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COLLEGE FILES
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Hangchow
Correspondence
Lee, Baen E. 1933-1940

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杭州私立之江文理學院
HANGCHOW CHRISTIAN COLLEGE
ZAKOW, CHE., CHINA

INDEXED

ASSOCIATED
BOARDS

July 9, 1933

Mr. B. A. Garside

Associated Boards for C. C. C.

150 Fifth Avenue, New York City, U. S. A.

Dear Mr. Garside:

In reply to your letter of the 9th of June, I take pleasure to quote you the statement of aim we used for registration with the Chinese Government:

"Article II (of Constitution of Hangchow Christian College)

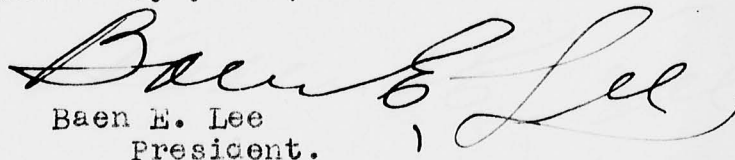
The purpose of this institution is to carry out the general educational aims of the national government of China, also in the Christian spirit of love, sacrifice and service, to prepare men of the highest moral qualifications, intellectual ability and practical training, to meet the needs of society."

The Chinese equivalent is as follows:

組織大綱第二條 本學院宗旨係遵照國民政府所規定之教育方針用基督博愛犧牲服務等精神造成道德化學術化及寔用化之人才以供給社會之需要

It did take us some time to formulate the foregoing statement to suit the government and the missions supporting us, but our statement was never rejected or reworded by the government.

Sincerely yours,


Baen E. Lee
President.

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HANGCHOW CHRISTIAN COLLEGE
SARAW, CHINA

INDEXED

JULY 21, 1933

RECEIVED

Mr. A. A. ...

Associated ...

150 Fifth Avenue, New York City, N. Y.

Dear Mr. ...

In reply to your letter of the 5th of July, I take
pleasure to note for the statement of ...
regarding ...

"Article II for Constitution of Hangchow Christian College"
The purpose of this institution is to carry out the
educational aims of the national government of
China, also in the Christian spirit of love, service
and sacrifice, to prepare men of the highest moral quality,
learned, intelligent, active and practical training.

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AUG 7 1933
JOINT OFFICE

It is true we have time to forward the foregoing
statement to both the government and the national association
us, but our statement was never received or forwarded by
the government.

[Handwritten signature]
President

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ASSOCIATED
BOARDS

June 4, 1934

President Baen E. Lee
Hangchow Christian College
Hangchow, Chekiang, China

My dear President Lee:

We enclose herewith the first number of our Associated Boards News Bulletin "The China Colleges." Under separate cover we are sending you about a dozen copies for distribution to your West China staff or for any other use you may find.

We are extremely anxious that the administrative officers and faculty members of all our China Colleges will take an active part in the publicity being produced by the Associated Boards and will supply us with interesting material.

This first number of "The China Colleges" is necessarily very general in nature, since it is our first introduction to many of those on our mailing lists. Also we have had to prepare it without any very large amount of material from which we could draw. We earnestly hope that when we start to assemble material for future numbers, we will have an adequate supply from each of our Colleges and Universities. We want material that is full of human interest, and at the same time will serve to give a clear picture of what these institutions are actually accomplishing. We must have concrete facts, and must be able to describe definite illustrations of the service we are rendering if we are ever to give our North American constituency a clear and attractive picture of what these Colleges and Universities are doing. Nearly all those who have commented on the first number of this publication have agreed that the article "Cooperation - and Its Practical Results" on the second column of page four is the most interesting and attractive feature of this number.

Our tentative plan is to issue this publication in September, December, March and June, though we may vary this schedule after we have experimented with it a little further. You will just about have time to send us material which you may have available, or can prepare promptly, for inclusion in the second number. This will go to the printer about August 15th. You will have ample time for planning and preparing material for future numbers. It is understood, of course, that with all ten of the participating institutions being invited to submit material we will be able to select only a small part of what is sent us. We will try always to choose material that will emphasize both concrete accomplishment and the growing degree of cooperation among our China Colleges.

Very cordially yours,

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私立之江文理學院
HANGCHOW CHRISTIAN COLLEGE
ZAKOW, CHE., CHINA.

院長室
OFFICE OF THE PRESIDENT

November 18, 1935. *ach 1/16/36*

Mr. B. A. Garside,
Associated Boards for Christian Colleges in China,
New York,
U. S. A.

Dear Mr. Garside:

Handwritten note: I could not attach picture.

Under separate package I am forwarding to you our announcement of courses, as requested. I am also enclosing a picture of our latest building completed, viz., the Materials Laboratory for the Civil Engineering course. A separate sheet is attached, giving you some information concerning that department. The College is putting up just now a building for the Economics Department. The building will contain a special economics library, two laboratory rooms, a school bank for students' practice, and a cooperative store. With the addition of this building, we hope to be able to teach applied economics more efficiently.

Hangchow College is willing to cooperate either with Nanking or with Shanghai group. We have made the proposition to both, but nothing of concrete result can be reported. I am sorry that St. John's University and University of Shanghai have adopted policies which made thorough going cooperation impossible. Nevertheless, if the plan of the Shanghai Center can be pulled through when there is money, we shall see the Shanghai group of Colleges and Universities better coordinated. Perhaps a better and more practical way of solution for the Shanghai Group is functional division of college work. It is very expensive proposition to build up a Shanghai Center, both as to its initial costs and its running expenses. I wonder whether it may be more desirable to have the center at Hangchow, because there are too many universities in Kiangsu but only one in Chekiang. Also the land value is lower and environments more desirable than those in Shanghai, which is a place of too much internal political agitations, and social evils and unrest.

Yours sincerely,

Handwritten signature of the President
President

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HANGCHOW CHRISTIAN COLLEGE
ZAKOW, CHEE, CHINA

OFFICE OF THE PRESIDENT

November 19, 1935

Dear Sir,
I have the honor to acknowledge the receipt of your letter of the 14th inst. regarding the proposed visit of the Chinese Christian College to the United States.

The proposed visit of the Chinese Christian College to the United States is a most interesting and important one. It is a privilege to have such a distinguished institution of learning visit our country. The proposed visit will be a most profitable one for both the Chinese Christian College and the United States. It will give the Chinese Christian College an opportunity to see the United States and to learn about our country. It will also give the United States an opportunity to see the Chinese Christian College and to learn about their country.

I am sure that the proposed visit will be a most profitable one for both the Chinese Christian College and the United States. It will give the Chinese Christian College an opportunity to see the United States and to learn about our country. It will also give the United States an opportunity to see the Chinese Christian College and to learn about their country. I am sure that the proposed visit will be a most profitable one for both the Chinese Christian College and the United States.

Very respectfully,
[Signature]

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BRIEF ACCOUNT OF THE DEVELOPMENT OF HANGCHOW
COLLEGE DEPARTMENT OF CIVIL ENGINEERING

*Sent to
Pres. Lee's
letter 11/18/35*

1. The purpose of this department is to train young men and women in the vocation of civil engineering to meet the need of reconstruction called for at the present time. Civil engineers now hold a very important place in the reconstruction of the country and it is very necessary that we have young men and women who have had Christian influence to guide the nation in the work of this reconstructive programme.
2. Courses offered in this department. Emphasis is laid on two things: First, on designing. All branches of civil engineering work are taught with practical training for students to make designs for the construction work. This helps the students greatly after their graduation because fresh graduates are expected to do much more in China than those in America or any other countries. Second, a great deal of emphasis is also made in surveying work, because at the present time most works in China are at their beginning and surveying work is essential.
3. Growth of enrollment during the last six years:

<u>Year</u>	<u>Fall</u>	<u>Spring</u>
1929-1930	35	17 (only Freshmen)
1930-1931	24	21 (Freshmen and Sophomores)
1931-1932	45	40 (Sophomores and Juniors)
1932-1933	101	69 (All four years)
1933-1934	121	100 (" " ")
1934-1935	134	101 (" " ")
1935-1936	148	

4. Graduates:

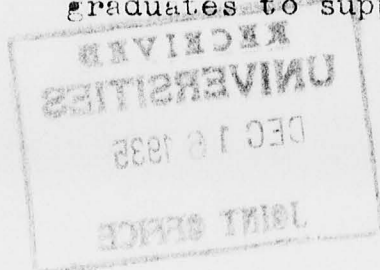
Number of students graduated:

1933 - June, 6
1934 - June, 7
1935 - January 2, June, 6.

Occupations of Graduates:

Teaching -	4
Railway -	4
Government Constructive Work -	12
Sick -	1

We have for the past three years more demands than we have graduates to supply.



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COLLEGE DEPARTMENT OF CIVIL ENGINEERING
BRIEF ACCOUNT OF THE DEVELOPMENT OF HANGCHOW

Handwritten notes:
 Dec 11/35
 Dec. 1935
 Dec 11/35

1. The purpose of this department is to train young men and women in the vocation of civil engineering to meet the need of reconstruction called for at the present time. Civil engineers now hold a very important place in the reconstruction of the country and it is very necessary that we have young men and women who have had Christian influence to guide the nation in the work of this reconstructive programme.

2. Courses offered in this department. Emphasis is laid on two things: First, on designing. All branches of civil engineering work are taught with practical training for students to make designs for the construction work. This helps the students greatly after their graduation because fresh graduates are expected to do much more in China than those in America or any other countries. Second, a great deal of emphasis is also made in surveying work, because at the present time road works in China are at their beginning and surveying work is essential.

3. Growth of enrollment during the last six years:

Year	Fall	Spring
1929-1930	25	14 (only Freshmen)
1930-1931	24	21 (Freshmen and Sophomores)
1931-1932	45	40 (Sophomores and Juniors)
1932-1933	101	69 (All four years)
1933-1934	121	100 (" ")
1934-1935	134	101 (" ")
1935-1936	142	

4. Graduates:

Number of students graduated:

1933 - June, 6
 1934 - June, 7
 1935 - January 2, June, 6.

Occupations of graduates:

Sick - 1
 Government Constructive Work - 12
 Railway - 4
 Teaching - 4

We have for the past three years more demands than we have graduates to supply.



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PRESIDENT'S OFFICE

HANGCHOW CHRISTIAN COLLEGE

3rd Floor, 128 Museum Road
SHANGHAI

Copies sent by G.T.Scott to:

March 8, 1938.

Dr. Diffendorfer
Dr. Garside
Mr. Willis
Dr. Wood
Dr. Decker
Dr. Nasson

Dr. George T. Scott
The Board of Foreign Missions
156 Fifth Avenue
New York, U.S.A.

Dear Dr. Scott,

Your letter of December 22nd last year did not reach me until March 7th this year. It has taken more than two months to reach its destination. War has torn up all communications and the postal service is but one of them. On December 15th last year the College was suddenly broken up by rumors of Japanese threatening Hangchow. We went to Tim-Ki and stayed there about a week where we could do nothing educationally, because the town was flooded with soldiers whose discipline was poor. The term was closed accordingly and students dispersed from that place. I took my family and a few members of the staff back to the College together with all the equipment which was sent up there. We reached the College on December 18th. After staying two days at the College I left Hangchow for Shanghai with my family in the evening of December 20th with the hope that I could go back to Hangchow in a week after Japanese occupation. Chinese soldiers retreated from Hangchow on the 23rd, and Japanese soldiers entered the city on the 24th. The occupation was not as peaceful as was expected. The fate which occurred to Nanking, Soochow, and other cities took place also in Hangchow. Since then no transportation has been open to that city. On the College campus we have now still staying there Dr. MacMullen and Mr. Lautenschlager, our business manager and his family and another junior staff of the library with two or three coolies and servants. They are trying to maintain the plant. The explosion of bridge across the river caused such a great shock to the campus that many window-panes were broken and tiles on roofs loosened. Because no glass is obtainable in Hangchow and no labor can be secured to repair the roofs, the buildings suffer a great deal from leaking. Otherwise everything is allright at the College. The College fortunately escaped looting which was prevalent in the city.

We are running now in Shanghai in correlation with St. John's, Ginling, Shanghai, Soochow, and partly Nanking. We have a staff now of twenty seven persons offering about 50 courses. This is about two fifths of our regular work, but with the correlation we can now do full college work. I may say that this is a very definite proof of economy by correlation. We have now 138 students. A few more may come. This is about one third of our usual student body. As time for the preparation for the opening of this semester was very limited, we are rather successful in getting so many of our students here. But if we have to stay here longer I am sure we can have more students come to Shanghai next fall. Mr. Cressy is now visiting South and West China and he will go to America next month to report to the Associated Boards of the latest developments here in this country. I think he will

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MAR 8
1938

report to the Associated Boards of the desirability of utilizing this great opportunity to rearray Christian Higher Education in China. The war has given us this golden opportunity for accomplishing a correlation which we have for a decade failed to accomplish. I hope that the Associated Boards will be far-sighted enough to make the best use of this opportunity to consolidate the correlation which is now going on in Shanghai under the compulsion of war. We would need immediately some two million dollars gold to get a place in Shanghai for the correlated institutions, spending probably \$ 500,000 for land and a million for buildings and half a million for equipment. At present although all East China Colleges are close to each other for correlation, yet the situation is still far from being satisfactory. If all the five or six institutions can have a common campus with dormitories provided for students, and residences for the teaching staff it will be much more satisfactory and further economy and efficiency can be achieved.

We have definitely learned that the University of Shanghai campus since the occupation by the Japanese soldiers has been very much destroyed and scientific equipment, library books greatly damaged. A harder fate fell on Soochow University campus. Although buildings still stand, yet the contents were practically lost. Ginling and the University of Nanking lost something, but not so badly. The Hangchow campus is still in good shape and its contents are all intact. I believe that it will be many months yet before we have any hope of returning to our respective campuses. It would be very desirable to move our scientific apparatus and books and equipment out to a safer place at the earliest opportunity. Under the present conditions we have no way to utilize such equipment even when moved to Shanghai, because our accomodations are extremely limited. You will see therefore that this is a most expedient time for some radical change which can not be expected at ordinary times.

With my best wishes and kindest personal regards,

Very sincerely yours,

BAEN E. LEE

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report to the Associated Boards of the desirability of utilizing this great opportunity to reorganize Christian Higher Education in China. The war has given us this golden opportunity for accomplishing a correlation which we have for a decade failed to accomplish. I hope that the Associated Boards will be far-sighted enough to make the best use of this opportunity to consolidate the correlation which is now going on in Shanghai under the cooperation of war. We would need immediately some two million dollars to get a place in Shanghai for the correlated institutions, spending probably \$500,000 for land and a million for buildings and half a million for equipment. At present although all East China Colleges are close to each other for correlation, yet the situation is still far from satisfactory. If all the five or six institutions can have a common campus with dormitories provided for students, and residences for the teaching staff it will be such a great satisfaction and further economy and efficiency can be achieved.

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With my best wishes and kindest personal regards,

Very sincerely yours,

HARRIET L. LEE

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September 29, 1938

To Members of the Executive Committee:

The four cooperating colleges in Shanghai, namely: St. John's University, Soochow University, University of Shanghai, and Hangchow Christian College, have requested me to submit to your Board for consideration the following problem.

As the leased quarters in the Continental Building are very limited, and as there are no grounds for recreation and physical exercises, the four institutions hope that we can get some suitable campus to put the four institutions on the same campus in order to facilitate the exchange of courses and promote further cooperation. The Chinese Government has in Shanghai a plant which is known as Academia Sinica. It has three or four large buildings and a few small ones occupying an area of about ten acres. The plant is now leased to St. Luke's Hospital, temporarily used as their second hospital, but as we understand, St. Luke's is willing to move to some other place if the four Colleges may have the use of the property.

While in Washington, D.C. I had an interview with Ambassador C. T. Wang about the possibility of using this plant for the Shanghai institutions. He suggested that an organization in the United States, such as the Associated Boards for Christian Colleges in China may, through some representative in Shanghai or Hongkong, approach the Chinese Government for the purchase of the plant at a nominal figure, with an option for the Chinese Government to buy the property back at the same price when it is needed by them again. For this reason I submit to the consideration of your Board on behalf of the four institutions this proposition which has been suggested by the Ambassador, that the Associated Boards take up this matter with the Chinese Government and buy the property at a nominal price for the use of the four institutions now in Shanghai.

If the Executive Committee of the Associated Boards should find this proposition feasible, may I suggest that they appoint Mr. Cressy and perhaps Dr. C. S. Miao to be representatives of the Associated Boards to take up the matter with some representative of the Government either in Shanghai or in Hongkong.

Confidentially, I may say that Ambassador Wang has promised me that he would use his personal influence to help in this matter, and if Ambassador Hu Shih should come in the near future I shall see him and also try to solicit his assistance.

Respectfully submitted,

/s/ Baen E. Lee

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October 6, 1938

In Re: Hangchow Christian College

Dr. C. A. Evans
Associated Boards for Christian
Colleges in China
150 Fifth Avenue, New York City

My dear Mr. Evans:-

Dr. Baen E. Lee came to see me at the Hotel Wednesday the 23th and gave me a list of the items he wanted which were:

Relief for teachers and students - - - - - \$6,000.00
Repairs for College Plant and maintenance - - 5,000.00

He also refused to authorize the items amounting to about \$175.00 about which we have been corresponding, stating that I would have to submit the question to Dr. R. J. McMullen, Shanghai, who would not approve when he was here in 1937 so I will have to take it up with him now.

The Trustees of the Hangchow Christian College are:

Rev. Geo. T. Scott, D.D.	156 Fifth Avenue,	New York City
Rev. W. R. Wheeler, D.D.	"	"
Rev. Ralph Wells, D.D. <i>Philan D.</i>	"	"
Rev. Howard I. Kerr, D.D.	1313 -21st Ave.S.	Nashville, Tenn.
Rev. C. Darby Fulton, D.D.	P.O.Box 330,	" "
Rev. Jas. C. Reavis, D.D.	"	" "
Rev. Egbert W. Smith, D.D.	"	" "
Edwin F. Willis	"	" "

I understand that Dr. Ralph Wells has returned to China so please ask Dr. Scott who they have elected in his stead.

I was glad to see you and Dr. Garside and regret that I am so far removed from you.

Yours sincerely,

(signed) Edwin F. Willis
Treasurer

EFW:ch cc Dr.Scott

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October 14, 1938

Dr. Baen E. Lee
Union Theological Seminary
600 West 122nd Street
New York City

Dear Dr. Lee:

I have just received from Mr. Edwin F. Willis a letter with regard to Hangchow Christian College, a copy of which is attached.

The opening paragraphs of Mr. Willis' letter raise some very fundamental questions which I would like to have the privilege of discussing with you at your convenience.

With all good wishes, I am,

Very cordially yours,

B A GARSIDE

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October 25, 1938

Dr. Baen E. Lee
Union Theological Seminary
600 West 122nd Street
New York, N. Y.

Dear Dr. Lee:

I have made several attempts to reach you by phone and have not succeeded in finding you in. We are in the midst of preparing the annual report for the Associated Boards, and there is certain information which we need regarding Hangchow Christian College in order to complete the desirable comparative tables.

Will it be possible for you to give us the following information?

1. The number of faculty members for the year 1937-38, divided according to Chinese and Western.
2. 1936-37 total income from all sources.
3. 1936-37 income from Chinese sources.
4. 1937-38 total income from all sources.
5. 1937-38 income from Chinese sources.

We are under considerable pressure to get this report prepared and we need to have the information listed above within the next two days. Will it be possible for you to get in touch with me by phone Wednesday morning, so that I may check up with you regarding these items?

Thanking you for your very helpful cooperation on this matter,
I am

Sincerely yours,

J. I. Parker

JIP:RC

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October 27, 1938

Dr. Baen E. Lee
Union Theological Seminary
600 West 122nd Street
New York, N. Y.

Dear Dr. Lee:

I find it is a very difficult task to reach you by phone since you are away from your room during our office hours.

I am therefore writing in regard to the proposed meeting of a special committee which was appointed to consider the question of the purchase of the property of the Academia Sinica. This matter should be acted upon as soon as possible.

Will you be able to attend a committee meeting on November 2nd at 11:00 or 11:30 A.M. if we can arrange to have the members of the committee present at that time? I would appreciate your letting me know by phone tomorrow, if you can telephone to me after 9:00 A.M.

Sincerely yours,

JIP:RC

Secretary

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October 31, 1938

Pres. Baen E. Lee
Union Theological Seminary
600 West 122nd Street
New York, N. Y.

Dear President Lee:

I have been trying to arrange a meeting of the special committee for consideration of the purchase of the land in Shanghai, and I have run into serious difficulties in trying to put the meeting on November 4th as you suggested. It seems that the morning of November 2nd is about the only time that we can conveniently get everyone together.

We are therefore calling the meeting for 11:30 A.M. on Wednesday, November 2nd, in Room 900, 150 Fifth Avenue. I hope this will not too greatly inconvenience you, but it is important that you have an opportunity to talk with the committee.

Sincerely yours,

J. I. Parker

JIP:RC

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December 17, 1938

Dr. Baen E. Lee
Union Theological Seminary
600 West 122 St.
New York City

Dear Dr. Lee:

The Committee which was appointed to consider the question of the land in Shanghai formulated a report to the Executive Committee, after hearing Dr. Lobenstine's report on his visit to Washington. Certain correspondence from Shanghai has also been received on this subject, and the Executive Committee considered this when taking up the report of the sub-committee. I am not going to attempt to outline all the ground covered by these reports since there is no immediate urgency of anything further being done.

However, sometime when you are down town and it is convenient for you to do so, please drop into the office, and I will tell you what has been done. As I said before, there is no urgency so please do not make a special trip, but come in at your convenience.

Sincerely yours,

J. I. Parker
Secretary

JIP:VW

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May 23, 1939

Dear President Lee:

The Associated Boards for Christian Colleges in China invite you to their Annual Dinner, which is to be held at the Hotel Commodore, New York City, on June 2nd.

You will see from the enclosed invitation that the program promises to be of an unusually high order. We hope that you will find it possible to be with us and by your presence to contribute to the pleasure and success of the evening.

Will you be good enough to let us know at your earliest convenience if we are to expect you. It is understood, of course, that you would be coming as our guest.

Very sincerely yours,

President Baen E. Lee
Union Theological Seminary
600 West 122nd Street
New York, N. Y.

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HANGCHOW CHRISTIAN COLLEGE
353 Nanking ~~120 MUSEUM ROAD, SHANGHAI~~
TELEPHONE: 16758

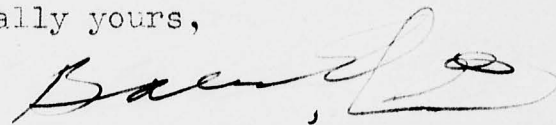
600 W. 122nd St.
New York City
May 26, 1939

Dear Mr. Garside:

I accept with pleasure your kind invitation to the annual dinner of the Associated Boards for Christian Colleges in China on June 2 at the Hotel Commodore.

Dr. Y. C. Yang of Soochow University will arrive at New York today and will take quarters in the International House, 500 Riverside Drive.

Cordially yours,



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Wrote
Pres. Lee 6-13-39

Associated Boards for Christian Colleges in China

One Hundred-fifty Fifth Avenue . . . New York, N. Y.

June 8, 1939

Memorandum to Mr. Parker:

President Baen E. Lee is just starting off to the Foreign Missions Conference in Swarthmore College. He asks that you send him an outline form for the budget of Hangchow Christian College.

I pointed out to him that it would have been very much better for him to come into the office and talk these budgetary matters over with you. But he had let the year get by without doing this and about all we can do now is to write him and make suggestions as to how such a budget ought to be set up. After the Swarthmore Conference he will be at the Silver Bay Association.

B. A. G.

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THE COLLEGES
CHEELOO UNIVERSITY (SHANTUNG)
FUKIEN CHRISTIAN UNIVERSITY
GINLING COLLEGE
HANGCHOW CHRISTIAN COLLEGE
HUA CHUNG COLLEGE
HWA NAN COLLEGE
LINGNAN UNIVERSITY
UNIVERSITY OF NANKING
UNIVERSITY OF SHANGHAI
SOOCHOW UNIVERSITY
WEST CHINA UNION UNIVERSITY
YENCHING UNIVERSITY

TEL. WATKINS 9-8703
CABLE: ABCHICOL

Associated Boards
for
Christian Colleges in China

OFFICERS OF THE ASSOCIATED BOARDS

PRESIDENT
RALPH E. DIFFENDORFER

VICE PRESIDENTS
GEORGE G. BARBER
ARTHUR V. DAVIS
JAMES ENDICOTT
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MILDRED H. MCAFEE

TREASURER
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MRS. T. D. MACMILLAN
JOSEPH I. PARKER

150 FIFTH AVENUE, NEW YORK, N. Y.

June 30, 1939.

For Dr. Garside
President Daen E. Lee,
c/o Silver Bay Association,
Silver Bay, N. Y.

Dear President Lee:-

I have just had a conference with Dr. Garside concerning the matter of your staying on in this country one or two months extra in order to initiate some promotional work in the Southern Presbyterian constituency. Both Dr. Garside and I feel that this is very important, and desire that you would plan to stay for such extra time as is necessary. The Associated Boards will be responsible for the necessary traveling expenses.

First, it is essential that the two business men be appointed on the Hangehow College Board of Trustees as soon as possible. The method of work would be to ask them to bring together for some sort of a dinner in your honor a considerable group of people who might make contributions. I would plan to go with you, or someone from the Associated Boards, so as to push this through. It seems to me that it would be desirable for you to press this matter with Dr. Fulton, or whatever persons would have it in hand, so that these business men may be prepared to cooperate.

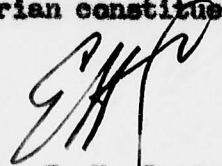
Second, the immediate objective should be to help the Associated Boards in raising the \$30,000 for the Associated Christian Colleges in Shanghai. At present none of the four colleges concerned is giving any help. Money should be given by friends of Hangehow College to take care of the Hangehow share in this joint project. This would not preclude gifts directly for Hangehow, but under the circumstances it seems to me personally that the emphasis should be put upon helping the Associated Boards with this joint amount, rather than securing additional funds for Hangehow and leaving the other colleges in the Associated Boards to take care of the \$30,000.

I expect to get back to New York September 5th, and hope that these matters can be worked out. I think it might be a good thing to take up with Dr. Scott the question of the two business men in the North who might also cooperate in similar fashion.

It seems to me very important that we utilize the presence of both of us in the States to get your Southern Presbyterian constituency started on cooperation with the Associated Boards.

With best personal regards,

Truly yours,


E. H. Cressy

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September 29, 1939

President Baen E. Lee
International House
500 Riverside Drive
New York City

Dear Dr. Lee:

In connection with the minutes of the meeting of the Executive and Finance Committees included herewith, we wish to call particular attention to action EF-1027, in which we ask Dr. Lobenstine to act as our special representative, and to study the situation with you regarding the work of Hangchow Christian College.

We hope that you will be able to make use of Dr. Lobenstine's time when he is available, and that he will be able to bring us a first-hand report of your situation.

Sincerely yours,

J. J. Parker
Secretary

JIP:VW
Enc.

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HANGCHOW CHRISTIAN COLLEGE

3RD FLOOR, 128 MUSEUM ROAD

SHANGHAI

TELEPHONE: 16758

Temporary Address:
International House
500 Riverside Drive
New York City

October 3, 1939

Ack. 10/11/39

Dr. B. A. Garside
Associated Boards of C. C.
150 Fifth Avenue
New York City, N. Y.

Dear Dr. Garside:

In connection with our conversation yesterday I wish to make the following statements in order to avoid any misunderstanding:

1. During the past year the four participating colleges in Shanghai have shown excellent spirit of cooperation in planning their courses of instruction offered in various departments and have allowed students free election of courses in any of the four colleges without extra charges.
2. The joint enterprises, such as joint libraries and laboratories, joint dining room and social activities have been carried out with great cordial spirit. The presidents of the participating institutions have taken personal supervision over such activities.
3. There is a decided improvement and closer friendship in the relationship of the four participating colleges and such relationship is definitely a step toward much closer cooperation in the future.
4. Though difficulties still exist for an organic union of the four institutions, yet any forecast of the future must be taken as purely personal and unofficial opinions which should not in any way prejudice the decisions or policies of the Associated Boards of C. C. toward the Associated Christian Colleges in Shanghai.
5. In connection with the plan of purchasing a piece of land in Shanghai for joint use of Soochow and Hangchow and possibly Shanghai colleges, the policy of Hangchow Christian College will abide with the decision of its Acting President, Dr. R. J. McMullen.

In its annual meeting held on September 11th, 1939, the Hangchow College Board of Directors (officially known as the Field Board of Control) passed the following resolutions in connection with correlation program in Shanghai:

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HANGCHOW CHRISTIAN COLLEGE

3RD FLOOR, 128 MUSEUM ROAD

SHANGHAI

TELEPHONE: 16758

OCT 3 1939

Dr. B. A. Carside

Page Two

"That the Board heartily endorse the plan of co-operation as outlined in the paper circulated to the Board and known as the "Program."

That the Board approve in principle of dividing the College into a Junior College to be operated with a Senior Middle School on the Hangchow College campus and a Senior College with Postgraduate work to be operated in co-operation with similar Senior Colleges of other East China Christian Universities.

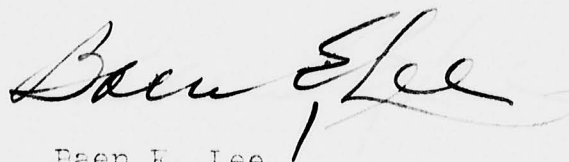
That the working out of the details of these plans be left to President Lee in consultation with the Executive Committee of the Board which is authorized to call special meetings of the Board when necessary to consider their proposals regarding co-operation."

With this approval of the Board, the Hangchow Christian College is ready to take any desirable steps toward the closest cooperation with other Christian colleges and universities in Shanghai.

I take this opportunity to express to you my great appreciation for your cordial assistance rendered to Hangchow Christian College and to me personally during my stay in New York and wish to assure you of our support of the Associate Boards of Christian Colleges in China and shall cooperate with you in every way we can.

With personal regards,

Yours sincerely,



Baen E. Lee
President

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HANGCHOW CHRISTIAN COLLEGE

3RD FLOOR, 128 MUSEUM ROAD

SHANGHAI

TELEPHONE: 10728

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HANGCHOW CHRISTIAN COLLEGE
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SHANGHAI
TELEPHONE: 16758

Act. 10/6/39

International House
500 Riverside Drive
New York City, N.Y.
October 3, 1939

Mr. Joseph I. Parker
Associated Boards for Christian Colleges in China
150 Fifth Avenue
New York City

Dear Mr. Parker:

Enclosed is the Budget of Hangchow Christian College based upon the the budget approved by the Field Board of Control in its annual meeting held on September 11, 1939, for the year 1939 to 1940.

The missionaries' salaries are enclosed by an estimate at \$5 Chinese national currency to \$1 U. S. gold. As the amount is balanced on both sides of the statement, the element of exchange is not important.

The Emergency Budget for Student Relief and Other Emergency Needs is based approximately at 35 to \$1 as approved by our Board of Trustees in its June meeting in Swarthmore. The amount is expected to be raised in this country and our request in gold has been submitted to the Associated Boards by the Presbyterian Board.

As I have no typing facilities here and my typing is slow and poor I am sending my manuscript to you. When you have typed it out I shall appreciate it if you will kindly send me two or three copies for my use.

Thank you for your cooperation,

Yours sincerely,



Baen E. Lee
President

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HANGCHOW CHRISTIAN COLLEGE

3RD FLOOR, 128 MUSEUM ROAD

SHANGHAI

TELEPHONE 18758

International House
200 Riverside Drive
New York City, N.Y.
October 2, 1939

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October 6, 1939

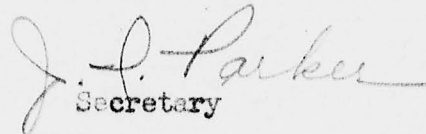
President Baen E. Lee
International House
500 Riverside Drive
New York City

Dear Dr. Lee:

I wish to thank you for the copy of the budget for Hangchow Christian College which you have sent in. We are having this typed, and as soon as it is completed, we will send you several copies.

Also allow me to thank you for the figures which you have given for students and faculty. May I ask whether you have had any reports from Shanghai, which would enable you to give us the total income in Chinese dollars during 1938-39, divided according to Chinese and Western sources? I think I will be able to complete our statistics for Hangchow Christian College, if I can secure this one additional item of information.

Sincerely yours,


Secretary

JIP:VW

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HANGCHOW CHRISTIAN COLLEGE

3RD FLOOR, 128 MUSEUM ROAD

SHANGHAI

TELEPHONE: 16758

Oct. 10/9/39
International House
500 Riverside Drive
October 7, 1939

Mr. Joseph I Parker
Associated Boards for C. C.
150 Fifth Avenue
New York City

Dear Mr. Parker:

In reply to your inquiry as the division of income from American and Chinese sources, I wish to say that the amount of income from America consists of three items, namely,

Mission subsidies	C N C.	\$72,780.00
Missionaries' salaries		70,000.00
Associated Colleges in Shai		<u>30,096.04</u>
Total	CNC \$	172,876.04

All the rest is from Chinese sources.

I wish also to inform you that as I am leaving this country in a week or so, any mail for the president of Hangchow Christian College should be sent to

Acting President Dr. R. J. McMullen
Hangchow Christian College
353 Nanking Road
Shanghai
China

Dr. R. J. McMullen will remain acting president of Hangchow even after my return to China and until notice be given you of any change all official matters should be conducted through him.

Remember me to all the staff in your office and bid them goodbye for me as I have no time to come personally.

Yours sincerely,



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HANGCHOW CHRISTIAN COLLEGE

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October 11, 1939

President Daen E. Lee
International House
500 Riverside Drive
New York City

Dear President Lee,

Thank you for your letter of October 3, in which you set forth so clearly and fairly the present situation and the prospects for the future, as regards the four Universities and Colleges in the East China area which are now working together as the Associated Christian Colleges in Shanghai. I feel that it is very helpful to have these frank interchanges of information and viewpoints, so that we may all understand each other more clearly and fully.

I am sure that most of the friends of the China Colleges here in America have a keen appreciation of the special difficulties and problems which have confronted the four institutions working in the vicinity of Shanghai. All of them are very much pleased at the amount of genuine progress in the direction of cooperation which has been made during the last two years. They would agree that everything has been accomplished during this time that we could have hoped for, and that at the present time the activities and the plans of these four Colleges are all that could be desired at this stage. None of us knows how long the war will last, or what situation we will find when it ends. Many of the alternatives we are now considering -- such as the occupation of specific locations in Shanghai, or the return of some or all of the work of certain institutions to other places, may be found impossible because of war developments during the coming months and years.

For the present, therefore, about all we can do is to encourage the four Colleges to continue their present cooperative activities, and to hope that in the process of this cooperation they will succeed in finding the basis for a more permanent and more thoroughgoing working together in the future. Meanwhile

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we would all wish to avoid any actions which would jeopardize the possibility of future cooperation.

You are of course intimately familiar with the general lines along which the Christian higher educational institutions in China have been trying for the last eighteen years to work out some closer basis of cooperation. These principles were worked out in China by the educational leaders there, and have not at any point been developed by the initiative of individuals or groups here in the West. In giving their support to these general principles, our groups here in North America are merely adopting what has seemed to be the consensus of judgment among our leaders in China. These basic principles are quite simple, easily understood, and apparently reasonable: -

(1) That the educational program in China be thought of in terms of six educational regions: - North China, East China, Fukien, South China, Central China, and West China.

(2) That in each of these six areas, with the exception of East China, there be one Christian University or College. In one or two areas there might be work carried on in two or more locations -- as for instance in North China some work might be carried on in Peking and some in Tsinan -- but for each area there should be a single governing board and a single program without overlapping.

(3) In the East China area, because of the much larger student population and potential support, provision has been made for two educational centers: - one in Nanking, and one in or near Shanghai. The Nanking center would consist of the University of Nanking and Ginling College, working closely together, with possibly the addition of one or more of the other Colleges in the East China area if they desire to transfer their work to Nanking. The center in or near Shanghai would consist of some or all of the four institutions now working in that area -- Hangchow, Shanghai, St. John's, and Soochow -- as the leaders of these institutions might decide. While ideally as much as possible of the work of these four institutions should be conducted at a single center, some of it -- particularly that of Junior College level -- might be carried on in other places.

That in general is the line along which the thinking and planning of leaders both in China and in the West has been moving for the last eighteen years. Thus far there has not seemed to be any cause for any radical change in this general outline, though we all recognize that the present war conditions may necessitate some substantial change.

In all of our thinking and planning we must remember that

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President Lee

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there probably will be, and should be, a growing number of other Christian schools and colleges in China in addition to those we have just discussed. As the Chinese Christian Church and Christian community develop in number and in financial strength they may find it possible to establish and to support a wide variety of excellent Christian schools and colleges. It is possible that the Christian Church and community in China may be able to take over within the fairly near future one or more of the schools and colleges now participating in the Associated Boards. Everyone here in the West will rejoice to see such a development, and will continue to have the warmest friendship and interest for such institutions. Possibly one or more denominational Boards may continue to provide staff and cash grants to such institutions. But the general program we have described above seems to represent about the maximum number of institutions for which we can hope to secure at this time widespread support here in North America.

We are grateful to you for notifying us of the actions taking on September 11, 1939 by the Hangchow College Board of Directors. This definite approval of the proposal that the Senior College work of Hangchow Christian College be carried on in cooperation with similar Senior Colleges of the other East China Christian Universities marks a very long and encouraging step in the direction of much closer cooperation in the East China area. I know that the news of this action will be encouraging to the other Colleges in the Shanghai area, and also to the groups here in North America working for closer cooperation among the Christian Colleges in China.

It has been most pleasant to have the privilege of coming to know you and working with you during the months you have been here in America. We will follow you with affectionate regard as you start back to your work in China, and will look forward to the privilege of seeing you again at some future date, either in China or here in America.

With all good wishes, I am

Very cordially yours,

B A GARSIDE

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October 13, 1939

President Baen E. Lee
Associated Christian Colleges
in Shanghai
Continental Emporium
Nanking Road
Shanghai, China

Dear Dr. Lee:

The minutes enclosed herewith are those of the joint meeting of the Executive Committee, the Committee on Finance, and the Committee on Promotion of the Associated Boards held on October 4.

The purpose of this meeting was to facilitate and complete the organization necessary to carry forward our special campaign for this year. You will note that we have departed from the use of the term, "emergency." This seemed to be absolutely necessary under the present conditions in America. It was also very advantageous to bring the promotional organization within the frame-work of the Associated Boards, rather than have a special group on the outside promote the campaign. These were the reasons for following the particular form of organization given in the minutes.

Sincerely yours,

J. I. Parker
Secretary

JIP:VW
Enc.

Copy to: Rev. R. J. McMullen

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INDEXED

November 17, 1939

President Baen E. Lee
Hangchow Christian College
Associated Christian Colleges in Shanghai
Continental Emporium
Nanking Road
Shanghai, China

Dear Dr. Lee:

I do not believe we have called special attention to an item which was included in the allocations of the emergency fund for 1939-40, which will be of particular interest to you.

In the special fund we are raising this year, we have placed a small amount for scholarships to be used by faculty members of the China Colleges in America. This amounts to \$5,000 and contains two items. \$2,500 is to be secured in the form of scholarships to be granted by certain colleges in America. These will not be in cash, but will be in the form of tuition scholarships, etc. The other amount of \$2,500 we hope to have available as cash grants which can be made to faculty members coming to America, to assist them in their expenses while they are here.

The amounts placed in the fund this year are, of course, not large and will not be sufficient to cover nearly all the requests that will probably be made. However, we felt that a beginning in a small way needs to be made, with the hope that this service can be increased as time goes on.

In using these funds for next year, the Associated Boards will be glad to consider applications from the various Colleges in China for the placing of any members of their faculties who are trying to come to America in the school year 1940-41. We, of course, cannot guarantee that we can give all the help required, and we cannot make any assignments until applications have been received.

This letter is being written to you so that you may take advantage of the placing of applications for any of the faculty members who may be in need of assistance next year.

Sincerely yours,

J. I. Parker
Secretary

JIP:VW

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November 22, 1939

Ack
11/30/39

President Baen E. Lee
Hangchow Christian College
Associated Christian Colleges
in Shanghai
Continental Emporium
Nanking Road
Shanghai, China

Dear Dr. Lee:

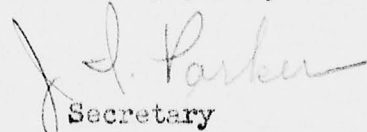
Attached hereto are the minutes of a joint meeting of the Executive Committee, the Committee on Finance, and the Committee on Promotion, of the Associated Boards held on November 10, 1939. Attached to the minutes is a copy of the Treasurer's Report as of June 30, 1939.

The considerations of the Committees at this meeting largely concern matters of current interest in America, and the actions are clear in themselves without further explanation. The report of the Committee for Consideration of Greater Unity occupied an important position in this meeting. However, you will note that it is not the final report of the Committee, and their work is being continued in accordance with the action of the Executive Committee.

We have recently had application from two members of the student body at Colgate Rochester Divinity School for graduate fellowship work in some of the China Colleges. These two men are interested in spending two or three years in China, either as graduate students or teaching fellows. They suggest that graduate scholarships may be awarded to them by the Divinity School, which would cover cost of transportation in case anything should be available in any of the Colleges, in which they could do some teaching for their maintenance while there.

If you are interested in using such persons, we will be glad to give you the details regarding them.

Sincerely yours,


Secretary

JIP:VW
Enclosures

Copy to: Rev. R. J. McMullen

Via S.S. "Pres. Harrison"
from San Francisco, Calif.

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HANGCHOW CHRISTIAN COLLEGE
6TH FLOOR, 353 NANKING ROAD
TELEPHONE 92009

PRESIDENT'S OFFICE

December 30, 1939

SHANGHAI, CHINA

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for Boston Com.
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Dr. B. A. Garside
Associated Boards for
Christian Colleges in China
150 Fifth Avenue
New York, N.Y. U.S.A.

My dear Dr. Garside:

Referring to your letter of recent date concerning the scholarships for faculty members of christian institutions studying abroad, I wish on behalf of Hangchow Christian College to submit the following names for your consideration.

First, Mr. W. T. Liao. Mr. Liao has been the head of our Civil Engineering Department for the last three years and we are now going to give him an opportunity of studying in the United States for a year, in advanced work. He graduated from Cornell University and is expecting to re-enter that University in the Fall of 1940. (Perhaps he will stay there for a year and a summer.) The College is providing for his travel and living expenses but he needs a tuition scholarship to cover the expenses of his studying in the States. Mr. Liao is a christian and has been doing very faithful work in the College. With his rich experience in Railway Engineering in China since his return from the States he will be very much more useful to us after a year of study in America, bringing his knowledge up to date. We shall appreciate very much your effort in securing a tuition scholarship from Cornell University, or for an amount of money which will be sufficient to cover his tuition.

The second one is Mr. S. U. Kwoh. Mr. Kwoh has been working as assistant to the Dean of Students for the last year since his graduation in 1938. He has shown great ability in this line of work. Although he is young we wish to give him further training in this line so as to prepare him for guidance and personnel work in connection with the Dean of Student's office. He will wish to stay in the U.S. for two years where he expects to spend one year studying Religious Education and the other Personnel Administration and Guidance. His travel and living expenses will be provided by his parents and the College. We would be very glad if you can secure for him a tuition scholarship which will give him such money to cover

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tuition and books during the time of his study in the United States. He is likely to go to Boston University to take Religious Education in the School of Religion and at the same time taking Personnel Administration work in Prince School in that city. We hope that you will be able either to secure a scholarship direct from Boston University for this very able young man who is a very earnest christian, or else get a cash scholarship to cover such tuition.

We are recommending these two members of our faculty for your favorable consideration and any effort that you make in connection with this will be greatly appreciated.

With personal regards to you and other associates in your office, I am

Yours sincerely,

Baen E. Lee
Baen E. Lee, President (ad.)
Hangchow Christian College

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ASSOCIATED BOARDS FOR CHRISTIAN COLLEGES IN CHINA

150 Fifth Avenue
New York City

VIA CHINA CLIPPER

March 9, 1940

*Ack by McMullen
3/30/40*

President Baen E. Lee
Hangchow Christian College
6th Floor, 353 Nanking Road
Shanghai, China

Dear Dr. Lee:

We are in the process of exploring the possibilities for the two men you mentioned in your letter of December 30 as candidates for scholarships. We have taken up the matter regarding Mr. Liao with Cornell University, and as yet have not received word from them as to whether they will be able to grant the requested tuition scholarship.

Unfortunately, in both the cases of Mr. Liao and Mr. Kwoh, you have not given us a very extensive picture of the situation. All universities, in considering scholarships, desire to have a complete record of the academic work and experience of the people to whom they are asked to grant fellowships. I am, therefore, writing this letter by Clipper mail, with the request that you return to us by the quickest possible method a complete record for Mr. W. T. Liao and Mr. S. U. Kwoh, giving not only a record of their college and teaching experience but, if possible, a transcript of their work.

I had a long talk with Dean Meyer of the School of Religious Education at Boston University in regard to Mr. Kwoh. He is uncertain as to whether he will be able to find a tuition scholarship in the School of Religious Education, but he has made this suggestion which I pass on to you for your consideration. If Mr. Kwoh can consider staying in America three years and will register in the School of Theology at Boston University, no tuition will be required. After enrolling as a candidate for a B.D. degree in the School of Theology, he can indicate as his major the subject of Religious Education, and will then be transferred for the major part of his work to that School without any charge for tuition since he will come from the theological school. This will enable him in the three years to get a B.D. degree and a Master's degree in Religious Education.

I talked over with Dean Meyer Mr. Kwoh's desire to study Personnel Administration at Prince School, and I also called at the Prince School and talked the matter over with the officials there. In both cases, I discovered that they were rather of the opinion that the Prince School was not for the type of study that Mr. Kwoh would want. The work at Prince School is designed entirely for the work of Retail Store Management, and deals with no other subject. The opinion of both the Director of Prince School and Dean Meyer was that courses in Personnel Administration at Boston University would be much more in line with the work in the Dean of Students' office, and it is quite likely that he can find within his courses in the School of Religious Education what he desires in this line.

Dean Meyer has also suggested that he would like to have Mr. Kwoh arrive in time to attend the summer session of the School of Religious Education, which is held at a camp in Vermont. This particular session takes on various aspects

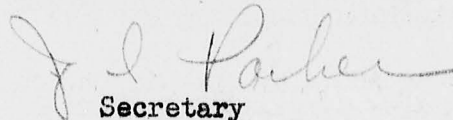
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March 9, 1940

of international character, and if other arrangements for Mr. Kwoh can be worked out, he is ready to assure the handling of Mr. Kwoh's entire expense at the summer school if he can arrange to arrive by the time of the opening of the session on June 24.

In view of the shortness of time, I will ask you to cable me, answering two points, with the understanding that they depend upon our ability to secure any necessary tuition scholarship involved: first, whether Mr. Kwoh can consider enrolling in the School of Theology on the plan suggested above; and second, whether he can plan to arrive in time for the summer session. In answering both of these points, it is, of course, with the understanding that the arrangements can be worked out for his entire plan. If you will then supplement the cable with a Clipper letter, giving full information and transcripts regarding both Mr. Kwoh and Mr. Liao, we will in the meantime be trying to complete arrangements regarding the scholarships necessary.

Sincerely yours,


Secretary

JIP:VW

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CORNELL COSMOPOLITAN CLUB
301 Bryant Ave.
Ithaca, N. Y.

March 13, 1940

Donald C. Kerr
(University Counselor
to Foreign Students)

Mr. Oliver J. Caldwell
Associated Boards for
Christian Colleges in China
150 Fifth Avenue
New York, N. Y.

Dear Mr. Caldwell:

Since writing you concerning Mr. Liao and Mr. Yu, whom you wrote me about on March 5th, I have talked with a number of people on the possibility of financial help for either one or both.

Mr. Liao's case is as follows. He never graduated from Cornell, although he was here for four years. He wrote directly to the Civil Engineering College and indicated in his letter that he would be in the United States for one year and expected to complete his Master's degree in about six months, and then have another six months for the purpose of travelling in the United States. The Civil Engineering College wrote him, saying that he could not be admitted to the Graduate School until he had completed his work for a degree, and in order to do that he would have to do the following: Make up an incomplete in Summer Survey; take Concrete Construction #280, 3 hours; take 3 hours work in some field of research or design in place of the thesis which he did not complete in 1917. They were willing to waive the other requirements for a degree concerning a certain amount of Physical Education, Hygiene, and similar things that are required, and would also waive the requirement that a candidate for an advanced degree must have graduated in the upper half of his class.

They wrote him that he would be able to make up the necessary work for his degree during Summer School, and then would be eligible to enter Graduate School in the fall, and presumably he could get his Master's degree in one year, although that would depend, of course, upon himself.

Regarding the possibility of a scholarship, the Civil Engineering College told me that they would not consider it for Mr. Liao, that there are other men whom they believe are more deserving of the few scholarships that they have at their disposal, and that Mr. Liao's record as an undergraduate here at Cornell would not entitle him to such a scholarship. They were most sympathetic as far as the need of a scholarship was concerned, but feel that they could not, in fairness to others, grant it in his case.

(The remainder of the letter concerns Mr. Yu, who is from another University)

Sincerely yours,

(Signed) DONALD C. KERR

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ASSOCIATED BOARDS FOR CHRISTIAN COLLEGES IN CHINA

150 Fifth Avenue
New York City

March 18, 1940

President Baen E. Lee
Hangchow Christian College
6th Floor, 353 Nanking Road
Shanghai, China

Aek

4/17/40
by R. J. Mc Mullen

Dear President Lee:

We have had a reply from Cornell University regarding our application for a tuition scholarship for Mr. W. T. Liao. Apparently Mr. Liao had already written to the University direct, so that action had practically been completed in his case. I am enclosing a quotation from the officials at Cornell regarding Mr. Liao. It is definitely clear from this statement that no tuition scholarship can be obtained from the University.

It is indeed unfortunate that the records in this case indicate that the previous ^{work} done at Cornell was not completed satisfactorily. This, of course, blocks any possibility of scholarship help. We were indeed surprised to learn that he had not even completed his work for an undergraduate degree, as we had supposed from your letter that he held such a degree from the University.

Our Committee on Scholarships, which is in charge of the small fund from the Associated Boards campaign, has already taken definite action, stating that no money from the fund is to be used for tuitions. In other words, the fund is for the purpose of supplementing, where necessary, tuition scholarships granted by universities, in order to enable students to have a satisfactory educational experience in this country. It was felt by the Committee that there were sufficient tuition scholarships available in America to provide for persons from the faculties who were qualified for graduate work, and therefore our fund should be used for other expenses involved. In line with this action, it would, of course, be very difficult to get our Committee to consider paying anything for tuition for Mr. Liao, and it would also be difficult to convince them that the record at Cornell would justify them in changing the rule which they had already adopted.

In the case of Mr. S. U. Kwoh, we cannot take any further steps until we get answers from you to our letter of last week. Whether or not we can secure the required tuition scholarship at Boston University will depend upon the completeness of the papers which you send us for presentation.

I am indeed sorry that the situation stands as it does for Mr. Liao, but I am afraid there is nothing which we can do to change the minds of the people at Cornell.

Sincerely yours,

Secretary

JIP:VW
Enc.

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ASSOCIATED BOARDS FOR CHRISTIAN COLLEGES IN CHINA

150 Fifth Avenue
New York City

Via Clipper

June 10, 1940

President Baen E. Lee
Hangchow Christian College
Associated Christian Colleges
in Shanghai
353 Nanking Road
Shanghai, China

Dear Dr. Lee:

Several times during the past year we have had occasion to write concerning various reports that need to be made out and sent to America. In one of my letters, I promised to remind you of these again at the time when the reports should be prepared. I am listing hereunder in separate paragraphs the items required. All of these are required fairly early in the Fall and since the China mails are so uncertain, we wish to request you to have these reports prepared immediately upon the closing of the books as of June 30, 1940. This will insure their reaching us in time for use and for delivery to the persons concerned, so that no complications will arise.

Statistics for Annual Report of the Associated Boards. We have mentioned at various times the information required for the Annual Report of the Associated Boards. In the past we have had considerable difficulty because of the lateness with which this information comes in, and this has greatly handicapped us in the use of our Annual Report. We should have the material in hand so as to begin the preparation of our report not later than the first of September. In our general letter dated March 5, we attached a form asking for certain information for our statistics. We are attaching another copy of this form, so that you may have it at hand to fill in and return to us as promptly as possible. If this information can be secured from each one of the Colleges, it will enable us to make a much more complete and accurate Annual Report than has hitherto been possible.

We earnestly request your careful attention to the items listed above concerning these various reports. None of these reports should reach us later than the last week in September if we are to use them properly. As mentioned above, the uncertainty of the China mails makes it important to allow plenty of time for the reports to reach us.

Thanking you for your cooperation in the preparation of these reports, I am

Sincerely yours,

J. L. Parker
Secretary

JIP:VW
Enc.

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Copy to Rev. R. J. McMullen

June 11, 1940

President Baen E. Lee
Hangchow Christian College
Associated Christian Colleges in Shanghai
353 Nanking Road
Shanghai, China

Dear Dr. Lee:

Attached hereto are the minutes of the Annual Meeting of the Associated Boards. No attempt will be made at this time to go into great detail regarding these minutes, particularly as some of the references to the Executive Committee call for action by that group in order to complete the instructions of the Annual Meeting. However, I would like to call your attention to the following:-

On page 4, you will note reference to a report on the Colleges by Dr. Cressy. The Executive Committee is making further study of this report. The document itself is quite bulky, and we are uncertain just how it will fare in second-class mail to China. We have, therefore, suggested to Dr. Cressy that he take a sufficient supply of these copies with him when he returns to Shanghai and see that they get into your hands as soon as possible thereafter.

On page 5, you will note the report of the Committee on Christian Character, Staff and Curriculum. As this has been referred to the Executive Committee, such items in it as concern the field will be forwarded to you upon completion of their action.

On page 9 is the report of the Committee on Correlation under action AB-1093. We recommend this to your attention, particularly in reference to the items mentioned in the report.

Actions AB-1094 and AB-1095 are being considered by the Executive Committee shortly, and if anything can be done in connection with these actions, you will be advised as soon as consideration has been given.

Under the report of the Committee on Finance, you will note action AB-1090 to recommend certain procedure regarding the Sustaining Fund for the coming year. The working out of the details in connection with this action is now in the hands of a special committee. The effect of this on your program will be discussed as soon as the Executive Committee has taken action.

We trust that these minutes will reach you in good order. Also enclosed are the minutes of the Executive Committee of May 3 which preceded the Annual Meeting. There is nothing particular in these minutes which need discussion in this letter.

Sincerely yours,

J. J. Parker
Secretary

JIP:VW
Enc. 2

Via S.S. "Pres. Taft"
from San Francisco, Calif.

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Via S.S. "Pres. Adams"
from San Francisco, Calif.

President Baen E. Lee
Hangchow Christian College
353 Nanking Road
Shanghai, China

June 17, 1940

Dear Dr. Lee:

In a recent letter to you we suggested that a letter would be forthcoming, giving information about the handling of faculty scholarships for the year 1941-42. There has been opportunity to see some indication of what might be available for next year, and it now appears that the amount of money which can be included in the Sustaining Fund for this coming year will still be the very limited amount which was included this last year. This means that we will not be able to give help on many of the applications which will be sent in. However, we do want to continue to work at this problem, with the hope of getting it so organized that as means develop which will enable us to take care of more applicants, we will have the plan operating in an efficient way. Perhaps during this next year, we can get at least our plans worked out.

One of the greatest difficulties this past year has been the time element, particularly in reference to the presentation of cases to different schools in time for proper consideration. We are, therefore, asking that all applications be sent to us in time to reach the New York office not later than November 1, 1940. There are, no doubt, applications which were made for the fall of 1940 on which we have not been able to help. Will you please repeat the applications for any such persons whom you wish considered for beginning work in the fall of 1941?

There are a number of details yet to be worked out by our committee, and this will be done early in the fall. In the meantime, the most important factor is the one of getting the applications, together with full information, into our hands so that we may begin our investigation of possibilities in November. Another important item is this matter of complete information. Every application should be accompanied by a transcript of grades, showing the courses taken and the grades received for college work taken to date. Any college in America considering an applicant requires this information, and it is useless for us to present a case without this record. Our committee, of course, will want to know the prospective plan for each person. This should include the length of time which the candidate expects to spend in America studying, as well as some indication of what your institution expects to do for him or her in the way of assistance on the expenses.

Attached hereto is a part of the report of the Committee on Christian Character, Staff and Curriculum, which deals with the subcommittee handling scholarships. This gives the background of the discussions to date. You will note a number of things which indicate the way in which this committee is approaching the problem. Each section of the report deals with some particular problem connected with scholarships, and the problem of making them effective. It is hoped that you will give this report careful attention, and in making applications for help in the year 1941-42, that you will give careful consideration to the tentative plans suggested therein.

I must again express to you our regret at not being able to enlarge this fund for the coming year. The funds available will only help a few. It is hoped that by keeping this small beginning alive and working, it will develop into something much larger in the coming years.

Sincerely yours,

Secretary

JIP:VW
Enc.

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June 18, 1940

President Baen E. Lee, Hangchow Christian College
President Y. I. Yang, Soochow University
President T. K. Van, University of Shanghai
President F. L. Hawks-Pott, St. John's University

Dear Friends,

Your joint letter of April 2 reached us just as we were completing our preparations for the annual meeting of the Associated Boards and the Individual Boards of Trustees. I have therefore been somewhat delayed in sending this acknowledgment. However, we had very constantly in mind, both during the meeting of the Associated Boards itself and also during the preliminary committee meetings in preparation for it, the information and the problems discussed by your letter.

We are all gratified that the work of the year has gone so well, despite all the multiplying difficulties and problems which you have had to meet. We earnestly hope that during these closing days of the academic year all of your plans can be carried through pleasantly and peacefully. What the next year will hold for you in China, and for us here in the West, we cannot yet tell. World events have been moving at such a dizzy pace during recent weeks there has been no time for any one even to keep up with the swiftly changing situation, much less to give any unalarmed thought to what these changes will mean to the world in the weeks and months just ahead. There will be so many more changes taking place during the weeks this letter is en route to Shanghai that anything I write to-day will be completely out of date when you read this letter.

But, as always in an emergency, the wisest course seems to be to go ahead along the lines already planned unless and until some change is shown to be necessary or desirable. Here in the Associated Boards we are still pursuing the plans we have been formulating during recent months - that of continuing our efforts both to maintain regular income and also to secure as much additional income as possible during 1940-41. Mr. Parker will be sending you the minutes of the various meetings, with explanatory letters calling attention to the details of our plans. All of us anticipate that even under the most favorable circumstances we dare hope for, it will be far harder to maintain support and secure new funds during the coming year than it has been at any time in the past. This means that we here must redouble our efforts, and that you who are carrying the burden in China will have to be all the more careful to plan wisely and economically, to unify your efforts wherever possible, and to continue loyally and sacrificially to serve the Chinese people, the Christian enterprise, and the welfare of humanity.

Very sincerely yours,

B A GARSIDE

BAG:MS

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Baen E. Lee

Associated Boards for Christian Colleges in China

One Hundred-fifty Fifth Avenue New York, N. Y.

June 21, 1940

To the Presidents of
the China Colleges

Dear Friends:

Owing to the volume of work concerning the holding of the annual meetings in May, we did not get a general letter written to the field at the regular time. Since the last general letter, there have been a great many things happening. The Annual Meeting of the Associated Boards has been held, as well as a number of the annual meetings of the individual boards. I will make no attempt to discuss particular items dealt with at the meetings, since you will have received the minutes and covering letters concerning them.

The week beginning May 13 was a very busy one for every one connected with the China Colleges. Monday, the 13th, and Tuesday morning, the 14th, were set aside for the Associated Boards meeting. We were very fortunate in having with us Dr. Joseph Beech, Chancellor of West China Union University, who had recently returned to America. Every one was greatly interested in the honors which he had received from the Chinese Government. It was our further good fortune to have Bishop Ralph Ward present, who had just completed a trip to China which had taken him into a large number of the locations where our Colleges are working. Two of our own board members from America had been in China during the year. These members, Dr. E.C. Lobenstine and Dr. L. S. Ruland, were able to give us first-hand and fresh information concerning the situation on the field. On Monday evening we had the friends of the Colleges together for dinner, and Dr. Beech and Bishop Ward spoke of their recent experiences in China.

At the present time, we are all busy trying to get the Sustaining Fund for the current year completed. The process of getting the remaining amounts necessary to reach the goal is proving to be quite difficult. The chart has been crawling up gradually towards the final mark, but we are not yet sure that June 30 will see the \$250,000 reached. Recent happenings in Europe are, of course making it more difficult to raise money in America, since so many new appeals of an emergency nature are being presented every day. The Executive Committee has been wrestling with the problem of plans

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To the Presidents of
the China Colleges

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June 21, 1940

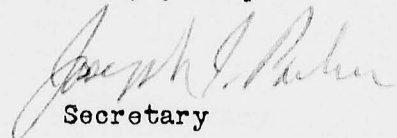
for next year, and will meet again this week to set a final figure for our 1940-41 Fund. We are having to approach the coming year with a greater amount of faith than has been required in previous years. No one knows what the effect of the war in Europe will be upon life in America, and whatever the results, our work for the China Colleges will undoubtedly be involved in those things which affect the life of the nation. We are going ahead, planning definitely on a Sustaining Fund campaign, with the belief that we cannot fail in supporting the great need of the Colleges.

Attached hereto are the two most recent bulletins of the progress of the 1939-40 campaign. These give more detailed information as to what has been happening.

The staff in New York will be working through the summer, each one taking a bit of vacation as the schedule allows. Mr. Garside is going to be active in the Pacific Seminar, which will be held at Silver Bay in July, and will be in the office a good part of the remaining summer. The rest of us are dividing up the time during the summer in such a way that some one of us will always be available for the handling of the regular business which should be looked after.

As this school year comes to a close, we want to again thank you for your fine cooperation during the year, and to assure you that we are looking forward to another school year of even greater accomplishment in the Colleges in China.

Sincerely yours,


Secretary

JIP:D
Enc. - Progress Bulletins Nos. 14 and 15

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Copy to: Rev. R. J. McMullen

Via S.S. "Pres. Cleveland"
from San Francisco, Calif.

June 27, 1940

President Baen E. Lee
Hangchow Christian College
353 Nanking Road
Shanghai, China

INDEXED

Dear Dr. Lee:

Enclosed herewith are the minutes of the meeting of the Executive Committee of the Associated Boards held on June 21, 1940. May I call to your attention the following items:-

1. Report of the Committee on Special Askings. This Committee had the very difficult task of considering the askings from the various Colleges, both as to the items to cover budget deficits, as well as special emergency askings. The Committee spent considerable time in going over the figures very carefully and adjusting them to come within the total amount set by the Annual Meeting of the Associated Boards for the Sustaining Fund this coming year. The processes concerned in doing this particular job are always difficult, and the members of the Committee made their recommendations with a great feeling of regret at not being able to give each of the schools the full amount of its askings. At the same time, the Committee was under the pressure of the effects of recent war news from Europe, and plans for the raising of the Sustaining Fund for next year had to be approached with a great deal of faith.

You will note in action E-1104 the amounts allocated divided into two columns. It is hoped that these amounts can be raised and sent to you, but they will only be available if and when secured. You will note under vote E-1105 the arrangements for the distribution and accounting of these amounts. The Executive Committee has made no attempt to limit the authorities on the field in the administration of these amounts from the Sustaining Fund, and no indication is given as to whether they apply to budget deficits or special items. As the amounts allocated become available, it will be left to you to decide what items on the field are the most urgent to which these should be applied.

2. The Associated Boards Budget for 1940-41. This item is handled in America, and we have written to the officials of each college board concerning the items included under vote E-1107. Explanations preceding the vote indicate how the shares were determined.*

3. Visit of Board Members to the Field. Under vote E-1108 you will note the action taken regarding the visits of Dr. Ralph Diffendorfer and Dr. L. J. Shafer. Dr. Diffendorfer is a member of the University of Nanking Board, and Dr. Shafer is a member of the Fukien Christian University Board. We do not know yet what their itinerary will be, but they have been asked to visit any of the Colleges which are convenient to their trip as planned. If they succeed in getting to your campus, we hope that you will make use of their visit for strengthening the contacts between our work in America and the work on the field.

Other items in the minutes are self-explanatory.

Sincerely yours,

J. J. Parker
Secretary

JIP:VW

Enc. (Note on Rev. McMullen's copy) -

* In the case of the Associated Christian Colleges in Shanghai, the share is considerably reduced from last year, as you will note, last year's share being over \$5,000 while this year's share is \$3,717.

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September 10, 1940

President Baen E. Lee
Hangchow Christian College
353 Nanking Road
Shanghai, China

Dear Dr. Lee:

There is one matter on which we are having considerable difficulty in New York on which you can help us. Our supply of up-to-date catalogues of the Colleges is completely used up, and we are needing the most recent bulletins and catalogues which you have available. The only catalogues we have for a number of Colleges are very much out of date and we have frequent requests for information which is contained in such catalogues. May we request that you send us a supply (five to ten) of the most recent catalogues available, and also that, as such are published from time to time, that such a supply be sent us upon publication?

From time to time Chinese students who are completing their work in colleges in America ask us for information about appointments to teaching positions. Our answer is always that such appointments are made by the authorities of the Universities on the field, and that the only thing we can do is to send information concerning them to the Presidents of the Colleges. There will probably be occasion for us to tell you of the availability of certain people of this kind, and such information is forwarded to you not with the idea of requesting you to find places for them, but rather that you may know of the availability of these persons and can consider whether or not you wish to have us follow up their qualifications. This we will be glad to do if you so desire.

At the present time, we know of the availability of Dr. and Mrs. H. T. Chu. Dr. Chu has his B.A. from the University of Wisconsin, his M.A. from the University of Missouri, and his Ph.D. in Political Science from the University of Illinois. Mrs. Chu has her M.A. in History from the University of Illinois, and has been a fellow and assistant in the Northwestern University for the last two years. These people are planning to^o this fall to West China, and we have suggested to them that they get in touch with the Presidents of the Colleges in the West China area upon their arrival in that part of the country. This will serve to notify you of their availability if they should apply to you later on.

Another request we have had is from Dr. Paul Ching-szu Chen. He has been in this country about five years studying, and is now ready to return to China, hoping to find a teaching position. Certain information which has come to us indicates that it is important that his qualifications be thoroughly checked before any commitment or appointment is considered or made. In this case, we will conduct such an investigation if you are at all interested in his abilities or availability. He says that he has his M.A. from the Northwestern University, has done graduate work at Garrett Biblical Institute and the University of Chicago, and has his Ph.D. from the University of Iowa in the field of Religious Education.

Sincerely yours,

J. S. Parker
Secretary

JIP:VW

Via S.S. "Pres. Garfield"
from San Francisco, Calif.

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September 18, 1940

President Baen E. Lee
President F. L. Hawks Pott
President T. K. Van
President Y. C. Yang

Ack
11/2/40

Dear Friends:

You will remember that on June 21 our Associated Boards Executive Committee took action approving the proposal that we seek to secure an outstanding religious leader from America or Great Britain to spend the year 1941-42 visiting as many of the Colleges in China as time would allow, speaking or lecturing on religious subjects, and doing as much as possible to exert a lasting Christian influence upon the Christian Colleges themselves, and, so far as possible upon the students of other types of institutions and upon other strata of Chinese society. A special committee was appointed to make a further study of the type of leader we should seek for such an undertaking and then to find and make arrangements for the right man for this important task.

The committee appointed to do this work has been making a preliminary study of the matter. It has asked me to write to you to get your own thoughts and suggestions as to the type of man who would be most welcome to the Colleges, and who would be able to render the most distinguished service in the field of Christian thought and leadership.

The first question we must face is of course that of the general type of man we would like to secure for this undertaking. There are three varieties of qualifications, all of which are highly desirable but which can hardly be combined in any one individual: -

(1) A Christian philosopher - a man who can clearly, simply, and winsomely present the Christian apologetic, the fundamental basis for the Christian philosophy of life as contrasted with the materialistic outlook.

(2) A Christian preacher - a man who has a winsome and persuasive ability as a public speaker, who is effective both in large meetings and in more intimate contact in winning the interest and support of people of all classes, and who can exercise the most powerful and lasting Christian influence upon the largest number of people.

(3) An outstanding Christian educator or scientist - a man who has won distinction in his own special field of education, science, or professional life; who may himself be a layman but whose vigorous Christian life and convictions may make him an even

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September 18, 1940

more effective Christian apologist than any minister or theologian.

Of course these three types of qualifications are not mutually exclusive. Any man we select should have superior qualifications in all three categories, and many might combine in the highest possible degree two of these types of qualifications, particularly the first and second. The question is rather one of priority. To which of these three should we give the greatest emphasis - to the characteristics of the philosopher, the preacher, or the vigorous Christian character who has won recognition in some other field than the purely religious one?

The second question the committee would like to ask you is this: - Have you any specific suggestions as to the names of men who would be particularly acceptable to you in this connection? Even though it might prove impracticable to secure the man whom you would be most anxious to have visit China next year, your suggestion of specific names will help us to appraise more intelligently the type of leader you would like, and to know which of our American leaders are more widely known and are the most highly respected throughout China. Moreover, we are anxious to get the very best man available and not to be deterred by the fact that a man is extremely busy and engaged in very important work from which it would be difficult to pry him away for a year or so. Even the best is none too good for the task to be done, and for the opportunity that is here presented.

Third, if we do secure the right man for this undertaking next year, when and for how long a period should you like to have him in Shanghai? Obviously in one year a man could not spend more than a few weeks at most in any one locality, if he is to come in contact with all of our Christian Colleges. Our hope is that if our initial experiment works out happily, it may be possible to send out from time to time men with a wider variety of qualifications, and possibly permitting variations in schedule that would allow each man to spend a longer time in each community he visits, even though not every community is visited every year. But for the first year, at least, we should try to send out some one who will cover the field as widely as possible, so as to give us a sounder background for future planning.

Since time already is hurrying along, and we must soon be actively seeking our man for next year if we are to have any hope of getting the highest caliber of leader, we would be grateful if you could send us your views, either individually or as a group, as promptly as possible.

Very sincerely yours,

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INDEXED

October 24, 1940

President Baen E. Lee
Hangchow Christian College
Associated Christian Colleges in Shanghai
353 Nanking Road
Shanghai, China

Dear Dr. Lee:

Enclosed herewith are the minutes of the meeting of the Executive Committee of the Associated Boards held on October 4. You will find in these minutes a number of items which will be of interest to you.

I particularly wish to call your attention to items included under the report of the special committee to make recommendations on the report of the Committee on Christian Character, Staff and Curriculum. This section of the minutes begins on Page 3. Included under each action is the quotation from the report of the Committee on Christian Character, Staff and Curriculum to which it refers. A number of these call for study and action on the field. These in particular appear under action E-1125. You will note that the action calls for referring the recommendations to the Colleges on the field through their Boards of Trustees. This will be done as the Boards of Trustees hold meetings here in America. However, as some of these Boards will probably not meet for some time, we feel that you should be notified of this action and be prepared to go ahead with such considerations as are necessary even though the matter has not yet reached you from your own trustee board.

In this action E-1125 there are several different matters covered. You will note that the first paragraph refers to a study of budgets in relation to departments of religion. Section (b) refers to items on which there will be need of cooperation between the field and the Boards in America. We will be glad to have your suggestions as to practical methods of carrying out these suggestions. Section (c) has to do with the character of the student bodies and this section is sent on to you for your careful consideration.

Vote E-1126 refers to a study which should be made through the Council of Higher Education in China. This request has been sent on to Dr. Cressy, with indication that it would also be sent to the Presidents of the Colleges, and that study should be initiated by the Council of Higher Education.

In vote E-1127 the Secretaries have been asked to correspond with you, particularly in reference to Section (b) regarding the supplementing of departmental budgets. We wish to get full information from you as to what will be involved in supplementing your regular budget in order to carry out a more effective piece of work in the department of religion.

In connection with the items mentioned above, we would like to again call to your attention the fact that our committees in America, both of the Associated Boards and of the trustee boards, have been very much concerned regarding this question of the departments of religion and the carrying out of

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President Baen E. Lee

-2-

October 24, 1940

the Christian purpose of the Universities. We, as Secretaries, are constantly being urged by the members of the Boards to emphasize their very vital interest in this matter and to make sure that very real consideration is given to this problem on the field. We, therefore, will very much appreciate not only your careful consideration, but also all information that you can send us as to what is being done on this question.

Other items in the minutes do not require special explanation, although I am sure you will find several of them of real interest.

With kindest personal regards, I am

Sincerely yours,

J. J. Parker
Secretary

JIP:VW
Enc.

Copy to: Rev. R. J. McMullen

Via S.S. "Pres. Cleveland"
from San Francisco, Calif.

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HANGCHOW CHRISTIAN COLLEGE
6TH FLOOR, 353 NANKING ROAD
TELEPHONE 92009

SHANGHAI, CHINA

Nov. 2nd, 1940
Ack. 12/19/90

Mr. B. A. Garside
Associated Boards for Christian Colleges in China
155 Avenue, New York, N. Y., U.S.A.

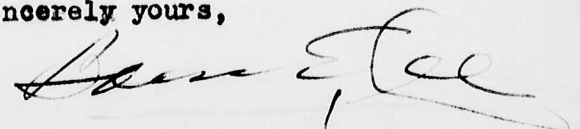
Dear Mr. Garside:

In reply to your letter of Sept. 18 concerning the sending out of an outstanding religious leader to spend the years 1941-1942 visiting the Christian universities in China, I would be more favorable for a man who is an outstanding educator or scientist with fair ability of speech. He would receive greater respect and warmer welcome, if he be an outstanding scientist, particularly in the field of natural or applied sciences. A man of broad Christian viewpoint combined with a profound knowledge of science would give him a far-reaching influence in Chinese universities, particularly at this time when our young people are looking forward to a great period of reconstruction after this war. Previous to this, we had outstanding men of religion and philosophy and also famous preachers who visited us, but we had not yet men of outstanding accomplishment in natural sciences. I think it would be a good thing for the Christian universities to have a visit of such a man, if possible. We would like to have him come with adequate supplies and/or apparatus for illustrations in his lectures.

I am giving this as a personal opinion and I believe that this is what you want to have. Undoubtedly, there would be others who would be different in their preference.

With personal regards,

Very sincerely yours,



BEL/t

Copies made for special committee - JD

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December 4, 1940

President Baen E. Lee
Hangchow Christian College
353 Nanking Road
Shanghai, CHINA

My dear Dr. Lee,

We are grateful for your thoughtful letter of November 2, in which you discuss the qualifications of the type of religious leader who would be most acceptable as a visiting lecturer to our Christian Colleges and Universities in China.

I will be bringing your letter, together with similar letters which are now coming in from the Presidents of the other Colleges, to the attention of the special committee of the Associated Boards selected to secure such a religious leader to visit China during 1941-42. We earnestly hope that we may be successful in finding the right man for this important task.

By the time this letter reaches you the holiday season will be at hand, and indeed may already have passed. Christmas, 1940, is not likely to be a season characterized by peace on earth and good will among men. But surely there has never been a time in the last nineteen centuries when Christ's message and example have been so urgently needed as they are to-day. We earnestly hope that the New Year which will soon begin may mark the beginning of better times.

With every good wish for the holiday season, and the New Year,
I am

Very sincerely yours,

B A GARSIDE

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December 14, 1940

President Baen E. Lee
Hangchow Christian College
353 Nanking Road
Shanghai, China

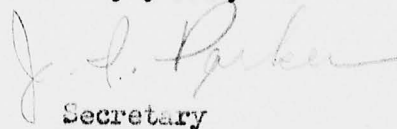
Dear Dr. Lee:

As suggested in a recent letter, a calendar of reports has been prepared for use in connection with getting these reports to our New York office at the time when they need to be used. In sending out this calendar, we hope that it will prove helpful as a permanent schedule for such reports. The dates are the dates on which the reports should be mailed from China in order to reach us by the proper time. Here in New York we will have a calendar which will indicate when we need to send a reminder to you of each report, and this will be done so as to call attention to the calendar.

This may at first thought sound as though we are perhaps overdoing the reminding about the reports, but we have discovered that it is best to do the reminding before the reports are needed, rather than to depend upon cable requests as we have so frequently done in the past.

We know we can count on you for full cooperation in the handling of these reports, and any failure heretofore has been because of our neglect in not keeping the matter before you. This neglect on our part is the item which we are trying to avoid.

Sincerely yours,


Secretary

JIP:VW
Enc.

Copy to: Rev. R. J. McMullen

Via S.S. "Pres. Taft"
from San Francisco, Calif.

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CALENDAR OF REPORTS
from
HANGCHOW CHRISTIAN COLLEGE

<u>Report</u>	<u>Date to be Mailed from China</u>
1. <u>Statistics for Annual Report</u>	July 15
2. <u>Field Treasurer's Report</u>	August 1
3. <u>Scholarship Applications for the Following Year</u>	September 1
4. <u>Report by Cable on Opening Enrollment</u>	September 15
5. <u>Proposed Budget for the Coming Year</u>	February 15
6. <u>Report for Annual Meeting of Board in America</u>	March 1
7. <u>List of Staff Members to be on Furlough in America:-</u>	
(a) Preliminary	April 15
(b) Final Changes	July 1

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