

April 29, 1919.

Mr. Albert J. Kennedy,
National Federation of Settlements,
20 Union Park,
Boston, Mass.

My dear Mr. Kennedy:-

You asked me to write you in regard to Miss Boyd's visit here, and the worthwhile-ness thereof. I believe Miss Boyd's visit was very worth while. She has given a few Louisvillians a new outlook on the value of recreation. Nearly all of those engaged in recreational work in the city came to hear Miss Boyd, including the Supervisor of the Playgrounds of the city; the head of the Normal School; the recreational leaders in the Public Schools; playground instructors; and all those doing recreational work in settlements and other institutions. Everyone was unanimous in expressing keen appreciation of the value to Louisville of Miss Boyd's visit. She arrived here on the morning of April 25, and talked before the School of Social Work on the afternoon of that day, at which 78 members were present. That night, she talked before the Conference of Social Workers in the Unitarian Church, before an audience of 200. The following afternoon, in the Neighborhood House gymnasium, she gave a demonstration in plays and games, for two hours, with 75 present.

To speak from the standpoint of Neighborhood House, I believe the benefit the House gained from her visit would have been worth the trip alone. Two of the workers were inspired to go to the School of Civics and Philanthropy to study further under Miss Boyd; one for the summer course, and the other for the regular course. I am very sure a number of Louisvillians will go later to the School of Civics and Philanthropy to prepare themselves for recreational work. I believe she has also helped a few people to acquire a saner idea of dancing.

Miss Boyd will mail me her expense account later. The expense of her trip will be even less than the cost of the round trip. She was on her way to Texas and can include us in her general expense account.

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Mr. Albert J. Kennedy

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I believe that an expert worker such as Miss Boyd can help many southern communities. I know that ever so often in Louisville, we flounder around searching for the light, and would welcome an expert. I do not believe that the National Federation of Settlements can do a better piece of work than to send experts into communities desiring them.

Sincerely yours,

Chas

The Filson Historical Society

Recreation Institute

under the direction of

Chester L. Bower, Instructor in Recreation and Group Work, Dept. of Sociology and Social Work, University of Louisville.

Lynn Rohrbough, Delaware, Ohio, author of "Handy" and "Kit Recreation Magazine." A national leader in recreation.



Registration

Registration—January 7, 1935

9:00 A. M. for morning sessions

7:00 P. M. for evening sessions

Registration Fee: \$1.00

This small fee, which will partially cover the expense of the Institute, permits you to attend any or all of the ten meetings.

LEADERSHIP for SOCIAL RECREATION

A Training Course
at
Neighborhood House

January 7-12, 1935

"The hours that make us happy, make us wise."

Sponsored by:
The Recreation Council of the Community Chest
The University of Louisville

Social Recreation Leadership

Morning Sessions—9:30 A. M. to 11:30 A. M.

For experienced and professional recreation and social workers:

Settlement staff workers

Playground and community center leaders

Pastors

Others especially interested in leisure time problems

These sessions will be in the nature of an informal seminar on recreation problems, a real opportunity for discussion and stimulating experience.

The Procedure:

First session will be an "exploration"—a chance to state your problems; to ask questions; to request discussion on specific topics; to call for demonstrations, etc.

The remaining sessions will be planned according to what is suggested.

Social Recreation Leadership

Evening Sessions—7:30 P. M. to 9:30 P. M.

Demonstrations — Discussions — Making and Playing Traditional Games of Many Nations — Singing Games and Country Dances — Folk Songs — Leadership — Program Building — Exhibit of Resources.

Creative Recreation for:

Clubs

Churches

Young People's Societies

Parties

Schools

Schedule:

First Period—

Section A—Folk, Singing, and Group Games

Section B—Traditional Equipment Games and Puzzles

Second Period—General Assembly for Singing, Discussion, and Other Fun

Third Period—Same as first period

The first and third periods are the same, to give everyone an opportunity to attend two different activities each evening.

**Education,
Organization,
Legislation**

Whatever may be the industrial and social remedies which will improve themselves to the American people, there is one that, we feel confident, they will never adopt. That is the method of revolution. For it, there is neither justification nor excuse under our form of government. Through the ordinary and orderly processes of education, organization and legislation, all social wrongs can be righted.

**Study
Pope Leo's
Encyclicals**

Pope Benedict has recently expressed a desire that the people should study the great encyclicals on the social question of his predecessor, Leo XIII. We heartily commend this advice to the faithful and, indeed, to all the people of the United States. They will find in these documents the practical wisdom which the experience of centuries has stored up in the Holy See, and, moreover, that solicitude for the welfare of mankind which fitly characterizes the Head of the Catholic Church.



**Publications of N. C. W. C. Social Action
Department**

Social Reconstruction	Free
Summary of Social Reconstruction	Free
Pope Leo's Encyclical on the Condition of Labor	Free
The Pastoral Letter	10 cents
Bolshevism in Russia and America.....	5 cents
Catechism of the Social Question	5 cents
Capital and Labor	10 cents
Religious Ideals in Industrial Relations	5 cents
Program of Catholic Rural Action	10 cents
The Church and Reconstruction	Free
Church and Labor, by Ryan-Husslein	\$3.00
Social Mission of Charity, by Rev. Wm. J. Kerby, Ph.D. ...	2.25
The State and the Church, by Ryan-Millar	2.25
Social Reconstruction, by Rev. John A. Ryan, D.D.	2.50
Industrial Relations and the Churches—a symposium50

**The Industrial Question
and the
Bishops' Pastoral Letter**

**Rights and Duties of Capital and Labor and
Relations of Both to the Public Set
Forth in Official Pronouncement
of the American Hierarchy**

This leaflet gives nearly all of the section on Industrial Relations in the Pastoral Letter of the American Hierarchy issued early in 1920.

Pope Leo's Encyclical on the Condition of Labor, the Bishops' Program of Social Reconstruction and the Bishops' Pastoral Letter are three great landmarks of Catholic social teaching.

The complete Pastoral Letter, a booklet of eighty pages; Pope Leo's Encyclical on the Condition of Labor, and the Bishops' Program can be secured from the National Catholic Welfare Council for fifteen cents. Further copies of this leaflet may be secured free of charge.

Send for these important pronouncements; study authoritative Catholic teaching on this great question; compare the various industries and American industry as a whole with the teachings of the Pastoral Letter; and do your part to put these teachings into effect.



National Catholic Welfare Council
Department of Social Action
1312 Massachusetts Avenue, N.W.
Washington, D. C.

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The Industrial Question

and the



NATIONAL CAPITAL PRESS, INC., WASHINGTON, D. C.



“THE elements of the conflict now raging are unmistakable, in the vast expansion of industrial pursuits and the marvelous discoveries of science; in the changed relations between masters and workmen; in the enormous fortunes of some few individuals and the utter poverty of the masses; in the increased self-reliance and closer mutual combination of the working classes; as also, finally, in the prevailing moral degeneracy.” How fully these statements apply to our present situation must be clear to all who have noted the course of events during the year just elapsed. The war indeed has sharpened the issues and intensified the conflict that rages in the world of industry; but the elements, the parties, and their respective attitudes are practically unchanged. Unchanged also are the principles which must be applied, if order is to be restored and placed on such a permanent basis that our people may continue their peaceful pursuits without dread of further disturbance.

**Pope Leo
on the Con-
dition of Labor**

**A Moral
and Religious
Question**

“It is the opinion of some,” says Pope Leo XIII, “and the error is already very common, that the social question is merely an economic one, whereas in point of fact, it is, first of all, a moral and religious matter, and for that reason its settlement is to be sought mainly in the moral law and the pronouncements of religion.” These words are pertinent and their teaching as necessary today as they were nineteen years ago. Their meaning, substantially, has been reaffirmed by Pope Benedict XV in his recent statement that “without justice and charity there will be no social progress.” The fact that men are striving for what they consider to be their rights puts their dispute on a moral basis; and wherever justice may lie, whichever of the opposing claims may have the better foundation, it is justice that all demand.

whatever means will be at once legitimate and effective. In particular, it is to be kept in mind that a living wage includes not merely decent maintenance for the present, but also a reasonable provision for such future needs as sickness, invalidity and old age.

Capital likewise has its rights. Among them is the right to "a fair day's work for a fair day's pay," and the right to returns which will be sufficient to stimulate thrift, savings, initiative, enterprise, and all those directive and productive energies which promote social welfare.

Arbitration

A dispute that cannot be adjusted by direct negotiation between the parties concerned should always be submitted to arbitration. Like the law court, the tribunal of industrial arbitration provides the nearest approach to justice that is practically attainable; for the only alternative is economic force, and its decisions have no necessary relation to the decrees of justice. They show which party is economically stronger, not which is in the right.

Share in Industrial Management

In his pronouncement on Labor, *Rerum Novarum*, Pope Leo XIII describes the advantages to be derived by both employer and employee from "associations and organizations which draw the two classes more closely together." Such associations are especially needed at the present time. While the labor union or trade union has been, and still is, necessary in the struggle of the workers for fair wages and fair conditions of employment, we have to recognize that its history, methods and objects have made it essentially a militant organization.

The time seems now to have arrived when it should be, not supplanted, but supplemented by associations or conferences, composed jointly of employers and employees, which will place emphasis upon the common interests rather than the divergent aims of the two parties; upon coopera-

tion rather than conflict. Through such arrangements, all classes would be greatly benefited.

The worker would participate in those matters of industrial management which directly concern him and about which he possesses helpful knowledge; he would acquire an increased sense of personal dignity and personal responsibility, take greater interest and pride in his work, and become more efficient and more contented. The employer would have the benefit of willing cooperation from, and harmonious relations with, his employees. The consumer, in common with employer and employee, would share in the advantages of larger and steadier production.

Revival of The Guilds

Deploring the social changes which have divided "society into two widely different castes," of which one "holds power because it holds wealth," while the other is "the needy and powerless multitude," Pope Leo XIII declared that the remedy is "to induce as many as possible of the humbler classes to become owners" (*Rerum Novarum*). This recommendation is in exact accord with the traditional teaching and practice of the Church.

When her social influence was greatest, in the later Middle Ages, the prevailing economic system was such that the workers were gradually obtaining a larger share in the ownership of the lands upon which, and the tools with which, they labored. Though the economic arrangements of that time cannot be restored, the underlying principle is of permanent application, and is the only one that will give stability to industrial society. It should be applied to our present system as rapidly as conditions will permit.

For revolution, though, there is neither justification nor excuse under our form of government. Through the ordinary and orderly processes of education, organization and legislation, all social wrongs can be righted.

AIDS TO SOCIAL STUDY CLUBS

Based on the Catechism of the Social Question by Revs. John A. Ryan, D. D., and R. A. McGowan.

Note- This is to be read only in conjunction with the Catechism of the Social Question.

As a preliminary statement the following points can be brought out: 1) The importance of the relations between the owners of industry and the employees as regards, e. g. justice, industrial peace, greater production, etc. 2) Our duties as Catholics because questions of justice and charity are involved. 3) Our duties as Americans because the welfare of the people of the United States depends upon the right solution of this problem. 4) The probability that during the coming years the labor problem will be the central problem of our national life. 5) The value of a Social Study Club since it leads people to think, study and learn together, and draw enthusiasm from one another. It develops leaders who will know what to do and how to do it, and who will want to put their knowledge into practice. 6) Description of how it is run, (See other statement).

INTRODUCTION

Q. 1. Since these grievances affect wage earners, they affect all society for no group so large as they can be injured without injuring all.

Q. 3. Examples of grievances are given in Q. 1. Confer Ch. I, Q. 17 for the extent to which farm laborers and small salaried people are included among "wage earners." The employers are affected; so too are all who buy and sell goods, since quantity, quality and price of goods are affected by the labor problem. The social dangers listed under Q. 1 influence religion, morals, family life, citizenship and education. Proposals of social change called forth by the labor problem besides Socialism and Communism are those of the consumers' cooperative movement, the Farmer-Labor Party, the Single Tax, the Committee of 48, the Labor Unions' new program, the Kansas law against strikes, etc.

Q. 4. Slavery and serfdom were the social questions of their day. Even strikes occurred under the guilds in the later Middle Ages when a great many employees (journeymen) were being hired by the master guildsmen. The Peasants' Revolt was due in great part to evils in the land system. For the horrors which the working people suffered at the close of the 18th and the beginning of the 19th century see any industrial history of England.

Q. 5. The grievances of the working people are still fundamentally the same, - undue dependence upon employers, unemployment, low wages, and industrial accidents and disease. There are more of them than ever before, due to our development as an industrial nation and the growth of large industries and corporations in which to work for wages and salaries is typical. They are stronger organized; for example, there are over twice as many organized as before the war. (Two million in the A. F. L. in 1914; over four million in 1921). They are receiving a better education and are starting to train themselves. The proposals referred to as threatening social order are the varieties of collectivism, such as Socialism and Communism (or Bolshevism).

Q. 6. How far we can progress is not the question; what is important is that we can help to make the life of the masses of the people more pleasing to God. We can have a happier country and a happier people. Inequalities and sins will remain, but they can be stopped from causing many of the present wrongs.

Q. 7. Justice and charity operate not only in practicing both virtues and in helping to see that both are practiced today, but in working for an industrial system which will allow better the continuous practice of both virtues. It is a part of Christianity to see to it by word, example and action that the duties of justice and charity are followed. That justice and charity are not being observed is evident from the extraordinary unemployment now, the normal unemployment in busy times, less than living wages, etc. The Church urges us to act in this matter. The record of Catholics in Europe far exceeds ours, e. g. the German movement of which Wirth, the Chancellor, is a member; e. g. the Italian movement, represented by cooperative organizations, labor unions, a propaganda organization and a political party; e. g. the French activities which on their political and propaganda sides are discussed in "The Labor Problem and the Catholic Social Movement in France" by Parker T. Moon (Macmillan); e. g. the Belgian movement similar to the Italian movement; and so on in nearly every country of Europe. We have not done as much as they to follow the injunctions of Popes Leo, Pius and Benedict. The Reconstruction Program, the Pastoral Letter and the establishment of the National Catholic Welfare Council seem to have started a new period in this country when Catholics will more concertedly aim at fulfilling their duties in the face of the social problem. We have more of a chance now because of the seriousness of our problem, and the changed conditions among Catholics, e. g. the passing of the United States and the Church from the pioneer days and the need of branching out in other efforts.

AIDS TO SOCIAL STUDY CLUBS

Based on the Catechism of the Social Question by Revs. John A. Ryan, D.D., and R. A. McGowan.

Note - This is to be read only in conjunction with the Catechism of the Social Question.

Chapter I Conditions in Production

Conditions in production mean conditions while working. Question I is a summary. It says that the social problem during working hours includes in general the hardships of work, undue dependence upon employers, the bars placed upon the expenditure by employees of their full energies and abilities, and their indifference to their work. Being a summary it should be discussed more fully at the end of the chapter.

Working Conditions and Unemployment

Q. Q. 2-6 take up the length of the work day, its fatigue, lack of safety and sanitation and monotony. See Lauck & Sydenstricker's book mentioned in the Readings for these points.

Q. 2. The eight hour day has received very wide acceptance as a standard. It gives time for home life and recreation and under machine production gives sufficient production. There has been a very great improvement in the hours employees work in the five years preceding the present industrial depression, though a loss in a few occupations has been suffered since the winter of 1920-1. From the eighties the A.F.L. has been struggling for an eight hour law. Examples of legislation on the eight hour day or very close to it are the Adamson Act for many railroad workers, laws for women workers, etc., Many employers have voluntarily shortened the working day. The change from the 12 hour day to the 8 hour day in the United States Steel Corporation for over one-third of its employees has not yet occurred. In February 1912, the Commonwealth Steel Company's foundry, Granite City, Ill. changed from the 12 to the 8 hour day. More men were employed, but the total cost declined slightly and the quality of the product was improved. See also Studies in Industrial Fatigue: Fatigue in Relation to Working Capacity by U.S. Public Health Service (Public Health Bulletin No. 106, Feb. 1920, Washington, D.C.) for a comparison between an 8 and a 10 hour plant. Better production and fewer accidents resulted.

Q. 3. To repeat continuously one operation is very tiring and this is common in highly organized industry. Recesses have been found necessary to keep up efficient work. Contrast with the longer hours on the farm shows the difference. Normally a farmer has a variety of work and part of the year he has only a little work to do every day. The variety of the work, the better chance he has to stop work and his own control of his work make up most of the difference.

Q. 4. The Federated American Engineering Societies appointed Jan. 1921, a Committee on Industrial Waste. This Committee composed of industrial engineers states that 75% of industrial accidents can be prevented.

Q. 5. The same Committee says that 40% of the diseases are avoidable. Bad living conditions bring on ill health. Working conditions have changed in the machine age. Work is more trying. Working people repeat one operation at a machine, or are exposed to great heat, or breathe fumes, filings, soot, gases, etc., or are down in mines. They work at high tension, and are subject to nerve strain, just as so many people are today.

Q. 6. For example, an employee in the Ford Plant. Some clerical workers are in a similar position. Standardized work done by specialists in small things is typical and is growing. Leave Questions 8, 9 and 11 for Chapter VII on Labor Unions. Leave Q. 7 to follow Q. 10.

Q. 10. The Committee on Waste in Industry said that there are about a million out of work in busy times, e.g. 1917. In the last generation we have had industrial depression in 1894, 1907, 1914 and 1921. There are now four or five million or more out of jobs. Millions more are on part time (semi-unemployment). Examples of seasonal industries are farming, lumbering, mining, clothing making, building trades, etc. Many timber workers, miners and farm hands are migratory workers, riding from place to place in search of work. They hear about work somewhere and start off to get it, often stealing a ride. Others get enough wages while they are working to keep them during the off-season, e.g. some building tradesmen. Still others do not make enough, and having their families to care for do not go to other cities for jobs, but hunt fruitlessly for work in their own city. Unemployment is normal in normal times, and it is normal to have excessive amounts of unemployment periodically. The present unemployment is in that sense normal. Ch. IV, Q. 5 points out that this causes "misery, discouragement, discontent and inefficiency." The inefficiency arises from lack of interest in work and lack of certainty that work will continue. Normally when men's work is not needed they are thrown out of work. This takes away their security of livelihood. They are not settled. Whiting Williams, a steel executive who became a day laborer for a time, reports that what men want first of all is a steady job and their great fear is unemployment.

Thus working people work better hours than formerly, though signs of loss are evident in the last year; their work is too exhausting, far too unsafe and unhealthful, very frequently monotonous and they are uncertain that they will keep their jobs.

Based on the Catechism of the Social Question by Revs. John A. Ryan D.D., and R. A. McGowan.

Note - This is to be read only in conjunction with the Catechism of the Social Question.

Chapter II Conditions in Buying and Selling The High Cost of Living.

Cheap goods at high prices is the difficulty here.

Q. 3. A monopoly is "that degree of unified control which enables the persons in control arbitrarily to limit supply and raise price." A monopolistic agreement refers to the secret monopoly obtained by a number of separate concerns through common agreement. This may be either an expressed agreement or even a tacit understanding not to compete on prices. The United States Steel Corporation was declared a monopoly by the Supreme Court. The Federal Trade Commission said that the meat packers form a monopoly through secret combination. The Lockwood Committee unearthed similar combinations in the building trades in New York. Anthracite coal is monopolized. The Federal Trade Commission reported in April that "open price" associations are common. They keep the members informed confidentially of price schedules so there will be no undercutting of prices. They are examples of monopolistic agreement over prices. Such agreements are very common in industries which are not openly monopolized. Business men in such agreements compete in selling goods by advertising and by improving the saleability of goods, but they have found that price cutting leads to reductions in profits. Indications are seen that bankers have influenced this through their insistence that the credit of other members of the trade be kept intact if possible. Combination and not competition is the rule today.

Q. 4. The proportion of money going to middlemen is large. While we have no definite figures on this as yet, the findings of the Joint Commission of Agricultural Inquiry reveal the situation to some extent. With Representative Sydney Anderson as its Chairman, the Commission has undertaken a comprehensive survey of the distributive machinery of the country, in the effort to discover the cause for the great difference between producers' and consumers prices. Data has been secured showing the number of retail and wholesale establishments in certain trades, and the relation between their number and that of the persons served by them. In the principal trades there are 956, 419 retail establishments, that is, one for every 111 persons, or one for every 26 families, 3,585,368 or 3.3% of the population are employed in these retail establishments. In these same trades there are 27,083 wholesalers, - one for every 3,903 persons, or one for every 899 families. While no definite deductions can be drawn, the figures would indicate that many of the retail and some of the wholesale lines are overcrowded, and that this overcrowding is responsible in part for business failures in these lines, and for the large proportion of the total distributive expense represented by retail and wholesale distribution.

Additional - In Question 1 it says that high prices are sometimes caused by under production. This happens oftener than ordinarily believed. The Committee on Waste in Industry (referred to before) says that there is a great deal of waste in industry. (A summary of this may be found in the October Monthly Labor Review of the U.S. Bureau of Labor Statistics.) The whole report can be brought from McGraw-Hill Co., New York City. Inefficiency in industry is common. The average rate of inefficiency in the plants studied in proportion to what point of efficiency could easily be reached is 63.78% for the men's clothing industry; 53% for the building industry; 57.61% for printing; 40.93% for the boot and shoe manufacturing; 28.66% for the metal trades; and 49.2% for textile manufacturing. This was due to low production caused by faulty management, interrupted production (unemployment of men and equipment and strikes and lockouts), intentionally restricted production and lost production (ill health, accidents, etc.). In the case of the men's clothing industry 75% is due to management and 15% to labor; in the building industry 65% is due to management and 21% to labor; in printing 63% is due to management and 28% to labor; in the boot and shoe manufacturing 73% is due to management and 11% to labor; in the metal trades 81% is due to management and 9% to labor; and in textile manufacturing 50% is due to management and 10% to labor. The soft coal industry is very wasteful. The railroad industry is also very wasteful. Henry Ford's recent experience shows this. The railroad unions presented to the Railroad Labor Board a brief written by several engineers on waste on the railroads. The six industries selected by the Engineers' Committee are not exceptional. Consider retail distribution in your own community.

Q. 6. Credit can be used to keep up prices by charging too much for money in interest and commissions, by extending it on condition that high prices are retained, and by extending it so that high prices will be retained. The greatest returns consistent with safety dictates where the credit goes. This is the business rule. Farmers needed credit, but it was withdrawn from them by bankers because of greater profits elsewhere. The bankers influence is paramount in business and since they deal solely in money, they are not apt to think of anything but the returns. The need of bankers' credit has made their rule more common, and has urged business men to conduct their business so that the bankers' ideas will be met.

Based on the Catechism of the Social Question by Revs. John A. Ryan, D.D., and R. A. McGowan.

Note - This is to be read only in conjunction with the Catechism of the Social Question.

Chapter III Conditions in Distribution - Wealth and Poverty.

Q. 1 is a summary.

Q. 3. These figures computed before the war have never been refuted. They are found in Prof. King's book referred to in the Readings.

Q. 4. These are the divisions of the economists. It is to be noted, however, that an industrial corporation aims to pay wages and salaries, interest on bonds, dividends on preferred stock, dividends on common stock, stock dividends (or issues of new stock either free or at a special price to stockholders) and enough money to replace the properties.

Q. 6. These and the figures in Q. 5 are King's, and are found in the same book. By capital is meant things to work with to produce or distribute commodities. Capital itself is dead; it is the owners of capital who take the share of capital. The owners of capital take enough to reproduce the capital and an income in addition, in the form of interest if they have bonds, and dividends if they have preferred stock or common stock. They give a living to capital, i.e. the things to work with, and enough to reproduce it. A factory is supposed to keep itself and pay enough to build a new factory when it becomes out of use. In addition the owners of the factory ask for interest, if they have a mortgage on it in the form of bonds, or dividends if they have preferred stock or common stock. Labor is paid a living, the standard varying according to the pressure the laborers can bring to bear either through skill, scarcity, organization or a combination of all. The owners of capital, since they are stronger and purposeful, take all the rest. Modern capital, i.e. the things with which men work to produce or distribute commodities, is very productive in the hands of modern skill and strength and so the share going to the owners of capital is very large. That is why we have billionaires and millionaires. In the normal course of events their wealth will grow.

Q. 7. This does not say that wages and salaries are continuously declining; it says that the share of the national income going to those who receive wages and salaries is declining. If people who work receive less in proportion of the national income, it is harmful because it places mere ownership of things above human activity. If the majority of those who work for wages and salaries shared adequately in what now goes to ownership of capital this would be cured. Relatively to the owners of capital they will not gain until that is obtained.

Q. 8. Between \$3.50 and \$6.00 a day seems closer to the truth now. Some receive less than \$3.50 and some more than \$6.00.

Q. 9. I. M. Rubinow proved satisfactorily that between 1900 and 1914 wages declined. Recently figures have been brought forward by Prof. Douglas of Chicago University and Frances Lamberson to show that between the nineties and 1913 wages measured by the cost of food declined between 20 and 30 per cent. If this is true, the answer here is false. At best, it is doubtful. The apparent difference in many families may be due to the women at work and the better wages paid younger people now working at machines in competition with older people. The ownership of autos, for example, and better house furnishing may be more than balanced by lack of ownership of a home.

King's, Lauck & Sydenstrickers' and Friday's books referred to in the Readings give the best information on these points.

Based on the Catechism of the Social Question by Rev. John A. Ryan, D.D., and R. A. McGowan.

Note-To be read only with the Catechism of the Social Question.

Chapter IV Conditions of Living

Q. 2. 54.4% of the homes in the United States are rented; 28.2% are owned free of encumbrances; 17.5% are owned with encumbrances. These are 1920 United States census figures. The present housing shortage has increased congestion in many places, and among people who never had encountered it before, reaching farther up among the wage and salaried people. Lauck and Sydenstricker's book, pp. 291-305, give figures on crowding before the war.

Q. 3. Lauck and Sydenstricker (pp. 287-90) say that the greater the income up to a certain point the greater the quantity of food purchased and the greater the income the greater the variety. They say that not food enough for health can ordinarily be purchased by a large part of the wage workers.

Q. 5. On unemployment, refer to Ch. I, Q. 10, and note "Aids" No. 2. Employees lack security of work and livelihood because others own the means of work, and have the power of refusing them access to the means of work. Some wage workers can rightly consider it probable that they will always have work. But even they are not sure. Most wage workers can be sure that they will be without work or on part time sooner or later. This insecurity of livelihood is one of the worst of the physical evils resulting from lack of ownership of the means of work. To be without work is one of the most tragic events in the lives of many people, and it is so common as to be a most horrible part of our industrial system. The point about seasonal work is that much of it is unnecessary and all of it falls heaviest on the employees, since they must find the work, travel to it, are paid only for the time they work, are often paid only enough to keep them while working, and must hunt then for other work. Periods of grave unemployment also fall heaviest on the employees for they are suddenly thrown out of work, and thus are refused a living for themselves and their families. Some seasonal employment is necessary; other kinds are not necessary, e.g. the building trades in large part, according to the Committee on Industrial Waste (quoted above). Periods of grave unemployment are a part of the way business is now run. An explanation given is that business men see a chance for large profits, borrow money on the basis of this chance, and after a time, failing to earn an amount which makes bankers and other investors willing to carry their debts, find credit withdrawn and have to shut down their business, or lessen it considerably. A reason given for their not earning as much as they expect is that they cannot sell as much as they expect at the price they want. This is due both to the buyers' disinclination to pay such prices and the buyers' inability. Their inability is due to the narrow distribution of income among the wage and salaried persons, the farmers, and those investors who receive a flat rate of returns on long time investments, e.g. bond holders who have held the same bonds for a long time. The wage and salary workers and the farmers are the more important elements in the home trade because there are more of them, and their total income is larger. Whatever the cause grave industrial depression and unemployment are a part of a system which includes narrow distribution of ownership and credit, intemperate search for profits by those who own industry and control credit, and small incomes for a large part of the people, e.g. wage and salaried workers and farmers. It is an outgrowth of a degenerate form of private ownership. Besides being a physical hardship upon those out of work and their families and dependents, unemployment causes discouragement and discontent, e.g. more kill themselves when several millions are out of work, e.g. I.W.Ws. are recruited largely among seasonal workers, e.g. bitterness of returned soldiers out of work. To be out of work lessens the knack and habit of working. Industrial depression tears down an industrial organization and even the plant equipment. Therefore, inefficiency.

Q. 6. Not being in close contact with the things which remind them more directly of God, not being sufficiently responsible for the control of their working lives and, therefore, of the rest of their lives, being subject often to very harsh conditions of living, and living in a society which emphasizes money and physical pleasures, people today, for one or other of these reasons, or for all combined, are influenced away from religion. Materialism is the keynote of the age, and the industrial system has helped to bring it on us.

Q. 7. Some even say that except for outright larceny, morality has no place in business life, that a man can sell for as much as he can, buy for as little as he can, and pay as low wages and salaries as he can. Others, without saying it, merely practice it. The business rule is to get as large profit as possible without much regard for methods.

A package of pamphlets are being sent you. You get more free of charge.

Based on the Catechism of the Social Question By Revs. John A. Ryan, D.D. and R. A. McGowan.

Note- To be read only with the Catechism of the Social Question.

Summary of Section I

Introduction. -The social question is the labor problem, -the problem of the wage workers and lesser salaried people. (Intro. 1-3; I, 17). It is particularly serious now because the working people are stronger and more intelligent. (Intro. 4-5). It can be solved in very great part. (Intro. 6). We Catholics ought to try to solve it because we are commanded to do justice and love our neighbor. (Intro. 7).

I. The Sources of the Social Question. -A very small section of the people own city industry and a very large section, most of whom do not own any part of the industry, work in it for wages and salaries. (III, 3; I, 12). They work predominantly in large scale industry and with machinery. (I, 15). The work of many of them is excessively exhausting, unsafe, unhealthful and monotonous. (I, 3-6). The number of hours they work is usually much better than formerly. (I, 2). Many are uninterested or little interested in their work because they do not sufficiently control the methods, purposes and returns of their work. (I, 7). They are frequently without work and are never really sure that they will always have work. They often meet periods of grave unemployment which are now a part of the way business is run. (I, 10; IV, 5). They get only wages and salaries, and do not share in the profits from their work. This lessens their interest in and control over their work. (I, 13). Lacking ownership their responsibility and independence are lessened, because they are dependent for jobs and livelihood upon the owners. (I, 12). Large scale industry itself brings on certain evils, but these are largely remediable or are connected with a greater good, e.g. greater production. (I, 15).

Credit is the foundation of modern business and control of it is in still fewer hands than ownership. It is usually extended upon the basis of the amount of profits and not on human needs, and it is used to keep prices up, or sometimes to reduce them disastrously. This points out the dominant rule of business; Get as much profits as possible. (I, 16; II, 6); Industry is much more extensively monopolized than is apparent. (II, 3). While it is just (or in practice can be considered so) to take the market rates of interest on loans and as much as can be gained if the dealings with labor, other business men and the consumers are fair and if competition is active, still the prevalence of monopolies and their use to get as large returns as possible gives to a few large capitalists too much money. Probably most large incomes are in part monopolistic in nature. (III, 11-14). It would be economically and ethically better to share returns with the non-owning workers. (III, 11). There are too many middlemen. (II, 4). Monopolies and the excessive number of middlemen are the chief causes of high prices. Under-production (caused principally by the wastefulness of managers, the deliberate refusal of the owners and workers to produce, and "soldiering" by employees,) also causes high prices. (II, 1-2). Low quality goods made to appear of high quality are frequently put on the market. (II, 5)

People working for wages and salaries get a livelihood. (I, 13). Perhaps half of the men who work for wages do not get a decent livelihood from their work while they are working. (III, 9-10). Yet men ought to a family living wage and women a personal living wage. (III, 1). Special work should receive special rewards and women doing equal work with men should receive equal pay. (III, 1). Moreover, labor's share of the national income is decreasing and this is a sign of a genuine social disease. (III, 6). Yet our resources and equipment are enough for everyone to get a decent living and we could produce even more than now. (III, Q. 15). Housing is often bad and many are without enough to eat and wear. (IV, 2-4). Unemployment causes physical evils, discouragement, discontent and inefficiency. (IV, 5).

The practice of religion is harmed by the harshness of life in the industrial system, by the lack of direct contact with nature, and by lack of responsibility and control over work and livelihood. (IV, 6). Therefore, morality is injured. (IV, 7). The dominant motive of business is materialism and that, besides being against the worship of God, induces direct moral offenses against charity and justice (IV, 6-7). Opportunity interest and incentive for education are lessened. (IV, 8). Home life is harmed. Unemployment and the shifting for jobs break up homes, sometimes forever. Low incomes for men and the great number of women at work in industry keep people single and encourage race suicide. (IV, 9). Good citizenship is affected. Means of information are controlled by those who profit from the wrongs done and they keep the people really uninformed. Continued injustices sometimes bring on despair of government. The economically weak are politically weak and become indifferent to the obligations and rights of citizenship. (IV, 1). The prevailing luxury makes the problem greater, leads people to think that to enjoy luxury is the highest good, and arouses envy and hate. (IV, Q. 11-12). Not bound by religion and morality, many look upon pleasure as all there is to live for. (IV, 13). This helps to bring on revolution. (IV, 12).

Note.- Intro. means Introduction. Roman numerals refer refer to Chapters and Arabic numerals to Questions.)

Based on the Catechism of the Social Question by Revs. John A. Ryan, D.D., and R. A. McGowan. -- To be read only with the Catechism of the Social Question.

Section II Ineffective Solutions - Chapter V Socialism

Q. 1. This refers to complete economic Socialism. The Socialist Party in the 1920 platform includes under common ownership "all business vitally essential for the existence and welfare of the people, . . . and all industries operating on a national scale." The Declaration of Principles declares that the Socialist Party intends to extend collective ownership "to all other industries susceptible of collective ownership as rapidly as their physical conditions will permit." This Declaration of Principles specifically exempts all farm lands "actually used and cultivated by occupants." These are variations from complete economic Socialism. The Socialist Party in this country is small; it has now less than ten thousand members. How many there are in the Communist Parties is not known. The chief differences between the Socialist Party and the Communist Parties are that the latter aim at Socialism by revolution and the Socialist Party by the vote, the Communist Parties aim at complete ownership and the Socialist Party excludes some industries from common ownership, and the Communist Parties place control of the Government in the hands of industrial groups while the Socialist Party is doubtful on this point. The I.W.Ws are very similar to the Communists.

Q. 2. Socialism would so lessen incentive as to produce an inefficient economic system and would give all power to the government.

Q. 3. The government would be the only employer and, therefore, would have the power of giving and taking away a man's right to work and of making a living for himself and his family. In addition the government would have all the political powers. It could throw men in jail, or execute them, call out the army, etc., and could use this political power to back up its economic strength. The Socialists say that the government would be a democratic government and the people themselves would be in control of the power of ownership and of hiring and firing, and also of the political powers of government. But where would the minority stand against a government which would not only have the power of taking away the means of life or of establishing onerous conditions for obtaining it, but would have also the power of throwing men in jail or of killing them? Too much power would center in the government and the politicians in control of the government. The government could hamper sound family life and religion, establish one sort of education and forbid other kinds, control the press, etc. Because it possessed two sources of power, -- economic strength and political strength, the individual and the minority groups would have remaining to them only the rights of rebellion and of standing martyrs to their beliefs and interests when the government offended their vital interests. The government could gradually mould the people to the manner of thinking and acting approved by those in power, just as even a political government without being the sole employer can do so to a certain extent.

Q. 4. For complete answer to this and the following question see "The Nation of Fatherless Children" by Goldstein & Avery.

Q. 6. Complete Socialism is what is condemned by the Church. The reference to Pope Leo is found in his Encyclical on the Condition of Labor. Because only complete Socialism is condemned, it is best to apply the term Socialism only to complete Socialism and not to organizations or individuals with ideas and views that are not those of complete Socialism. Socialism destroys the right of personal ownership of productive property.

Q. 7. This answer is very important. A review of organizations in this country sometimes called Socialist but really not such is given in the last part of "Bolshevism in Russia and America" referred to in Readings. This pamphlet does not include the Farmer-Labor Party, a political party which advocates Government ownership and operation "with democratic control" of all public utilities and natural resources. Public ownership of natural resources is limited to those that are "in whole or in part bases of control of special interests of basic industries and monopolies." An adhesion to "the right of labor to an increasing share in the responsibilities and management of industry" is included. What this means has never been explained. As the platform stands it is not a Socialist platform. Since the pamphlet was written, the Committee of 48 has dropped nearly all of its public ownership program, and has started to advocate taxation on the Single Tax order. This will be explained later. The Labor Party no longer exists. Two methods of management under government ownership are usually referred to: public management (or management directly by agents of the government) and democratic management (or management by the government and all employed in the particular industry, or by employees alone). The usual opinion now is that some form of "democratic operation" is to be preferred under government ownership.

We are sending complimentary copies of Bolshevism in Russia and America. Further copies can be obtained from the Paulist Press at 5 cents or \$3.50 per hundred. Read also the Hillquit-Ryan debate on Socialism, Promise or Menace, (Macmillan).

Have two short papers for next meeting on "Socialism" and on "Public Ownership Is Not Socialism."

Note. A Bolshevik organization, the Workers Party was started in New York, Dec. 24 '6.

Based on the Catechism of the Social Question by Revs. John A. Ryan, D.D., and R. A. McGowan. - To be read only with the Catechism of the Social Question.

Chapter VI The Single Tax

Q. 1. The Single Tax is identified with Henry George and had its greatest vogue in the eighties. There are many Single Taxers now, but most of them favor it only to a certain degree. The Freeman, a New York magazine, is for it and a Single Tax daily is planned in Washington, D.C.* Single Taxers declare that private ownership of land is unjust and that everybody has an equal right to use land. To secure this they intend to take by taxation all that land is worth year by year, i.e. all that land could be rented for. For example, A owns a piece of land for which someone is willing to pay \$500 a year to use, i.e. it is worth \$500 a year to use. That amount instead of going to A goes to the Government. Or, as it is sometimes expressed, a piece of land is worth \$10 a year to use; then \$10 will be the tax on the land. Land would have no selling price. Individuals would use land; they could not sell it. They would sell only improvements. The Single Tax would take away all real land ownership.

Q. 2. The complete Single Tax theory is here referred to.

Q. 3. Since the Single Tax takes all land values it robs the owners.

Q. 4. The opposition of the Church comes from the fact that the Single Tax theory aims at taking without compensation certain property now belonging rightfully to individuals. It belongs rightfully to the owners under the natural right of owning property.

Q. 5. Higher land taxes need not be robbery and therefore if helpful in curing evils in land ownership are to be favored.* Much of the labor problem is derived from evils in the ownership of land.* Many of the large monopolies are dependent upon ownership of natural resources, e.g. anthracite coal, oil, etc.* Farm lands are increasing in price rapidly (except very recently) and tenantry and mortgaged farms have increased. Farmers pay for land more than it is worth and often do not make enough year by year for returns on inflated value of land and on improvements, and for a fair living wage for their labor. They get a large part of their returns from selling the land again at an enhanced price. Farmers thus become speculators on the probable increase in the price of their land.* Slums and general congestion in cities result from evils in land ownership. Land is held out of use, - not only in noticeable cases of down-town property held vacant or poorly improved, but also in cases of residence property. This increases rents. It also increases the price paid by home builders for a lot.* Taxes fall light now upon land and heavier upon improvements and income from work, e.g. upon consumable goods, upon incomes, e.g. tariffs, excise taxes. The increase in land values is only partly reached.* High rents, high cost of living from other sources, tenantry in cities and on the farm, a narrow extension of property ownership in city industry, etc. result from these evils in land ownership.* High land taxes would help.* Improvements i.e. the result of human labor could be taxed less and land more.* Compensation should be made for positive losses if a tax on future increases in land values is introduced. Positive losses come about in this way: A buys land worth \$800 but has to pay \$900 because it is usual for sellers to insist on including in the sale price a part of the future increases which they would receive if they retained the land. When a tax taking all the future increases in land values is introduced, the price drops back to its real worth and if A has not had time enough for his land to have come up to \$900, he has suffered a positive loss through the introduction of the tax. This should be compensated for because he bought the land with the tacit agreement from the Government that the Government would not take from him the difference between the worth of the land and the purchase price. But the Government would not have to compensate for gains which he might have made if the tax were not applied because it is not a part of the natural right of land ownership that all the increases in land values go to the owner. A tax taking only a part of the future increase in land values and taking it gradually would bring only minor losses, all of which would probably be remedied by gains from other sources.* So here instead of the Single Tax, there is offered higher land taxes and lower taxes on improvement, a gradual taking by taxation of future increases in land values, and taxing of very large holdings of land. Other measures such as the retention by the Government of lands bearing natural resources, and the leasing of lands by cities are worth while.

The Committee of 48 concentrates now on a land tax program. They helped to form the Farmer-Labor Party, but withdrew and have now discarded public ownership except for railroads, canals and pipe lines, necessary terminal facilities and "necessary .. means of communication." They favor "taxation of all land values, including land containing coal, oil, natural gas, mineral deposits, large water powers and large commercial timber tracts." Since they have not explained themselves any further it is impossible to make a judgment on the extent of the taxation of land values, or on the suddenness or gradualness of the levy which they propose, and therefore on the justice of the plan. They are trying to finance a congressional campaign in 1922. Their vagueness is to be suspected.

For further reading on land tax reform see Distributive Justice pp. 94-133.

KENTUCKY STATE CONFERENCE

INSTITUTE

by
Mr. Frank J. Bruno

The Concept of Treatment in Social Case Work

1. What is the subject matter for treatment?
2. What are the obstacles which prevent the self corrective processes?
3. What methods are available for treatment?
 - a. Intuitive
4. (#3 continued)
 - b. Telic
5. Experiments in treatment

The cases to be used as follows:

1. Those which all members should read and with which they should be thoroughly familiar before attendance upon the Institute:

From Breckinridge:

David Lawrence
Frank Mason
Marya Lenol
Helen Koleki

From "Three Problem Children":

Sidney

From "Children Astray":

The Prima Donna

Read also the effort of the messenger from Agamemnon to persuade Achilles to rejoin the Grecian Army before Troy as described in Homer's Iliad, Book IX.

2. Each student should also bring with him at least six of his own cases to illustrate:
 - a. What he was trying to do by means of case work processes
 - b. What means he used
 - c. Some reasons for the successes and the failures of his efforts

INSTITUTE

KENTUCKY CONFERENCE OF SOCIAL WORK

The Concept of Treatment

LESSON I

1. What is the subject matter for treatment -
In Homer's Iliad
" The Prima Donna
" Marya Lenol
" Helen Koleki
2. How is it determined -
By the circumstance of a situation
By a statement by the client
By a complaint
3. How do we know what needs to be done -
The place of investigation
The relation of an investigation to the sort of
problem
Difficulties of such a program
(See Frank Mason)
What tests have we that we have found out what
needs to be done (See Sidney and Koleki)
4. The place of the concept of normality in determining the
object of treatment
What statement of social normality do we possess
How do we test variation from normality
What do we mean by normality
Is it only the average conduct (literal meaning)
What relation does it bear to social order
Conformity
Non-conformity
The importance of social order
Authoritative
Organic
Measurements of normality
Physical
Mental
Social
5. What phases of departure from normality do we treat
Koleki
Relation of our treatment to the treatment undertaken by
others who handle the abnormal
Psychiatrists
Physicians
Ministers
Courts
Educators

LESSON I (Cont.)

5. Development of the idea of subject matter -

Consult Flexner in the Conference at Baltimore (1915)
on "Is Social Work a Profession".

The economic
The behavioristic
The social

6. Importance of definite subject matter for treatment

Precision
Range
Relation to the person

The Filson Historical Society

LESSON II

What are the obstacles which prevent the self corrective processes.

1. Analogy with medicine -
 Why is a doctor called in
 Curative function
 Diagnostic function
 What heals the patient
2. Change in emphasis - desires
 Achilles
 Frank Mason
3. Change in mechanism - psychopathic
 Sidney
 Prima Donna
4. Change in circumstances -
 Koleki
 Lenol
5. To what extent are treatments possible
 Sidney
 Koleki
6. What place has the proper diagnosis in treatment
 Sidney
 Mason
 Lawrence
7. How fully may the self curative processes be allowed to
 function by themselves -
 The Iliad
 Lenol
 Lawrence
8. Summary -

The use of the social environment of the client for
treatment.

LESSON III

What methods are available for treatment - Intuitive - Telic

1. Definition of intuitive and telic methods
 - Autonomous
 - Scientifically planned
2. Significance of this distinction in social case work
 - The intuition as a guide in social relations
 - Courtesy
 - Temper
 - Patience
 - Language
 - Recency of the telic backgrounds
 - Law
 - Education
 - Religion
 - Social Work
3. The acquirement of intuitive methods
4. The significance of the telic methods
 - Difficulty in separating from intuition
 - The place of
 - Psychology
 - Social Science
 - Literature of novel and drama
 - The place of training
 - The case method
 - Precedent as law regards it
 - Comparison of the case method in social work and its use in teaching law
 - Professional literature
 - Strong on description and diagnosis
 - Weak on exact classification and treatment
5. Psychiatric social work as the best example of the telic method -
 - The example of Sidney
 - How was the diagnosis made
 - From what storehouse was the method of treatment chosen
 - The conciseness of psychiatric classification
 - The indicative nature of psychiatric symptoms
 - Compare these with social -
 - The weakness of the psychiatric method as shown by Sidney
 - Possible hypotheses

LESSON IV

What methods are available for treatment - intuitive, telic, (Cont.)

1. In the cases of Lawrence, Mason and the Prima Donna, separate out the different processes used in treatment, and indicate which ones showed
 - Intuitive treatment
 - Telic treatment
 - A combination of the two
2. In the instances of intuitive treatment, what evidence is there of the intuition of the case worker in the Koleki case?

What contributes to the enrichment and impoverishment of the intuitive method:

- Education
- Culture
- Religion
- Philosophy
- Travel

In the Koleki case, ideally, what background should the worker have had to have treated it ideally from the intuitive aspect (compare the incident from the Iliad)

3. What specific categories of scientific material should the case worker have been familiar with in order to treat the Koleki case?
 - Informational
 - Treatment
 - a. Respecting the effect of the loss of her husband upon her family and her emotional life
 - b. Respecting the problem of use of economic resources
 - c. Respecting economic support
4. What was the available telic resource in the treatment of David Lawrence?
 - Was it used in -
 - a. Finding him
 - b. Planning the treatment

LESSON V

Experiments in treatment

1. How many different efforts did the messenger make to persuade Achilles?

Granting they were intuitive, on what were they based?

Can you think of others he did not use. If it had been possible to use the telic method, how would you have gone about it?

2. Differential diagnosis and experiments in treatment
 - Special attention to specific situation
 - Danger of such a method
 - The value of definiteness in treatment
 - The prevalence of the formula
 - Its reason - Difficulty of differentiation
 - The common area in human nature
 - The early stages of treatment in which method has to work out general laws before it can differentiate
 - Concentration vs. bird shot
 - David Lawrence - Lenol
 - Over concentration - or false concentration
 - Koleki
3. What is meant by experiment in case work
 - a. The use of the laboratory in physical science
 - The use of statistics in social sciences
 - The case method in sociology
 - The social case method in social work
 - b. Experiment in
 - Investigation
 - Homeless
 - Psychopathic
 - The baffling
 - Treatment
 - Prima Donna

Illustrations.

4. Waiting for the self curative processes
 - Lawrence - (also Margaret Costello)
 - Conditions aiding the experiment of watchful waiting
 - Public opinion
 - Client's own judgment
 - Force of circumstances
 - Objections
 - Cost to those who are suffering
5. Shock - Prima Donna
 - A good deal of present day discussion
 - Used by social selection
 - Importance of the form

LESSON V (Cont.)

6. Placing responsibility of someone in social environment of client.
 - No illustration in these cases; but how much could the Lenol-Koleki sisters have done for themselves
 - Place of the social worker in such a method
 - Conditions of its success
 - Qualities of its success
7. Accepting client's own plan -
 - What are the indications for such treatment in -
 - Nature of problem
 - Relation of social worker and client
 - How long may such a plan be pursued - or what social values limit its usefulness
 - What benefits are gained by its uses
8. Force -
 - Kinds of force
 - Present disfavor - professionally, contrasted with its growing favor non-professionally in the matter of criminals
 - Why each of these
 - Cutting off relief
 - The power of the law
 - Scolding
 - The relation of the use of force to whatever else the plan includes
9. Importance of watching and recording experiments
 - As a self discipline
 - As a contribution to professional knowledge

SCHEDULE

Mr. Frank J. Bruno

Monday, October 28

10:00 to 12:00 - Institute

12:30 - Luncheon - Neighborhood House

2:00 to 4:00 - Institute

Evening - Free

Tuesday, October 29

10:00 to 12:00 - Institute

Tentative luncheon - Y.W.C.A. - to hear Miss Elisabeth Christman,
Secretary of the National Women's Trade Union
League. Subject: "The Industrial Situation
in the South".

2:00 to 4:00 - Institute

Dinner - 6:30

Wednesday, October 30

10:00 to 12:00 - Institute

Luncheon - Meeting of Inter-City Conference group

3:30 - Joint meeting of District Committees of Family Service
Organization - Mr. Bruno to speak

Dinner - With Mr. Benjamin at Highland Presbyterian Church and
then to Mr. Benjamin's home until train time.

1924

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- MISS JANE DICKEY, Director of Work with Younger Girls, Y. W. C. A.
- MISS ETHEL D. FITZHUGH, Assistant Supervisor of Physical Training, Louisville Public Schools.
- MRS. ALLEN GAGE, Board of the School of Social Work.
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- MISS FRANCES INGRAM, Head Resident, Neighborhood House.
- MISS IDA LEVIN, Director of the Department of Recreation, Louisville School of Social Work.
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- MRS. DAVID C. MORTON, President, Louisville and Jefferson County Children's Home.
- CHARLES NEMSER, General Secretary, Y. M. H. A.
- LEROY OLCOTT, Lion's Club.
- C. L. SHONTZ, Director of the Department of Physical Education, Y. M. C. A.
- DR. CHARLES W. WELCH, Kiwanis Club.
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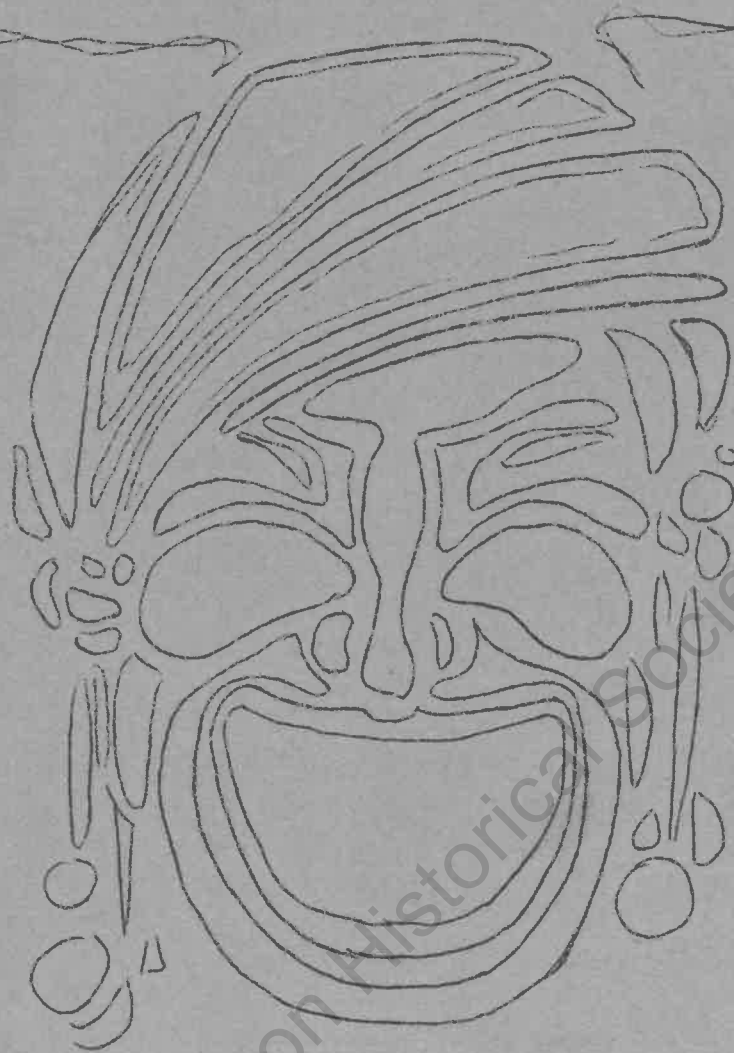
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Charles F. Wells
National Recreation Association

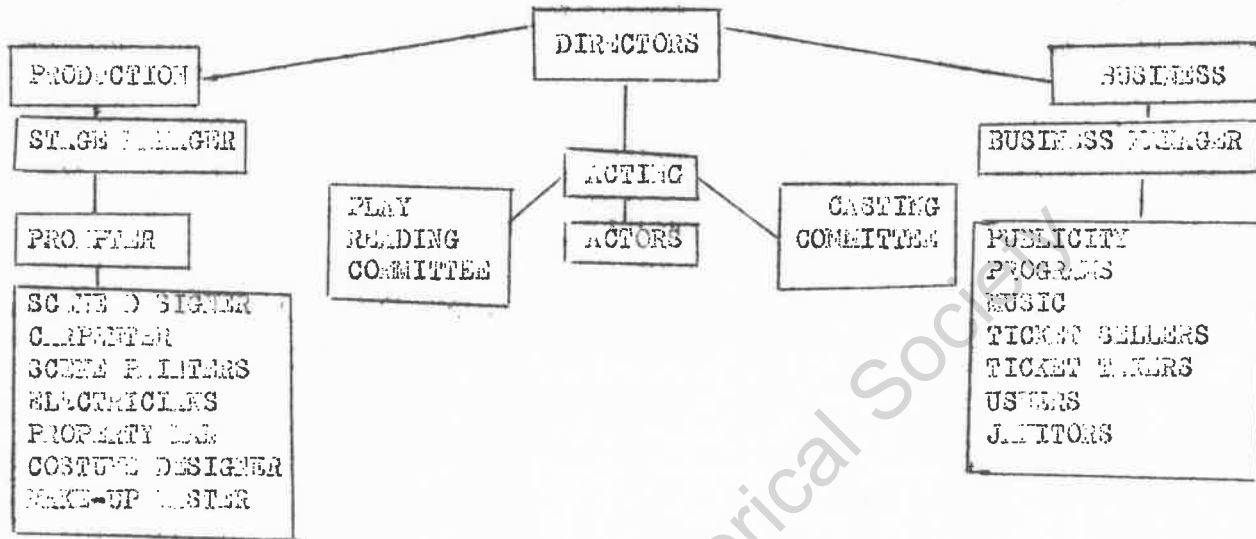
Recreation Division - Louisville, Ky;
October, 1934

Dramatic Institute

Under the direction of Mr. Charles F. Wells, Drama Specialist,
National Recreation Association

Recreation Division
Department of Public Welfare

DIAGRAM OF ORGANIZATION FOR A PERFORMANCE



There should always be three departments in every dramatic production, the production, the business and the acting, with the director in charge, but with the responsibility turned over to capable assistants. The stage manager is given charge of the production department to work out scenic and lighting effects. The business manager is given complete control of all affairs dealing with the "front" part of the house. The number of assistants required by each of these departmental managers will depend upon the size of the production. With this form of organization the Director is left free to devote all of his time and energy to the directing of the actors. The Play-reading and Casting committees work with the Director in selecting the right play and choosing the characters to best fit the parts.

The Director, of course, works with the Stage Manager and Business Manager to suggest ideas and to see that everything is handled properly, but the actual work and development is done by the managers and their assistants.

The Prompter is the Stage Manager's assistant, he holds the "prompt" book during rehearsals and makes note of what is needed in the way of scenery, lights, properties, and most of all supplies forgotten lines and actions to the players on the stage.

After the play has been produced and all bills paid, the Business Manager should make out a financial report showing in detail all incomes and expenses. This report is valuable to the Business Manager of the next production in making out his budget. The Business Manager is responsible for the publicity through the medium of newspapers, circulars, posters, pictures, letters, and direct mailing. The publicity should be ample and varied.

The music and musicians should be carefully selected, with the advice of the director, to fit the mood of the production.

The make-up master helps on the make-up, but for the most part the individual actors should do it themselves.

MAKE-UP

MATERIALS TO INCLUDE IN THE MAKE-UP BOX

Towels, Cheese Cloth, or Tissue	Crepe Hair (Any color)
Mirror	Spirit Gum
Orange wood sticks or tooth picks	Alcohol (For removing spirit gum)
Cold Cream	
Grease Paints	Scissors
1. Pale flesh	Comb
2. juvenile pink	
3. robust old age	

Liners

1. gray
2. white
3. yellow
4. dark crimson
5. medium brown
6. black
7. blue

Black wax (For missing teeth)

Nose putty
Clown White
Mascaro
Burnt Cork

Powders

1. white
2. flesh
3. brunette

This list indicates what is needed in the amateur's make-up kit to meet the ordinary needs. All of the materials can be purchased at drug stores that handle theatrical make-up.

Moist Rouge

Steins No. 18 Dry Rouge
Powder Puffs.

Lining pencils and paint brushes for lips, are very helpful in make-up. A soft brush for brushing off surplus powder is also helpful.

BOOKS ON MAKE-UP

"THE ART OF MAKE-UP" by Helena Chalmers. Pub. A.Appleton, N.Y.C. \$ 2.00

"How To Make-up" by S.J. Adair.- Fitzgerald. Pub. French, N.Y.C. \$.75

" Make-up" by John Baird. Pub. French \$ 1.75.

HINTS ON MAKE-UP

1. Grease paint is not harmful for the face if cold cream is used first, and also in used in removing the make-up.
2. Make-up must be used carefully and sparingly if it is to be effective.
3. Be sure to make-up the hands and neck the same as the face.
4. A liner of darker color than the "base", used properly will give the shadows for the eyes, cheeks, temples, neck, when such shadows are required to produce hollows.
5. A "high-light" made with a liner, lighter than the base, will make the cheek bones, nose chin and other features appear more prominent.
6. BLEND all lines, shadows, highlights and cheek rouge with powder.
7. For missing teeth --- block them out with black wax.
8. Crepe hair should be about three shades lighter than the actor's hair,

because : beards are naturally lighter, and crepe hair looks darker on the stage.

9. Wax the mustache and beard with cold cream or vaseline if desired.

10. Study the character to be made-up, experiment, and remember practice makes perfect.

MAKE-UP MANUFACTURERS - furnish price lists and free booklets.

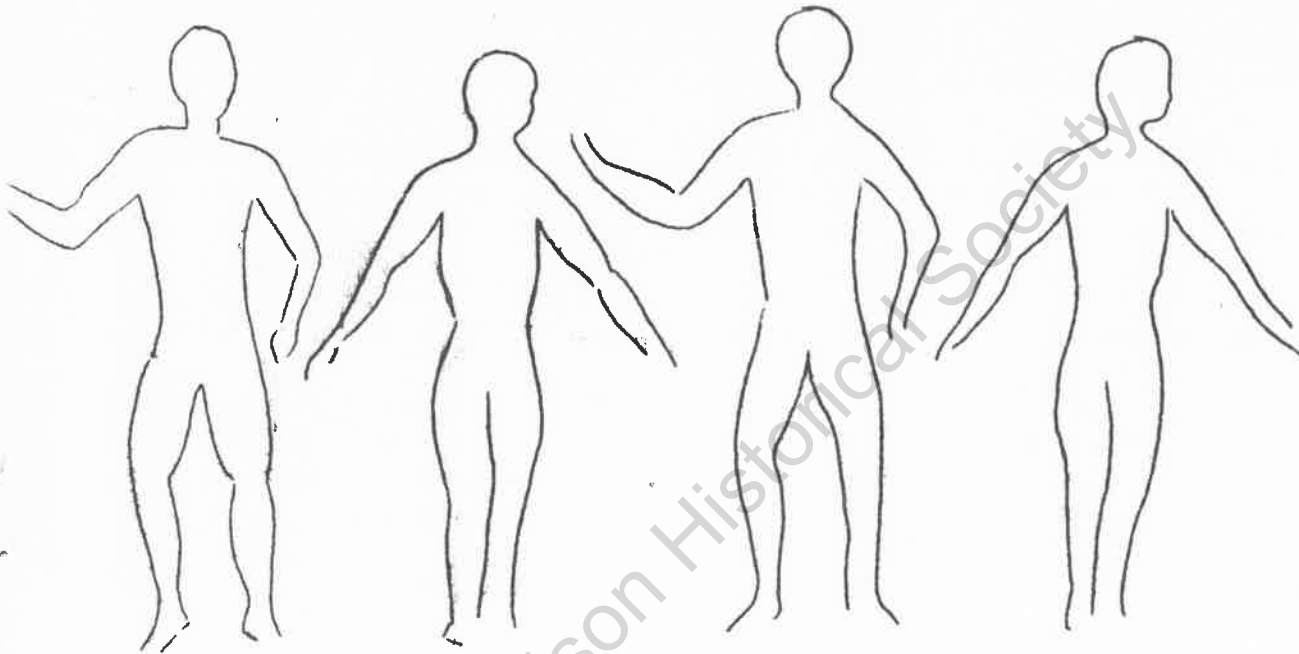
Henry C. Miner, 10 East 40th St., New York City.

H. Stein Cosmetic Co., 430 Broome St., New York City.

O.F. Berner, 107 West 46th Street., New York City

Max Factor, Hollywood, California.

COSTUME DESIGN



1. Outline Costume on figure.
2. Indicate colors with paints or crayon.

SUGGESTIONS ON COSTUMING

1. COSTUME SHOULD:

- (a) Fit the mood of the play and the character.
- (b) Characterize the person
- (c) Distinguish the characters from each other.

2. COLOR AND LINE WILL AID IN THE ABOVE

3. COLORS IN GENERAL

- (a) Red, orange and yellow are warm colors appropriate for the vigorous passionate characters.
- (b) Blue, green, and violet are cool colors and suggest calmness and quietness.
- (c) Neighboring colors suggest harmony and friendships which complementary colors indicate conflict and struggle.
- (d) Brilliant colors give brilliancy and movement to a scene; dark colors give strength and dignity.
- (e) Primary colors -- blue, red, yellow
 Binary colors -- green, orange, purple.
 Complementary colors -- red, green, blue, orange, purple.

4. LINES IN GENERAL:

- (a) Long straight lines give the effect of dignity and serenity;
- (b) Sharp curves and circles suggest lightness and comedy;
- (c) Jagged lines and angles suggest grotesqueness and excitement.

5. LANGUAGE OF COLOR

Green -- life, immortality, faith, hope, victory, spring, youth, inexperience.

Yellow-Green -- treachery, jealousy, fear.

Blue -- dignity, sadness, hope, fidelity, generosity, truth, piety, wisdom, intelligence.

Purple -- royalty, stateliness, pomp, wealth, power.

Amethyst-- violet-- suffering passion, love and martyrdom.

Rose -- love, beauty, health, music, dawn.

White -- light, purity, truth, innocence, peace, modesty.

Black -- woe, gloom, darkness, dread, death, chaos, mourning, crime, terror, shame, sleep.

Gray -- humility, piety, old age, sobriety, sadness.

Clear yellow-- joy, constancy, fruitfulness, symbol of the sun.

Brown -- monotony, poverty, inferiority.

Orange -- mild unrest, vitality.

Red -- courage, energy, patriotism.

ADDRESSESPLAYS, PROGRAM MATERIAL AND SUGGESTIONS

National Recreation Association, 315 Fourth Avenue, New York City.

Lists of plays, pageants and programs. Bulletins on scenery, lighting, costumes. Free advice on developing a drama program.

Samuel French Inc. 25 West 45th St. New York City.

Free catalogues of plays. Catalogue of scenery. Monthly bulletins of plays.

Walter H. Baker Company, 178 Tremont Street, Boston, Mass.

Free catalogue of plays, minstrels, and programs. "Dramagram" a free bulletin. Very helpful.

Dramatic Publishing Company, 542 South Dearborn St., Chicago, Ill.

Handle plays of all publishers, write for catalogue.

Ivan Bloom Co. 3806 Cottage Grove, Des Moines, Iowa.

Catalogue, "Plays for Schools and Colleges"

Division of Pageants and Costumes, Methodist Episcopal Church, 740 Rush St, Chicago, Ill. List "Plays for Church Centered Recreation" Will supply costumes at low cost.

Drama Bookshop, 48 West 52 Street, New York City.

Handle books and plays of all dramatic publishers. If they do not carry the material desired they will help find it.

T.S. Denison Pub. Co., 623 South Wabash Avenue, Chicago, Ill.

Publishes plays and stunt materials. Also a splendid line of minstrel shows, songs, jokes, and sketches. Write for free catalogues.

Frederick B. Ingram Productions, Inc. Rock Island, Illinois. New publishing house, issuing "Plays of the Month".

Old Tower Press, Lockport, Illinois, Free catalogue of plays for children, high schools, and adults. Very valuable lists..

Junior Dramatics Pub. Co., 16302 Kempton Ave., Cleveland, Ohio.
Send for free list of plays suitable for boys and girls of junior high age.

D. Appleton & Co., 35 W. 32nd St., New York City.
Plays and Programs materials. Free catalogue.

PRODUCTION MATERIALS

Lander Brothers Co., 145 v Pearl Street, Boston, Mass.
Sell "misprint cretonne" and inexpensive material for stage drapes.

Display Stage Lighting Company. 410 West 47th St., New York City.
Free catalogue of stage lighting equipment.

Chas. Newton Co., 253 W. 14th St. New York City.
Good spotlight for \$ 15. other equipment at low prices.

Chicago Stage Lighting Co., 55 West Wacker Drive, Chicago, Ill.
Free catalogue of stage lighting equipment.

Dy-O-La Dye Co., Burlington, Vermont
"Tinting, Dyeing and Practical Art Craft" 15¢

Van Horn and Son, S.E. corner 12th and Chestnut Streets, Philadelphia, Pa.
Catalogue "Costumes and Accessories" contains illustrations of value for costume designs.

The Davis Press, 25 Foster St., Worcester, Mass.
Publish costume plates in three sets, 8 plates in a packet for #5¢

Dennison Mfg. Co., 220 - 5th Ave., N.Y.C. or 62 E. Randolph St., Chicago.
Costume packets ten in a set for 10¢. A great variety of plates to aid in costume design, everything from National costumes to flowers.

Home Pattern Company, 18 East 18th St., New York City.
"Masquerade Costumes" 15¢ contains illustrations of value.

Diamond Dye Co., Burlington, Vermont.
A copy of "Color Craft" sent free to anyone interested enough to write.

BOOKS

BOOKS ON STAGE CRAFT AND PRODUCTION

Equipment for stage production by Krows.. Pub. Appleton	\$ 1.50
Community Drama Pub. The Century Co.. New York City	2.00
Book of Play Production by Smith	Pub. D. Appleton N.Y.C. .. 3.00
Little Theatre Organization and Management by Dean Pub D. Appleton	2.50
Producing in Little Theatres by Stratton .. Pub. H. Holt & Co. N.Y.C.	2.90
Technique in Dramatic Art by Bosworth, Pub. MacMillian	2.60
The School Theatre by Mitchell.. Pub.. Brentano's N.Y.C.	1.75
The Art of Make-up by Chalmers.... Pub. D. Appleton .. N.Y.C.	2.00

Books on Stage Craft and Production

"How to Make-Up by Fitz-Gerald. Pub. S. French, N.Y.C.	.75¢
Make-Up by J. F. Baird, Pub. S. French, N. Y. C.	1.50
Costuming a Play by Grimbél & Wells. Pub. Century & Co. N.Y.C.	3.00
Stage Costuming by Young. Pub. MacMillian Co.	2.50

Books on Pageants and Plays

Camp Recreation and Pageants by Hofer. Pub. Association Press	2.00
Music for Plays and Pageants by Holt. Pub. D. Appleton	1.00
The Art of Producing Pageants by Bates. Pub. W.H. Baker	1.75
Community Drama and Pageantry. Yale University Press	4.00

Stunts and Entertainments

Stunt Plays for Your Club Night by Kelley. Pub Drama Bookshop	.75
Six Dramatic Stunts. Pub. Playground and Recreation Asso.	.35
Shows and Stunts by Dagenhardt. Pub. Universal Press	1.50
Successful Stunts by Rohrbough. Pub. Doubleday Doran	1.50
Producing Amateur Entertainments by Ferris Pub. E.P. Dutton Co.	2.50
Stunt Night to-Night by Miller. Pub. Doubleday Doran Co. N.Y.	2.50
Snappy Stunts for Social Gatherings. Pub. Eldridge Ent. House, Franklin, Ohio.	.75
Bright Bits for Banquets. Pub. Elridge Ent. House,	.50
Six Rehearsal-less Entertainments. Pub. Walter H. Baker, Boston	.40
Shadow Pictures, Pantomimes and Charades, Pub. T.S. Denison, Chi- cago.	.35
Stunts for Fun and Fancy by Hanley, Pub. S. French, N.Y.C.	.50
Acting Charades by Richards, Pub. W.H. Baker, Boston	.75
The Minstrel Encyclopedia by Hare. Pub. W.H. Baker, Boston	1.00
Revue by Nicholson. Pub. D. Appleton	1.50

Puppet Shows

Marionettes Masks and Shadows by Mills. Pub. Doubleday Doran	3.50
The Boy Showman and Entertainer by Rose. Pub. S. French, N.Y.	2.00
The Tony Sarg Marionette Book by McIsaac, Pub. B. W. Hulbach, N. Y. C.	1.50
Puppet Plays. Pub. S. French, N.Y.C.	1.60
Plays for People and Puppets by Cath. Reighard, Pub. E.P. Dutton.	2.50
Puppet Shows for Home and School by Walters, Pub. Dodd, Mead Company	1.50

Religious Dramatization

How to Dramatize Bible Stories by Russell, Pub. Doran	1.60
Six Bible Plays by Mills and Hobbs Pub. Century Co. N.Y.C.	2.00
Religious Dramas Vol. 1&2 Pub. The Century Co. N. Y. C.	2.50
The Bible Workshop The Abingdon Press	1.00
The Good Samaritan Goodenough and Wiglon Co.	1.25
A Guide to Religious Pageantry The MacMillan Co.	1.25
Dramatized Bible Stories for Young People G. H. Doran Co.	1.00
Dramatization in the Church School. Uni. of Chicago Press	1.25
Modern Religious Dramas by Fred Eastman, Pub. H. Holt	3.00
Pulpit Dramas by Rev. Osgood. Pub. Harper & Bros	1.25
Offices of Mystical Religion by Dr. Guthrie. Pub. Century	2.50
Bible Dramatics by J. W. Raine, Pub. Centry	2.00
Church Pagenatry by M. Miller. Pub. Methodist Book Concern	1.00
Short Bible Plays by Rita Benon. Pub. Abington	1.00

Books on Stage Craft and Production

"How to Make-Up by Fitz-Gerald. Pub. S. French, N.Y.C.	.75¢
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The Minstrel Encyclopedia by Hare. Pub. W.H. Baker, Boston	1.00
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Puppet Shows for Home and School by Walters, Pub. Dodd, Mead Company	1.50

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Offices of Mystical Religion by Dr. Guthrie. Pub. Century	2.50
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Church Pageantry by M. Miller. Pub. Methodist Book Concern	1.00
Short Bible Plays by Rita Benon. Pub. Abington	1.00

A LIST OF NON-ROYALTY PLAYS FOR ADULTS

(Please order directly from Publishers or Bookshop, Addresses on last page)

ONE ACT PLAYS

Uncle Jimmy by Zona Gale. 1 act. 3 men, 5 women, 1 exterior. Uncle Jimmy's opportunity to travel comes when he is too old to set out in the world. When he at last starts on his journey his courage fails at the station and he returns to his little house. Good character work. Baker 50¢. In rural communities the play may be given without royalty on condition that some group or person plant a road side fruit tree or contribute in some definite way to community consciousness and development.

The Silent System by A. Dreyfus. 1 man, 1 woman, Scenery unimportant. Brilliant little comedy in which the lady does all the tattling without giving the man an opportunity to get in a word. Baker 25¢.

Bimbo, the Pirate by Booth Tarkington. 1 act. 4 men, 1 woman, 1 interior. A brilliant melodrama in which Bimbo, notorious and much feared pirate, shows a degree of kindness and adherence to higher standards of living that are usually found in men of better reputation. Samuel French. 50¢. Amateurs may secure permission to produce this play without royalty from the Ladies Home Journal, Philadelphia, Pa.

The Boor by Anton Tchekhov. 1 act. 2 men, 1 woman, 1 interior. A clever woman brings a blustering woman-hater to his senses. Excellent comedy of Russian peasant life. Recommended for groups of some experience. French 35¢.

The Ghost Story by Booth Tarkington. 1 act. 5 men, 5 women. A group of high school and college boys and girls are involved in a series of humorous situations with a satisfactory ending for a pleasing love story. D. Appleton and Co. 50¢

A Marriage Proposal by Anton Tchekhov. 1 act. 2 men, 1 woman, 1 interior. A Russian farce in which an impulsive neighbor comes to propose to the daughter of the house and finds both the father and daughter as hot-tempered as himself. French. 35¢

Neighbors by Zona Gale. 1 act. 6 women, 2 men, Kitchen scene. Comedy of village life. All the neighbors gather together to assist poor Miss Carry in making plans for the arrival of her little nephew. A pretty love story runs through the play. French 50¢. In rural communities, the play may be given without royalty on condition that some group or person plant a roadside fruit tree or contribute in some definite way to community betterment.

Enter Dora, Exit Dad by Freeman Tilden. 1 act. 4 men, 1 woman. Interior. Joel Tibb, the keeper of the general store, served as "Selectmen" for fifteen years until his charming daughter took a hand in politics. French 50¢.

The Love Pirate by George Ford. 1 act, 3 men, 3 women. 1 interior. Father's plan to help his daughter's fiancee disengage himself from several young ladies does not work out as planned. French 30¢.

Plays in Miniature edited by Theodore Johnson. Contains seven excellent non-royalty plays including the "Babbage", "It Sometimes Happens", "At the Sign of the Cleft Heart", and "Outwitted". There are three plays carrying small royalty. High School or Little Theatre material. Baker. 75¢.

Better Never Than Late by Leota Diesel. 1 act. 1 man, 3 women. 1 interior. Maggie Winn and Henry Pieper decide to marry after forty years of courtship. An amusing and human play. Baker 30¢.

Flittermouse by Mary Katherine Reely. 1 act. 1 woman, 1 man, 1 interior. A bat hidden in the rafters of a summer cottage nearly spoils a proposal and serves to introduce much homely humor. Baker 30¢

Penningtons, Too by James C. Bardin. 1 act, 3 women, 2 men, 1 interior. Two faithful negro servants follow their mistress into poverty and provide her with a small income through deception. A sentimental little play which recalls memories of the post-bellum period. Baker 35¢.

Property Preferred by Beulah King. 2 acts 6 women, 1 interior. An inheritance brings more trouble than joy to Miss Livvy Green, when she tries to get rid of it most ridiculous investment only yields more wealth. French 30¢.

Brain Waves by Le Roy Phillips. A rehearsal-less one-act comedy. Two young people admire each other decorously from behind a magazine and a newspaper until the girl's aunt arrives and recognizes the man as an acquaintance. Most of the dialogue consists of the thoughts of the couple. Amusing and easy to produce. Baker 50¢.

The Ghost Hunters by Lura Woodside Watkins. 1 act, 4 men, 2 women. 1 interior. A mystery play for young people. Plenty of thrills and a satisfactory unraveling. No royalty if five copies are purchased. Baker 25¢.

The Rag-Cappet Bee An entertainment in one act for nine women. Mrs. Bolton who has lived in New York for seven years returns, to her country home. In her haste to get to church on time she puts her hat on backwards. It is mistaken for a New York style and much fun results when the other women follows her example. French 30¢.

Barbara by Jerome K. Jerome. 1 act, 2 men, 2 women, 1 interior. A dramatic episode of great power. French 25¢.

French Without a Master by Tristen Bernard, translated by Barret H. Clark. 1 act, 5 men, 2 women, 1 interior. An eloping couple, and irate French father and the finest of interpreters serve to make this a clever and amusing play. Especially recommended for high schools. French 35¢

Indian Summer by Meilhac and Halévy, translated by Barrett H. Clark. 1 act, 2 women, 2 men, 1 interior. Little Theatre groups will find this French comedy of the mid-nineteenth century a delight. French 35¢.

Trails by Mary Katherine Reely. 2 scenes, 7 men, 6 women, 2 exteriors. An ~~epis~~ episode from the "covered wagon" days is followed by a modern scene on the same spot, a tourists' camp. Good community entertainment. Baker. No royalty if eight copies are purchased. 35¢.

Box and Cox by J. M. Morton. 1 act, 2 men, 1 woman, 1 interior. A reliable old farce. French 25¢.

The Obstinate Family Farce in one act from the German. 3 men, 3 women, 1 interior. Easy to produce and invariably successful. French 25¢.

Dinner at Seven Sharp by Amabel and Tudor Jenks. 1 act, 5 men, 3 women, 1 interior. A thief, a masquerader and a hundred and one other complications keep a hungry man waiting an hour for his dinner. Baker 25¢.

INEXPENSIVE LIGHTING DEVICES

Very often the manager finds that he has been practically left out of the general budget and must therefore use his ingenuity in providing ways and means to light the play effectively. The following suggestions are offered to meet situations of this kind:

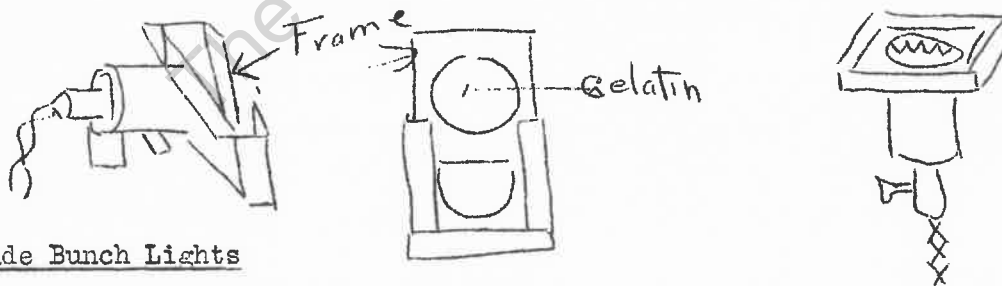
The Dimmer

One of the most important appliances for beautiful stage lighting is the dimmer or rheostat. There are all sorts of recipes for home made dimmers but if the money can be saved in other directions it is advisable to buy one. Small portable dimmers can be inexpensively obtained and it is more satisfactory to have two small ones than one large one.

The following suggestions, however, are offered for those wishing to make their own dimmers. In the bottom of a five gallon jug, three quarters full of salt water, place an iron plate which connects by wire to the meter. Connected with the wire which leads to the switch board is a $\frac{1}{4}$ " brass rod on the end of which is a pointed brass plate 3" x $4\frac{1}{2}$ " x $\frac{1}{8}$ " thick. This rod is placed in the jug of water. By drawing the rod slowly upward the lights will be dimmed.

Coffee Can Spotlight

A very effective spotlight may be made from an ordinary coffee can. Remove the cover and solder the can to a square piece of tin in which an opening smaller than the diameter of the can has been cut. Slash the edges of this opening, turn inside the coffee can and solder. The four corners of the square piece of tin are cut in about one inch, the top side bent back and the three sides, right, left and bottom, are bent toward the center. The frame which is thus made forms the receptacle for the gelatin. A hole is cut in the end of the can through which the light socket is screwed and soldered. Two small holes are made in the end and a trap door made in the bottom of the can for ventilation. This outlet for heat is very important. The can rests on a small piece of tin which is soldered to the back of it. With the inside of the tin painted flat white and the outside black, a very professional looking spotlight is the result.



Home Made Bunch Lights

Tin bread pans were recommended for both bunch lights, and footlights. Equip these receptacles with porcelain receptacles and wired. This type of lights are very inexpensive, yet effective.

All amateur groups should be cautioned against attempting lighting experiments without first finding out how much electricity the house carries. Many a play has been brought to a disastrous end by suddenly being thrown into darkness when an inexperienced light manager has over estimated the amount of power available.

NATIONAL RECREATION SCHOOL
COMMUNITY DRAMATICS
Charles F. Wells

MAKING PUPPETS

The making of puppets is a most fascinating project for Art and Drama groups. If this work is carried into the making and manipulation of an actual play, the results are well worth while.

CLOTH PUPPETS: Very good puppets can be made from old silk stockings that are light in color. The toes are cut off leaving the heel, and the stockings stuffed with cotton. The face, hands, and shoes should be colored with crayons or with paint. After stuffing the stocking part way, it is stitched up for the head and the body is then stuffed and sewed into place.

Appropriate clothes colored with the "crayonex" process are then added to make the puppet complete.

Very good puppets may also be made from unbleached muslin colored with paint or crayons. All types of characters are constructed in the same way; the coloring of the face and hands, and the costume will determine the nationality and sex.

PAPIER MACHE HEADS: Model the head as desired with any plastic modeling material which is easy to manipulate and may be used over and over. 2. When this is done it is given a thin coat of oil or vaseline. 3. Over this spread a wet paper napkin. Press the paper down well so that it fits into all corners of the modeled head. 4. Next take sheets of paper toweling or newspaper, cut them into strips about 1/8 inch wide. Brush a layer of paste over the napkin and press the strips down over the paste. Repeat this operation, using plenty of paste to hold down the strips. When the head has been well covered with strips, set aside to dry for twenty-four hours.

To release the clay model, make a vertical cut up the back of the head. Spread the paper with the fingers and lift out the clay head. After the clay is removed, the slit is fastened together with a strip of adhesive paper. Instead of slitting the head the clay may be dug out through the neck with a long modeling tool.

Smooth down any irregularities with fine sandpaper and color the head with opaque water colors. A coat of clear varnish or shellac is brushed over the water colors to make the head washable.

PUPPET BODIES: For the hand or glove puppet no body is required. The costume is made large enough to admit the operator's hand, the tiny hands of the doll are fastened to the arms of the costume, the costume sewed to the neck, and the puppet is complete.

For the stringed marionette, the bodies are made of wood. Students having access to wood working equipment can easily make the puppet forms. All of the body is made of soft wood, such as sugar pine. The parts are held together with screw eyes and pieces of leather or string. This allows for easy manipulation.

CLOTHING: It is best to cut paper patterns for the clothing before cutting the cloth. Fabrics such as cambric, sateen and China silk make attractive suits and dresses. Beautiful effects are obtained by adding designs done with crayons applied by the "crayonex" process of steaming to set the colors.

THE HUMAN FORD

This is one of the most laughable stunts imaginable. The participants appear on the platform and take their positions. Four of them represent the car occupants, including the driver. They arrange four chairs and seat themselves, two in front and two in back. A young man then assumes leap-frog position in front of the chairs. He is evidently the engine and radiator. On the top of his head he has tied a baking powder can. Four others group themselves about the chairs as the wheels. They stoop and hold to their ankles. An extra tire is on the back. The Ford is now ready to go.

The driver gets out, and, taking hold of the extended hand of the "engine" he cranks the machine. The "engine" begins to purr engine-fashion and then sputters out just as the chauffeur starts to get back into the Ford. He cranks it again and they start. The riders can inch their chairs along and the rest of the Ford moves with them.

There is a hissing sound and the back tire nearest the audience flattens out. The chauffeur gets out, makes the people in the back seat get up, pretends to get his pump, applies it to the tire and goes through the motions of pumping air into it. The tire rises slowly as if being inflated.

The next mishap is the radiator running out of water. The driver takes off the cap and pretends to pour in water.

They get started again and there is a blow-out. Someone in the car on the side away from the audience has a tightly blown paper sack. He pops this and the front tire next to the audience flattens out. The driver gets out, mops the perspiration from his brow, and after getting his imaginary tools, takes the wheel off. It is well to remember here that there are four lugs on a Ford. He rolls the tire to the rear and gets his extra tire. This he puts on, putting the old one in the place at the rear.

Next a traffic cop riding an imaginary motorcycle and making all the accompanying noise catches up with the Ford and stops it. He pretends to take the number and the necessary information and then rides off. A tip from the driver may be needed to appease him.

The final mishap is engine trouble. The driver gets out, lifts the hood (the "radiator's" coat) on one side, then on the other. He has the trouble fixed soon and the Ford moves on its way.

The chauffeur must remember each time to crank the machine. The stunt is all the funnier when not a word is said.

Department of Public Recreation
Oklahoma City, Oklahoma

Suggestions for Simple Scenery

In giving plays it is necessary to make use of all kinds of facilities from the improvised stage in the barn of the country district and the small stage of the high school or town hall to the perfectly equipped little theatre stage. It is therefore important that the dramatic director shall be prepared to make all kinds of adaptations. The problem of devising scenery should not be difficult and the lack of stage property need not cause any community leader to hesitate to attempt a simple play. The least expensive scenery is the so-called new scenery.

Drop Curtain

The drop curtain should be opaque. Plush or velour are good materials to use but are entirely too expensive for the ordinary community playhouse. The following inexpensive materials, although not opaque, are often used for this purpose and may be obtained for approximately the prices quoted: Denim, 36" wide 54¢ a yard; Rops, 50" wide--89¢ a yard; excellent quality of monk's cloth, Nearly opaque, 50" wide--\$1.49 a yard; Canton Flannel, 32" wide--49¢ a yard. Curtains made from the above mentioned materials are sometimes lined--inexpensive sateen or unbleached muslin will do for lining. Cotton Duvetyn, a new material which need not be lined, is undoubtedly the best of the inexpensive materials. This may be obtained in 36" width at 53¢ a yard. It is manufactured in a soft neutral shade which gives an unusually rich effect. While the curtains may be successfully manipulated by running them on rings along a taut wire, it is more satisfactory to purchase the professional track at \$5.00 a foot from any theatrical hardware supply shop. It is very important that this drop curtain be in harmony with the auditorium. The wrong color will sometimes ruin the artistic effect of the whole room.

Drapery Sets

Many theatre and auditoriums now make use of the drapery or arras set as it is sometimes called. This consists of curtains which may be hung on a heavy wire stretched from turnbuckles in the wall or on an iron or wooden frame--batten as it is professionally known. (See C and D--page 2) Wooden batten may be obtained from any lumber mill or theatrical construction company. A batten of 7/8" by 4"--16 feet in length may be purchased for 80¢. 1/2" gas piping for pipe batten is obtainable from any hardware establishment at about 9¢ per foot. When the frame extending around the back and sides of the stage is made of pipe batten, the corners may be curved. The frame is supported from the ceiling by large screws or flanges (see K--page 2) obtainable at about 20¢ each. The batten should be placed a few feet from the wall so as to allow a passageway for the actors.

A variety of materials are used for this set: sateen, dyed unbleached muslin, cotton flannel, cotton duvetyn or burlap. This last mentioned material although rather unwieldy is sometimes used, either dyed or in its natural straw color. Gray or blue is the color most generally in use today.

"Play Production Made Easy"--Mabel F. Hobbs.

"Stage Lighting with Home Made Equipment"--Jack Knapp.

"Drama Clubs--Step by Step"--Charles Wells.

SOCIAL ACTION DEPT. N.C.W.C. OFFERS
NEW PROGRAM FOR SOCIAL STUDY CLUBS
(N.C.W.C. Dept. of Social Action)

Washington, D.C. October 24.- To give more opportunities to social study clubs this winter, the Social Action Department of the National Catholic Welfare Council is recommending, in addition to its pamphlet "A Catechism of the Social Question," four other pamphlets and books for use by social study clubs dealing with industrial questions. Father Husslein's "Work, Wealth and Wages," Monsignor Parkinson's "A Primer of Social Science," Dr. Ryan's pamphlet "Capital and Labor," and Townes' "Social Problems" have been added to furnish more variety.

Special guidance in the use of any of these books or pamphlets and additional information and explanations will be sent clubs, which write to the Social Action Department, to assist them to secure a better grasp of the subject of discussion. Last winter this service was given only to clubs using the Catechism of the Social Question. Groups of persons, both men and women, met once a week and discussed the labor problem and how to solve it. A person who was well informed on the subject, whether layman or priest, acted as leader of the discussions and guided the group in its efforts to learn what the labor problem is and how to solve it.

The Catechism of the Social Question was used extensively last winter by social study clubs throughout the country, and it is expected that a larger number this winter will take it up as an introduction to the labor problem. It is written in question and answer form and while simple in form is not so fragmentary as to be confusing. It is sold for five cents a copy, in lots of 100 or more, 3½ cents each; lots of 1000, 3 cents each, by the National Catholic Welfare Council at Washington.

✓ Father Husslein's "Work, Wealth and Wages" has just been issued in paper covers to sell for twenty five cents by Matre & Company, Chicago, Ill. It takes up in readable and simple form nearly all of the points in Catholic social teaching, and is a good book for a social study club to follow.

✓ Monsignor Parkinson's "Primer of Social Science" is larger and more complete, and while it is written for English readers if it is used with the facts about American conditions in mind, it is a good book for American social study clubs to use. It is sold at eighty-five cents a copy by Devin-Adair Company, New York.

✓ Dr. Ryan's pamphlet, "Capital and Labor" has as an explanatory subtitle "Methods of Harmony and Conciliation." For groups that wish to discuss the ways of securing industrial peace this pamphlet is thorough and satisfactory on the points treated. Because industrial peace is so pressing and is being written about and talked of so much, it is expected that "Capital and Labor" will offer a special appeal. It sells for ten cents a copy, in lots of 50 or more, 8 cents each; lots of 500, 7 cents each, at the National Catholic Welfare Council headquarters at Washington.

✓ Townes' "Social Problems" is a thorough discussion with guide questions and references at the end of each chapter to various subdivisions of the labor problem, and a few other allied matters. It is written by a non-Catholic and is sold for one dollar by the Macmillan Company.

National Catholic Welfare Council

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JOHN A. LAPP, L.L.D.

NATIONAL HEADQUARTERS

1312 Massachusetts Ave., N. W., Washington, D. C.

November 6, 1922.

Miss Frances Ingram,
428 S. First St.,
Louisville, Ky.

Dear Miss Ingram:

You will find enclosed with this letter a news sheet issued by our Department which explains social study courses suggested this year for social study clubs. As you will notice, new books and pamphlets are added to the Catechism of the Social Question in use last year. We make the same offer for these that we made for the Catechism of the Social Question: We shall send on request to leaders of clubs using any of these books or pamphlets additional information, and guidance in its use.

Since the news letter was issued, the second edition of "Labor Problems and Labor Legislation" by John B. Andrews, Ph.D. has come from the press. This is a paper bound illustrated booklet of 140 pages, issued by the American Association for Labor Legislation, the organization of which Dr. Andrews is Secretary. It sells for thirty cents a copy, but we can probably secure cheaper rates for you in quantity lots. We are adding it to our list of suggested books for use by groups that wish to take up labor legislation more extensively.

Sincerely yours,

R. A. McGowan

(Rev.) R. A. McGowan,
Assistant Director.

National Catholic Welfare Council,
22 E. Ontario Street,
Chicago, Ill.

Please send me, free of
charge, copy of translations of
the Civics Catechism checked in
the list below:

- Italian _____
- Slovak _____
- Polish _____
- Slovenian _____
- Roumanian _____
- Hungarian _____
- German _____
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