs of others

- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Responds with unusual insight and consideration

EMOTIONAL STABILITY

- Somewhat over-emotional Inclined to be apathetic
- Usually well-balanced
- Well-balanced and controlled
- Maintains balance and control under most difficult circumstances

WILLINGNESS TO SERVE

- Reluctant to serve Motives confused
- Usually willing to serve
- Eager to serve as needed
- Devoted to service of others

RELIGIOUS EXPERIENCE

- Relatively superficial Over-emotional
- Genuine but mild
- Rich and growing
- Profound and contagious

LIMITATIONS

5. Listed below are some of the tendencies which if present may reduce the effectiveness of the missionary's work and witness. Consider if the candidate tends to be—

- Impatient, intolerant, argumentative, domineering, sullen, "cocky," or critical of others.
- Easily embarrassed, offended, discouraged, depressed, or irritated.
- Frequently worried, anxious, nervous or tense.
- Prejudiced towards groups, races or nationalities.
- Given to exclusive and absorbing friendships, i.e. to "crushes."
- Lacking in humor, or in the ability to take a joke.

If the candidate seems relatively free from all such tendencies, check here .

If you have noted any of these or similar limitations in the candidate, please specify, describing the form and intensity of such behavior.

Miss Ploum is an unusual teacher; she tries to stimulate thought on the part of her students, and likes to develop independent problems in mathematics. At times she expects more of her students than they can give.

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6. Is there any indication that the candidate's decision to enter this service has been significantly influenced by (1) a desire for travel, adventure or cultural development, (2) a desire to exercise power or control over less privileged people, or (3) a desire to escape a difficult personal, family or vocational situation? Please discuss.

not that I know of.

PROFESSIONAL ABILITY

7. Estimate the candidate's ability in his profession, i.e., as doctor, teacher, etc. (Supervisors, directors, and others in positions to observe please comment professionally.)

Teacher. as far as one can judge, very good. Sometimes student reaction to her independent methods is not all that can be desired. general results of teaching, very good.

SUMMARY

8. How do you rate the candidate's promise in this service? Check:

A rare find. Exceptional. Superior. Good. Average. Below average. Should be discouraged.

9. Summary paragraph: Please state frankly your opinion of the candidate's all-around fitness for Christian service, adding any significant information and impressions which have not been brought out by the preceding questions.

When I compare Miss Plummer with those I have seen in teaching service abroad, I am afraid I have rated her too low. She is sincere, a very hard worker, effective as a teacher. The items mentioned as adverse may not be adverse in the foreign situation.

10. If possible, list other persons qualified to give a sound appraisal of the candidate.

Name	Address	Connection with the Candidate (Teacher, employer, friend, etc.)
<i>Hazel Jordan</i>	<i>Kern County Union High School Bakersfield, Calif</i>	<i>friend</i>

Date *6/6/46* Signature *P.A. Spindel*

Return to: *Mrs. W. Plumer Mills*

Associated Boards for Christian Colleges in China
New York 11, N. Y.

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Associated Boards for Christian Colleges in China
150 Fifth Avenue
New York 11, N. Y.

Miss Helen M. Plaum is being considered for appointment as Secretary to the President, Ginling College, Nanking, China. Will you kindly aid the Board in judging the candidate's fitness for such service by supplying the information requested in this blank?

We suggest that you read the form in its entirety before beginning to write and that you answer only those questions about which you are reasonably certain, passing over any items which may be outside the range of your knowledge of the candidate. Wherever possible, give specific instances.*

Since it is our purpose to secure an understanding of the candidate's personality as a whole, we urge you to be completely frank, in justice both to the person under consideration and to the Board. Feel free to offer pertinent facts and judgments not covered by the questions and to exceed space limitations whenever you think necessary. Please withhold nothing, favorable or unfavorable, that will enable us to assess the candidate's qualifications for Christian service.

We shall be grateful for your assistance and shall treat your reply confidentially.

INTRODUCTORY

1. How long, how intimately, and under what circumstances have you known the candidate?

I have known Miss Plaum for about seventeen years, as an intimate family friend. My wife has known her even longer -- some twenty years -- having shared an apartment with her during several years of teaching.

2. Give any information you can concerning home conditions and family background which bears upon the candidate's suitability for this service.

It seems to me that Miss Plaum's relative present independence of family responsibilities would be an asset. She has always been close to her family in feeling, and has, at various times, felt responsible for the partial support of the family -- a responsibility which she carried ably and willingly. Now, however, since her mother's death, she feels more free to make independent plans, and she is not needing to give the practical help that she did give.

3. Estimate the candidate's care and efficiency in handling finance.

Excellent. She has been making her own way in the world -- and frequently carrying other burdens also -- since she started college. My wife tells me that she was a first-rate manager of finances while they lived together -- and that she was, moreover, the sort of person who knew how to share and share alike without creating tensions or awkwardnesses.

* e.g. "She played eighty-four games of tennis in one day to win the college championship."

"He tried to put on a Daily Vacation Bible School with insufficient preparation. When the work lagged, he lost interest in the project."

"He made Phi Beta Kappa in spite of the fact that he worked his way through college and contributed to the support of his family."

0495

QUALIFICATIONS

4. Please rate the candidate with respect to each of the characteristics listed below by checking (V) the item under each heading which most nearly represents your evaluation. In the space to the right, describe briefly and concretely specific instances which support or interpret your judgment. Do not check items concerning which you feel uncertain or have had no opportunity to observe.

PHYSICAL CONDITIONS

- Frequently incapacitated
- Somewhat below par
- Fairly healthy
- Good health
- Rugged and vigorous

ATTRACTIVENESS

- Avoided by others
- Tolerated by others
- Liked by others
- Well liked by others
- Sought by others

INTELLIGENCE

- Learns and thinks slowly
- Average mental ability
- Alert; has a good mind
- Brilliant; exceptional capacity

ACHIEVEMENT (Ability to formulate, execute, and carry plans to conclusion)

- Does only what is assigned Starts but does not finish
- Meets average expectations
- Resourceful and effective
- Superior creative ability

LEADERSHIP (Ability to inspire others and maintain their confidence)

- Makes no effort to lead Tries but lacks ability
- Has some leadership promise
- Good leadership ability
- Unusual ability to lead

TEAMWORK

- Frequently causes friction
- Prefers to work alone
- Usually cooperative
- Works well with others
- Most effective in teamwork

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RESPONSIVENESS to the feelings and needs of others

- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Responds with unusual insight and consideration

EMOTIONAL STABILITY

- Somewhat over-emotional Inclined to be apathetic
- Usually well-balanced
- Well-balanced and controlled
- Maintains balance and control under most difficult circumstances

WILLINGNESS TO SERVE

- Reluctant to serve Motives confused
- Usually willing to serve
- Eager to serve as needed
- Devoted to service of others

RELIGIOUS EXPERIENCE

- Relatively superficial Over-emotional
- Genuine but mild
- Rich and growing
- Profound and contagious

LIMITATIONS

5. Listed below are some of the tendencies which if present may reduce the effectiveness of the missionary's work and witness. Consider if the candidate tends to be—

- Impatient, intolerant, argumentative, domineering, sullen, "cocky," or critical of others.
- Easily embarrassed, offended, discouraged, depressed, or irritated.
- Frequently worried, anxious, nervous or tense.
- Prejudiced towards groups, races or nationalities.
- Given to exclusive and absorbing friendships, i.e. to "crushes."
- Lacking in humor, or in the ability to take a joke.

If the candidate seems relatively free from all such tendencies, check here .

If you have noted any of these or similar limitations in the candidate, please specify, describing the form and intensity of such behavior.

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6. Is there any indication that the candidate's decision to enter this service has been significantly influenced by (1) a desire for travel, adventure or cultural development, (2) a desire to exercise power or control over less privileged people, or (3) a desire to escape a difficult personal, family or vocational situation? Please discuss.

The candidate's decision is, I am certain, conditioned by very genuine motives. She has had a long-standing interest in China -- stimulated in the first place, perhaps, by the presence of superior Chinese students in her classes in California and by acquaintance with many fine individuals in San Francisco's Chinese section; but even more I think by her sense of the future importance of a country PROFESSIONAL ABILITY that brings to a new world an old and seasoned culture

7. Estimate the candidate's ability in his profession, i.e., as doctor, teacher, etc. (Supervisors, directors, and others in positions to observe please comment professionally.)

Miss Plaum's teaching ability is, I believe, of very high quality. Except for one year in New York and one in China, she has remained in the same teaching position since 1925, and has made herself a vital part of the system in which she works. I know that numerous students whom she has taught still keep in touch with her for years after their graduation.

SUMMARY

8. How do you rate the candidate's promise in this service? Check:

A rare find. Exceptional. Superior. Good. Average. Below average. Should be discouraged.

9. Summary paragraph: Please state frankly your opinion of the candidate's all-around fitness for Christian service, adding any significant information and impressions which have not been brought out by the preceding questions.

I should suppose that her basic fitness for the service would stem from her philosophy: her ability to think in terms of one world and also of the importance of each individual in that world.

10. If possible, list other persons qualified to give a sound appraisal of the candidate.

Name	Address	Connection with the Candidate (Teacher, employer, friend, etc.)
------	---------	--

Date June 11, 1946

Signature R. F. D. #2

Return to: Mrs. W. Plumer Mills
Associated Boards for Christian Colleges in China
150 Fifth Avenue
New York, 11 N. Y.

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2304 D Street
Bakersfield, California
June 5, 1946

Mrs. W. Plumer Mills
Secretary, Associated Boards for
Christian Colleges in China
150 Fifth Avenue
New York 11, New York

Dear Mrs. Mills,

Thank you for writing to me about the positions of secretaries to college presidents in China and sending the information blanks. I am enclosing the blanks which I have filled out, and hope the preliminary information will be helpful.

I think I understand the requirements of the secretarial positions you describe; and, if you find that my qualifications warrant it, I would like to be considered as an applicant for one of these positions. I read Forth magazine regularly, and other church periodicals frequently, and am familiar with the type of publicity material you mention. In addition, I believe I have had enough experience in activities here and in China to know the type of information that has interest and appeal here at home. Such a position would appeal to me much more than regular stenographic work.

You also mention in your letter that you are in need of English teachers. I would be happy to know more about the requirements of such teachers, and to be considered an applicant in case the secretarial positions have been filled.

Since I must give a decision on my contract here by July 1st, I would appreciate hearing from you soon. If there is a possibility that I may be appointed, will you kindly tell me the approximate date I would be expected to leave and any information you may have about travel arrangements.

Sincerely yours,

Helen M. Plaum

Miss Helen M. Plaum

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June 10, 1946

Miss Helen M. Plaum
2304 D Street
Bakersfield, Calif.

Dear Miss Plaum:

Thank you for your letter of June 5th and for filling out and returning the information blanks to us.

We are very much interested in your application and are following up the references you gave us. Before we make any appointment, we always ask the candidate to have a personal interview with one of our representatives. I wish that you were nearer New York so that you could come into my office and talk this over with me. Since that is impossible, however, I am writing to ask if you will arrange to go to Los Angeles for an interview with Dr. J. E. Dunning, whose address is First Methodist Church, Eighth and Hope Streets, Los Angeles 14, Calif. I am also writing to Dr. Dunning to say that he will hear from you and I am leaving the details of the arrangements to you and him.

If it is not possible for you to see Dr. Dunning, please try to arrange for an interview with Mr. Herman Beimfohr, Wesley Foundation, U. C. L. A., Los Angeles, Calif. I have also written to him and he will be expecting to hear from you in case it is not possible for you to see Dr. Dunning.

I realize that there is not much time before you have to make a decision on your Bakersfield contract, so I hope that it will be possible to arrange for this interview very soon.

The most urgent need we have at the moment is for a secretary for Dr. Wu Yi-fang, President of Ginling College, and it is for this position that we are considering you. If you are appointed, we would like to have you start to China sometime early in August in order to be in Nanking by the time College opens.

Hoping to hear from you very soon, I am

Cordially yours,

CSM:ef
Via Air Mail

Mrs. W. Plumer Mills

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June 10, 1946

Mr. Herman Beimfohr
Wesley Foundation
U. C. L. A.
Los Angeles, Calif.

Dear Mr. Beimfohr:

Dr. Frank Cartwright has suggested that you would be willing to cooperate with one of the Christian Colleges in China in which the Methodist Board is greatly interested by interviewing a candidate for us.

We are considering Miss Helen M. Plaum for the position of personal secretary to Dr. Wu Yi-fang, President of Ginling College, Nanking, China. I have written to Miss Plaum that we may ask her to go to Los Angeles for an interview with you, if convenient to you. I have told her that the arrangements of time and place would be left to you and her. If you should hear from her asking for this interview, we would be most grateful for your cooperation and a frank expression of your opinion about Miss Plaum.

Of course, if it is impossible for you to arrange to see Miss Plaum, I hope you will say so frankly, and we will make some other plan.

Thanking you for your cooperation, I am

Sincerely yours,

Mrs. W. Plumer Mills

CSM:ef
Via Air Mail

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June 10, 1946

Dr. J. E. Dunning
First Methodist Church
Eighth and Hope Streets
Los Angeles 14, Calif.

Dear Dr. Dunning:

Dr. Frank Cartwright has suggested that you might be willing to interview a candidate for a position in one of our Christian Colleges in China in which the Methodist Board is greatly interested.

I am therefore writing to ask if it would be possible for you to have an interview with Miss Helen M. Plaum, 2304 D Street, Bakersfield, Calif., and let us have your impressions of her. We are considering her for the position of personal secretary to Dr. Wu Yifang, President of Ginling College. I have written to Miss Plaum, asking her to write to you and make arrangements for this interview in Los Angeles, if convenient to you. I have told her that I will leave the details of time and place to be arranged between you and her.

I assure you that we will be most grateful to you for helping us but in this way and hope that you will give us very frankly any impressions that you have of Miss Plaum.

Of course, if your personal plans are such that it will not be possible for you to see her, I hope you will say so frankly and we will make other arrangements. Since Miss Plaum must make a decision on her present position before the first of July, we are anxious to get all the information possible about her very quickly.

Thanking you for your cooperation, I am

Sincerely yours,

CSM:ef
Via Air Mail

Mrs. W. Plumer Mills

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FIRST METHODIST CHURCH

813 SOUTH HOPE STREET • LOS ANGELES 14, CALIFORNIA

Ministers
DONALD H. TIPPETT
JAMES EDWIN DUNNING
Associate

LEWIS E. DURHAM
Education
LAURA C. PRICE
Visitation

June 11, 1946

Mrs. W. Plumer Mills
150 Fifth Avenue
New York 11, New York

Dear Mrs. Mills:

Your letter of June 10 is before me. I shall be glad to interview Miss Plaum as you request and have written her to that effect.

Faithfully yours,

James Edwin Dunning

JED:lm

Air Mail

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2304 D Street
Bakersfield, California
June 12, 1946

Mrs. W. Plumer Mills
Secretary, Associated Boards for
Christian Colleges in China
150 Fifth Avenue
New York 11, New York

Dear Mrs. Mills,

Your letter of June 10th has just reached me. I shall communicate with Dr. J. E. Dunning and Mr. Herman Beimfohr immediately, and hope that it will be possible to arrange an interview with them on Friday or Saturday.

I was exceedingly interested to learn that you are considering me for a position as secretary for Dr. Wu Yi-fang. I have always admired her greatly. On several occasions, in both China and the United States, I have been very disappointed by not being able to hear Dr. Wu lecture. Several friends who were present at the San Francisco Conference have told me that Dr. Wu was the outstanding woman delegate. If I should be appointed, I would consider it a privilege to serve Dr. Wu.

I am getting passport pictures and physical examinations and inoculations under way now, so that I shall be ready if I am appointed. Would you kindly let me know if travel arrangements are made through your office, or if I should take any steps toward making reservations. I note that the passport application asks for the name of the ship and the date of departure. I shall also appreciate any information about living quarters that would help me decide what equipment it would be wise to take with me.

With many thanks for your assistance, I am

Sincerely yours,

Helena M. Plummer

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FIRST METHODIST CHURCH

813 SOUTH HOPE STREET • LOS ANGELES 14, CALIFORNIA

June 14, 1946

Mrs. W. Plumer Mills
150 Fifth Avenue
New York 11, New York

Dear Mrs. Mills:

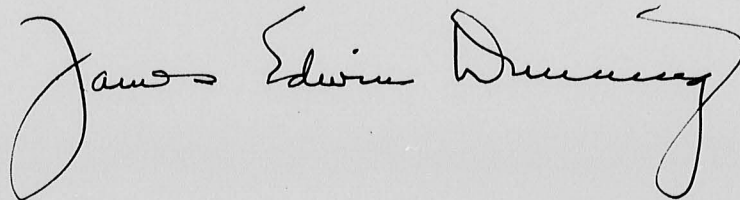
This afternoon I had an interview with Miss Helen Plaum. My impressions of Miss Plaum were wholly satisfactory. She is a woman of rich experience, has a very wholesome attitude toward people of other races, and would be able, I believe, to work under the direction of a Chinese such as Doctor Wu. If she were considering going to the Orient at the age of forty-three without any previous experience there, I should think it a questionable procedure; but in view of her previous experience and her evident desire to devote the rest of her active life to this work, I think that she would be very effective and acceptable.

Her religious background and attitudes are, in my opinion, entirely compatible with the best concept of missionary service.

It was not possible for Mr. Beimfohr to arrange for a joint conference, but he was to interview Miss Plaum later this afternoon, and he will doubtless write you concerning his impressions.

Faithfully yours,

JED:lm



DONALD H. TIPPETT
Minister

JAMES EDWIN DUNNING
Associate Minister

LEWIS E. DURHAM
Minister of Christian Education

LAURA C. PRICE
Minister of Visitation

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June 20, 1946

Miss Katherine Grammer
St. Margaret's School
1620 Seenic Avenue
Berkeley, Calif.

Dear Miss Grammer:

At Mrs. Arthur Sherman's suggestion I have just sent you a telegram asking you to interview Miss Helen Plaum and wire us your estimate of her. I am sure you will want to know more about all this so I am giving a fuller explanation in this letter.

Miss Plaum is applying for the position of secretary to Dr. Wu Yi-fang, President of Ginling College. We have information about her training and experience and several letters of recommendation, all of which are most satisfactory. We also have the estimate of a man who interviewed her for us. However, since Miss Plaum, if appointed, would be working for a woman, and in a woman's college, the members of the Ginling Committee felt that the opinion of a woman about her would be most helpful to us.

Mrs. Sherman suggested that you would be willing to do this for us, and also said that she would write you about it. We shall be most grateful to you for your cooperation and for giving us an opinion which will certainly help us in making our decision about Miss Plaum.

There is a certain urgency in the situation since Miss Plaum must decide about renewing her present contract by July 1st.

Sincerely yours,

CSM:ef

Mrs. W. Plumer Mills

Via Air Mail

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Helen Plaum

WPK

June 24, 1946

Miss Sallie Lou MacKinnon
150 Fifth Avenue
New York 11, N. Y.

Dear Miss MacKinnon:

As I wrote you on Friday, I arranged to have Miss Katherine Grammer interview Miss Plaum. Arrangements were made by wire, and Miss Plaum and Miss Grammer were both most cooperative. Twenty-four hours after I sent the wires off, I had the following telegram from Miss Grammer: "AFTER HOUR CONFERENCE WITH HELEN PLAUM RECOMMEND HER WITHOUT RESERVATION."

This removed any doubts left in Mrs. Sherman's or Mrs. Roys's minds. I tried unsuccessfully to reach you Friday afternoon to find out how you felt about appointing Miss Plaum. Mrs. Sears had expressed herself as quite willing to abide by any decision made by the other members of the Interim Committee. Mrs. Ross is in Africa and I failed to reach Mrs. Hoskins by phone, but I feel sure she would agree with the others on the Committee. This accounts for the Interim Committee.

I have tried twice today to reach you, but without success. When, therefore, I had a telephone call from Miss Plaum saying that she had to give an answer today to the Peking American School who wanted her very badly, I extended to her an invitation to be Dr. Wu's secretary, and she accepted at once.

I really think we are very lucky to get her, and I earnestly hope that it all works out well. I shall of course write giving her as much detail as we have about financial arrangements. I told her over the phone this morning that we would send her out for three years, with the understanding that the term would be extended to five years if mutually agreeable. We are going to pay travel expenses both ways.

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Miss Sallie Lou MacKinnon

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June 24, 1946

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I hope this action will meet with your approval. A decision had to be made, and she seemed far too good to lose.

I have a picture of her, a very attractive-looking person.

Sincerely yours,

Mrs. W. Plumer Mills

CSM:ef

Miss Sallie Lou MacKinnon
100 Fifth Avenue
New York 11, N. Y.

Dear Mrs. MacKinnon:

As I wrote you on Friday, I expected to have Mrs. Plumer Mills
returning this afternoon. Unfortunately, however, Mrs. Plumer and
Miss Plumer were both out of town. I had the following telephone
conversations with Mrs. Plumer on Friday, June 21, 1946.

This removed my doubts that Mrs. Plumer's or Mrs. Mills' minds
I tried unsuccessfully to reach Mrs. Plumer to find out how you felt
about appointing Mrs. Plumer. Mrs. Plumer had expressed herself as being
ing to advise by any decision made by the other members of the Institute.
Mrs. Plumer in an attempt to reach Mrs. Plumer by phone, but I felt
now she would agree with the other members of the Institute. The reasons for the
Institute's decision.

I have tried twice today to reach you, but without success. When
therefore, I had a telephone call from Mrs. Plumer today and she told me
give an answer today to the Institute's Board who wanted her very badly.
I intended to pay an invitation to be in Washington, and the answer
is given.

I really think we are very lucky to get her, and I sincerely hope
that it will work out well. I shall of course be giving her as much detail
as we have about financial arrangements. I told her over the phone this
morning that we would not meet her until three years, with the understanding
that she would be expected to live here in Washington. We are
going to pay travel expenses to her.

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Helen Plumer (17)

2304 D Street
Bakersfield, California
June 22, 1946

Mrs. W. Plumer Mills
Secretary, Associated Boards for
Christian Colleges in China
150 Fifth Avenue
New York 11, New York

Dear Mrs. Mills,

I am wondering whether this letter and my telegram will reach you at the same time. I sent the telegram this afternoon after I had tried all possibilities and failed to reach you by telephone. I suspected that it might not reach you before Monday, but thought I would take a chance. I realized that you had probably left your office by the time it was sent, allowing for the difference of time between New York and Bakersfield. However, since time and space are unyielding, I shall send this letter of explanation along, hoping that it will be regarded as an explanatory report, not as an ultimatum. For whatever decision is made will doubtless be the right one when we see all the pieces as a unit.

You will recall that I stated on my preliminary information blank that I had had some correspondence with Mr. Ernest T. Shaw regarding a position at the Peiping American School. At the time I wrote you, I had not had a definite offer from him. Since receiving your correspondence, however, I have received an invitation and contract to go to Peiping. I have not responded because I had hoped to hear some definite word from you by this time. Today I received an urgent letter from Mr. Shaw saying he must have a reply by this evening or consider that I had rejected the invitation by default. I felt that I could come to some better conclusion if I could talk with you and Mr. Shaw, so I tried to get both of you by telephone. The operator was unable to reach either of you with the information at hand. So I wired both you and Mr. Shaw, asking you to telephone to me. Up to now, I have had no response from either of you. However, if Mr. Shaw does call me, I shall tell him I am waiting for your decision. I feel so keenly that it would be a rare privilege to work with Dr. Wu, providing you consider me adequate for the position. If Mr. Shaw feels he cannot wait, I think he will be perfectly justified, for the time is short for him too.

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JUN 22
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When Miss Grammar and I talked in Berkeley yesterday, we both expressed our realization of the tremendous responsibility involved in sending people to China, a responsibility to the contributors of funds, to the staffs at home and in China, and to the individual. That is why I hope you will not consider this letter as a request to influence whatever decision you might have made without it. I am very grateful to you for bringing me in touch with Miss Grammar, Dr. Dunning, and Dr. Beimfohr. They were all very generous with their time and interest.

I am enclosing the picture I have had taken for my passport application. It is the best I have at the moment. I have the application ready to go at any moment, and have a certificate of "excellent" health from my doctor.

In case I am elected, will you kindly let me know the terms of the contract and any directions I should carry out in regard to passport and passage.

With sincere personal thanks to you for all your consideration and trouble, I am

Sincerely yours,

Helen M. Plaum

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Helen Plaum

**WOMAN'S DIVISION OF CHRISTIAN SERVICE OF THE
BOARD OF MISSIONS AND CHURCH EXTENSION
OF THE METHODIST CHURCH**

150 FIFTH AVENUE

June 24, 1946

NEW YORK 11, N. Y.

**SALLIE LOU MACKINNON
EXECUTIVE SECRETARY
AFRICA, EUROPE**

Mrs. W. Plumer Mills
Secretary, Ginling College
150 Fifth Avenue
New York 11, N. Y.

Dear Mrs. Mills:

Thank you for your letter of June 21. As I said to you over the telephone, Miss Plaum's papers are fine.

Two questions arise - (1) age, the stormy forties; (2) No member of the committee has seen her. On the other hand, the need is acute and urgent. I have great confidence in Mrs. Sherman's judgment. My vote would be for Miss Plaum to be appointed for a period of three years to be extended to five years if mutually agreeable, travel to be paid both ways by the Board.

I am happy to tell you that the Executive Committee of the Foreign Department has voted to allocate Dr. Mary Frances Reed to Ginling. She seems to be a lovely, able person. Our Division will pay her expenses as we have done in the case of other missionaries whom we have allocated to Ginling. Miss Louise Robinson will communicate with you officially. This is just to express my joy.

I expect to leave Wednesday, July 3, for Leopoldville and hope to return August 12.

Sincerely yours,

Sallie Lou Mackinnon

SIM:mm

Sallie Lou Mackinnon

P. S. This letter was dictated before your letter of today arrived. I am delighted that Miss Plaum has been secured.

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Helen Plaum

June 25, 1946

Miss Helen M. Plaum
2304 D Street
Bakersfield, Cal.

Dear Miss Plaum,

This will confirm our telephone conversation of yesterday morning, and bring to you the cordial invitation of the Ginling Committee to go to Nanking to serve as Dr. Wu's secretary.

As I wrote you on June 1st, we hope this position will include something more than mere office routine, important as that is. Dr. Wu carries many and varied responsibilities and we believe that you are just the person who can lighten some of her burdens and make life easier and more efficient for her. Of course I am not attempting to outline your duties. Dr. Wu will do that, but I am rejoicing that she is to have your able help.

Mr. Evans, the treasurer of our organization, will be sending you a contract and will make travel arrangements for you. You will be hearing from him very promptly. In the meanwhile for your information these are the general terms of the contract:

Salary will be the average of that paid to single missionaries by supporting Mission Boards.

A furnished room is provided by the College, but under present conditions I strongly recommend that you take springs and a mattress with you. It is not necessary to take the bed frame, as the springs can be supported on locally made saw horses.

Doctors expenses and half of dentist bills are paid.

There is an outfit allowance of \$200 which you may draw immediately for the purchase of things you want to take with you.

Travel is paid out and back, usually on a five year contract. At present however, we are arranging to pay

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travel both ways on a three year contract if at the end of that time you wish to terminate the agreement. It is hoped of course that you will want to stay five years.

There is a freight allowance of two tons for each person. Anything above that amount may be shipped at current rates.

These, I believe, are the salient features of the agreement, and will give you a general idea of the financial arrangements. As I have said Mr. Evans will send you the formal contract that will give you more complete details.

Mr. Evans will also give you details about travel requirements, passport, physical examination, inoculations etc. We hope very much that there will be no delay in getting your passage, and that you can get to China by the first of September at the latest.

You are going out at a very difficult time, and life will not be easy. I hope that the satisfaction of working with Dr. Wu will more than compensate for the problems you will undoubtedly face, and that you will find increasing joy in your service to Sinling.

Please me be of any assistance possible to you.

Cordially yours,

Mrs. W. Plumer Mills

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Helen Plaum

June 25, 1946

Miss Katherine Grammer
St. Margaret's School
1620 Scenic Avenue
Berkeley, Cal.

Dear Miss Grammer,

We are indeed most grateful to you for taking the time to have a conference with Miss Plaum, and for sending us so promptly your judgment of her. We were pressed to make a decision immediately and appreciate your cooperation.

You will be interested to know that the Ginling Board has appointed Miss Plaum as Dr. Wu Yi-fang's secretary. We are all very happy about it, and feel that we were fortunate to get her. She will be starting to China as soon as we can complete travel arrangements.

Cordially yours,

Mrs. W. Plumer Mills

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SAINT MARGARET'S HOUSE
1820 SCENIC AVENUE
BERKELEY 4, CALIFORNIA

June 28, 1946

OFFICE OF THE DEAN

Mrs. W. Plumer Mills
Ginling College
150 Fifth Avenue
New York 11, New York

My dear Mrs. Mills:

In the course of my conference with Miss Plaum, I wondered wherein there should be any doubt connected with her. The conference, you will remember, came before I received your letter. I think the principle of insuring that women candidates, and particularly those who will work with women, be interviewed by women is excellent; and I was most happy to reassure you that in my opinion Miss Plaum will be a comfort to Dr. Wu.

I am happy at the news of her appointment and thank you for the courtesy of your recent letter notifying me of the outcome.

Cordially yours,

Katharine A. Grammer

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Plummer

2304 D Street
Bakersfield, California
July 2, 1946

Mrs. W. Plumer Mills
Secretary, American Office
Ginling College
150 Fifth Avenue
New York 11, New York

Dear Mrs. Mills,

Thank you for your letter confirming our telephone conversation and the invitation of the Ginling Committee to go to Nanking to serve as Dr. Wu's secretary.

In accepting this invitation, I wish to express to you and to the Committee my deepest appreciation for the confidence they are placing in me, and assure you that I will do everything in my power to be worthy of this confidence, and to serve Dr. Wu faithfully and to the best of my ability.

I appreciate very much the information and advice you have given me concerning travel arrangements, and am already finding them helpful in my planning.

I am enclosing the ticket stubs and itemized statement for \$23.23, the cost of my trip to Berkeley, which you requested in your letter of June 26.

A letter to Mr. Evans, explaining that my medical examination is under way, is in the mail today. I, too, hope that there will be no delay in getting a passport and passage. Please let me know anything that I can do to assist in completing the arrangements.

Sincerely yours,

Helen M. Plummer

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July 8, 1946

Miss Helen M. Plaum
2304 D Street
Bakersfield, Calif.

Dear Miss Plaum:

Enclosed I am sending our check for \$23.23 to cover the cost of your trip to Berkeley. I hope that this really reimburses you for all of your expenses at that time.

I hope that medical examinations and inoculations and all such arrangements are getting well under way and that your passport will be forthcoming shortly. I know that Mr. Evans is working with you on all of these details. Dr. Wu is eagerly looking forward to your arrival in Nanking.

With best wishes for a pleasant voyage and a satisfactory term of service at Ginling, I am

Cordially yours,

Mrs. W. Plumer Mills

CSM:ef

Enclosure: Check

Via Air Mail

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