Nanking
Corres.
Stevens, W. Mackenzie 1934

W. Mackenzie Stevens

1934

Copy

Nanking

LOUISIANA STATE UNIVERSITY
AND
AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE, LA.

COLLEGE OF COMMERCE

July 13, 1934

Mr. B. A. Garside,
University of Nanking New York Office,
150 Fifth Avenue
New York City.

Dear Mr. Garside:

Your letter was received yesterday. My dean and president have both approved leave for two years. With the aid of the well written letter you sent me , I had no difficulty in convincing them that the best interests of all concerned would be furthered by approving my application.

The papers asked for will be completed as soon as possible. There may be a slight delay on this due to the fact that those who are best qualified tospeak with regard to my personal and professional qualifications happen to be widely scattered at this time. In view of the date you would like me to be in Nanking, I shall make all possible speed in this matter.

The President Coolidge sails from LosAngeles August 6 and arrives in Shanghai August 27. I have made tentative reservations for my wife, my mother, and myself on this boat in order that we may not be prevented from arrival on time through lack of space on the boat. If you have other plans in this regard, these reservations may be cancelled. Please let me know if I should complete these arrangements as soon as final action is taken.

Please advise me with regard to passports, the procurement of tickets, advancement of travel expenses or tickets, and any other information as to your usual procedure that I should know. It is my understanding that my salary of $5400 gold per year for two years begins with embarkation from U.S. port and that I will be advanced $700 to cover transportation of my wife and myself to China with a like sum upon the completion of my work there. We shall probably apply these transportation advances toward round-the-world tickets. The Dollar Line Steamships have agreed to extend the two-year limit on round-the-world tickets slightly in order to permit me to cover European travel at the conclusion of my work in China.

Unless there is some reason why it is inadvisable, I am planning on taking my mother with me to China. It would be a delightful experience for her,and she is active and in good health so that she ought to be able to enjoy it to the full. She has been housemother at Kalamazoo College for the past six years. Anyone who can handle 125 active young men in two big dormitories and keep them out of mischief along with supervision of maids, janitors, etc. should be able to handly physically anything she is likely to meet with in China. I suppose it is unnecessary for her to fill out one of these physical examination blanks, but I will send you her address so that blanks or any information desired can be sent to her directly:
Mrs. H. M. Stevens, Care of Don Hucke, 7353 N. Damen Ave. Apt 1A Chicago

Incidentally, mother will be much interested in a first hand view of the work of the church in China. She has taken a prominent part in missionary work, was president of her local missionary society (Methodist) state delegate, and had various other similar responsibilities.

Sincerely yours,

W. Mackenzie Stevens

1201-S

BY THE SENDER OF THIS MESSAGE. PLEASE GIVE IT TO THE MESSENGER OR TELEPHONE IT TO

2477-0-

WESTERN UNION

(43)

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

PRESIDENT

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

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received at Flatiron Bldg., New York City

1934 JUL 20 PM 1 48

MINUTES IN TRANSIT	
FULL-RATE	DAY LETTER
35	

NBH375 8=BATONROUGE LA 20 1210P

B A GORSIDE,UNIVERSITY OF MANKING NEWYORK

OFFICE=150 FIFTH AVE=

I ACCEPT MANKING POSITION AND AM AWAITING INSTRUCTIONS=

W MACKENZIE STEVENS.

INDEXED

over

Nanking

July 24, 1934

Prof. W. Mackenzie Stevens
Louisiana State University
Baton Rouge, La.

My dear Professor Stevens:

This is written to confirm your appointment as a specialist in cooperative marketing at the University of Nanking, for a period of approximately two years, and to make suggestions for your journey to the field.

At a meeting of the Candidate Committee of our Nanking Board of Founders on July 18th, action was taken inviting you to accept this position as a specialist in cooperative marketing at the University of Nanking, for a period of approximately two years, at a salary of U.S. $5400 per year, plus U.S. $700 to cover traveling expenses of yourself and Mrs. Stevens, from your home to Nanking, China, and a like amount to cover your return journey at the expiration of two years. I enclose herewith in triplicate, copies of an Employment Agreement between yourself and the University of Nanking. If you find the Agreement in satisfactory form will you please sign the three copies, having Mrs. Stevens also sign as a witness, keeping one copy for your files, and return two copies to our office.

We understand that you are planning to sail on the "President Coolidge" from Los Angeles, August 6th. We hope that you will be able to sail on this steamer, because it will get you to the field in good time to begin your work, and also because we know you will find the "Coolidge" a very comfortable ship. Since you have already made tentative reservations, and since time is short, we would recommend that you proceed with the purchase of the tickets.

I am also enclosing herewith a check to your order to the amount of $700 to cover the cost of your transportation.

I am also enclosing herewith application for Western Clergy Certificates for Mrs. Stevens and yourself, accompanied by certifications and a covering letter to the Western Clergy Bureau. Will you and Mrs. Stevens fill out these blanks and have your local Railway Agent affix his endorsement, and then mail them accompanied by a fee of $2.00 for each blank, to the Chicago Office of the Clergy Bureau. It would be well for you to use air mail in order to save time. With these Clergy Certificates you can save approximately half of the cost of your railway transportation to the West coast.

I hope that you have already made applications for your passports. If not, this should be attended to immediately, since a week or ten days is usually required. I am sure that there is some Federal Office in Baton Rouge where application can be made. It might be well to ask advice when your application is filed as to whether the passport should be sent to you at Baton Rouge, or in care of the Dollar Steamship Lines, in Los Angeles, where you could secure it just before going aboard the steamer.

I do not know of any reason for not taking your Mother to China with you if she is in good health. Living conditions in Nanking are quite satisfactory. While my wife and I were in China we had my Mother come out to spend two years with us, and she found it a very pleasant experience. While no formal health examination is necessary for your Mother's case, I would advise that she consult her physician as to whether her general health is such as to make a trip to the Orient advisable. Of course, she also would need a passport.

In accordance with our Nanking regulations, your salary begins on the date of your sailing. Usually the first month's salary is paid after the appointee arrives on the field. If, however, an appointee desires an advance of the first month's salary before sailing, we are always glad to extend this accommodation.

As soon as you arrive in Nanking you can clear with the field Treasurer of the University all questions as to just how your salary payments are to be made. If you wish some, or all of this salary deposited to your credit in some bank here in the United States, we can make that arrangement for you.

Our medical officers found the health reports of both Mrs. Stevens and yourself quite satisfactory. I have not yet had time to receive their formal recommendation, but they recommended verbally that both Mrs. Stevens and yourself should have small pox vaccinations before your departure, (or aboard ship if necessary). Your Mother should have typhoid inoculations and small pox vaccination if these have not been taken care of quite recently.

I trust that this covers all the essential points in connection with your journey. If you desire information or assistance on any other matter, please let me know.

Again assuring you of our gratification at your willingness to undertake this important service at the University of Nanking, I am,

Sincerely yours,

A GARSIDE
Secretary

RAG:HV
Encs.
CC to Miss Cloud

P.S. I note that the "Coolidge" is scheduled to sail from San Francisco August 10th, so if the strike there is settled you could get the ship there four days later than if you go aboard in Los Angeles. Or you could get the Empress of Russia from Seattle or Vancouver on August 11th - it reaches Shanghai ahead of the Coolidge.

Nanking

534 L.S.U. Baton Rouge La
July 26, 1934

Ack 7/31/34

Mr. B. A. Garside,
Nanking University,
150 Fifth Ave, N.Y.C.

Dear Mr. Garside:

Enclosed find two copies of my employment agreement, signed.

We were notified that space onthe Coolidge in special class is unobtainable, and so we have engaged space on the Empressof Russia.

Thank you for your explanatory letter and the enclosed check for $700. We are arranging for small pox vaccination and typhoid inoculation this morning, the latter only in case the Doctor thinks another inoculation is necessary.

We are leaving here very early Monday morning August 6. The last mail that will reach us here will be Saturday or perhaps Sunday morning. We can be reached by telegraph through Sunday at our telephone number 3948R. Mail sent to us in care of Mrs. Don Hucke, 7353 North Damen Avenue Apartment 1A will reach us on the morning of August 7 in Chicago if it arrives in Chicago during Monday.

Sincerely yours,

W. Mackenzie Stevens

EMPLOYMENT AGREEMENT

7/24/34

THIS AGREEMENT, entered into by and between the UNIVERSITY OF NANKING and W. MACKENZIE STEVENS this 24th day of July, 1934, WITNESSETH:

That the UNIVERSITY OF NANKING hereby agrees to and does employ W. MACKENZIE STEVENS for the position of Specialist in Cooperative Marketing for a term of two years on the following schedule of salary and allowances:

1. Salary at the rate of U. S. $5,400.00 per year, beginning on the date of sailing from the United States of the appointee.

2. Allowance of U. S. $700.00 to cover the travel expenses of the appointee and his wife from the home of the appointee (Baton Rouge, La.) to Nanking, China, and also an allowance of U. S. $700.00 to cover the travel expenses of the appointee and his wife to the home of the appointee at the completion of this term of two years.

The University, upon due notice in writing, may terminate this contract at any time, upon the payment of a sum equal to three months' salary from the date of said termination, and full travel expenses.

W. MACKENZIE STEVENS hereby accepts the said employment and the foregoing terms and conditions, and agrees, that if for any reason he resigns the position before the expiration of one-half the term of this contract, he will reimburse the University for such proportion of the outgoing expenses as the term of actual service bears to one-half the full term of service as above set forth, and that in case he resigns before the completion of the contract, no payment shall be made by the University for travel expenses to the United States of America, except in case such resignation is due to his serious illness.

It is further agreed that W. MACKENZIE STEVENS will give his whole time and attention to the work for which he is hereby employed, and that he will not engage in any outside occupation or activity for profit, except as may be agreed upon in conference with the President of the University of Nanking.

This agreement may be extended for a further period if signed by the parties hereto ninety (90) days prior to its expiration.

WITNESSETH the hands and seals of the parties hereto this 24th day of July, 1934.

On behalf of the UNIVERSITY OF NANKING

WITNESSES:

Susan Anderson

P. H. Gamble
Secretary

Mrs. W. M. Stevens

W. Mackenzie Stevens
Appointee

UNIVERSITY OF NANKING

COLLEGE OF AGRICULTURE
AND FORESTRY
NANKING, CHINA

CABLE ADDRESS: "UNIVERSITY"

DEPARTMENT OF AGRICULTURAL ECONOMICS
DIVISIONS

AGRICULTURAL ECONOMICS
FARM MANAGEMENT
RURAL SOCIOLOGY

September 28, 1934

Mr. C. A. Evans
Assistant Treasurer
Assoc. Boards for Christian Colleges in China
150 Fifth Avenue
New York City

Dear Mr. Evans:

Thank you for looking up the price of the "Proceedings of the American Institute of Cooperation" as stated in your letter of August 30th.

In order to save time, Mr. Chiao ordered the books directly from the American Institute of Cooperation as soon as I arrived here.

We had a very pleasant trip, except for one typhoon off the Japanese coast, and have been very pleasantly received in Shanghai and in Nanking. I have made several short trips to rural areas and have the class work proceeding nicely.

I hope this finds you and Mr. Reisner well.

Sincerely yours,

W. Mackenzie Stevens

W. Mackenzie Stevens

S:K