

NEIGHBORHOOD HOUSE

428 SOUTH FIRST STREET

LOUISVILLE, KY.

war Chapter

LOCAL COMMUNITY PROGRAM
of
NATIONAL CONFERENCE OF SOCIAL WORK
Atlantic City, June 1-8 1919.
Frances Ingram, Chairman.

The program of the Local Community Committee covered a wide range in its consideration of the fundamentals necessary to the growth of a community and of methods whereby communities develop. An attempt was made to answer the question of how to maintain in post war times, the standards that were brought about by the war and how to carry over the community spirit developed for the morale of military life, to post war times for the morale of civil life.

Good housing, fundamental in the proper development of any community, was given great impetus during the war. A new interest has been developed not only on account of the splendid demonstrations by the Federal Government in its housing developments but also because little building was carried on during the war. The necessity consequently of using old unsanitary houses by the well-to-do has brought about interesting and telling reactions. In the light of these new housing ideals the Local Community program emphasized the sound economics of a proper management of dwellings and the necessity of setting a minimum standard below which no dwelling shall be permitted to fall.

Recreation, another fundamental in a community program, which made a great stride forward during the war, was discussed from the standpoint of the development of the community center movement, methods of combining education and recreation in self-governing and self supporting community houses. Methods of uniting school with its neighborhood through community organizations. The value of the Community Council to the community movement was pointed out, also the building of Community Houses as War Memorials. The rich contributions made by the War Camp Community Service during the war, pointed the way for future possibilities of turning to account working organizations in rendering to our civil life such services as it has rendered to our military forces. It was pointed out that a central correlating agency of recreation and social life should constantly devise ways of bringing the prejudiced classes of the city together. Such a program for the assimilations of classes is an essential part of a good city program, forming the background of all community cooperation. In the field of commercial recreation a plea was made for the proper supervision of dance halls and a censorship of the modern stage, encouraging the legitimate stage but demanding a higher standard of amusement than that contributed by the burlesque house. Dr. Calkins struck a hopeful note in discussing the community's responsibility in furnishing a substitute for the saloon while Mr. Joseph Lee showed that problems would disappear by the community's reclaiming its lost talents in its development.

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One graphic chapter in the Local Community story was that of the stride forward by the negro during the recent war, and the emphasis of the need of developing a community program inclusive enough to cover the fundamental needs of the negro as well as the fundamental needs of the white people.

Not only were methods considered for the development of the most congested cities, but schemes for the development of rural communities whose pressing problems deserve the fullest consideration in order to keep the town and country civilization in sane, safe balance. The North Carolina scheme of rural development and the Manitoba experiment indicate a leaving behind of the selfish individualism of the past and a moving forward in the spirit of cooperative service. No one has better emphasized the relationship of country to city life than the late ex-President Roosevelt; "I warn my countrymen that the great progress made in city life is not a full measure of our civilization, for our civilization rests at the bottom on the wholesomeness, the attractiveness and the completeness of life in the country."

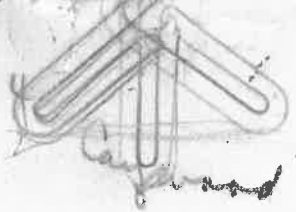
The Filson Historical Society

Senate 274

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and - Pub. Health Com
AMERICAN ASSOCIATION OF SOCIAL WORKERS

JOINT MEETING OF NATIONAL COUNCIL AND EXECUTIVE COMMITTEE

WASHINGTON, D.C. December 28, 1923.

PRESENT

- Miss Rose McHugh, Second Vice President, in the chair.
- Mr. C.C. Carstens
- Miss Mary J. R. Condon
- Mrs. Irene F. Conrad
- Er. James E. Cutler
- Mr. John B. Dawson
- Dr. Neva Deardorff
- Mr. Douglas P. Falconer
- Mr. James L. Fieser
- Mr. John M. Glenn
- Miss Jane Hoey
- Mr. David Holbrook
- Miss Dorothy Kahn
- Miss Irene Kiggett
- Mr. E. C. Lindeman
- Miss Doretta Schueler
- Dr. William F. Snow
- Mr. Arthur J. Strawson
- Miss Frances Taussig
- Miss Harriet Townsend
- Miss Kathryn Farra
- Miss Mildred Graham
- Mr. Philip Klein

The meeting was called to order at 9:30 A.M. by Miss McHugh. Mr. John Dawson was appointed secretary of the meeting.

Expressions of regret for absence were read from the President, Harry L. Hopkins, Miss Antoinette Cannon, Secretary, and Miss Katherine Hewins of Boston.

Minutes of the previous Executive Committee meeting were read and approved.

Minutes of the previous meeting of the National Council held in Washington May 22, 1923, were read and approved with the correction that page 2, paragraph 4, line 3, of the minutes should read "Mr. Robinsen of the same city".

Minutes of the meeting of the Council of the incorporated American Association of Social Workers held in Portland, Maine, December 3, 1923, were read and approved.

On motion of Mr. Strawson, seconded by Dr. Deardorff, it was voted that the following votes should be recorded as passed by the Council:

MS

- (a) That the resignation of Charles M. Drummond of Portland, Maine, as President of the incorporated American Association of Social Workers and member of the National Council be accepted.
- (b) That Mrs. Edith Shatto King be elected to membership in the National Council.
- (c) That the resignation of Dr. Donald B. Armstrong as a member of the National Council be accepted.
- (d) That Mr. Harry L. Hopkins be elected a member of the National Council.
- (e) That Mr. Harry L. Hopkins be elected President of the American Association of Social Workers, Incorporated.
- (f) That the members of the Executive Committee of the American Association of Social Workers, be elected members of the Executive Committee of the American Association of Social Workers, Incorporated.
- (g) That the members of the Membership Committee of the American Association of Social Workers be elected members of the Membership Committee of the American Association of Social Workers, Incorporated.
- (h) That the office of the American Association of Social Workers, Incorporated, be located at 130 East 22nd Street, New York City.

NOMINATING COMMITTEE

On motion duly seconded it was voted that the Chair appoint a committee of three to submit a report to be presented later in the day on names for membership on the Nominating Committee. The chair appointed Mr. Strawson, Miss Liggett and Mr. Falconer.

REPORT OF EXECUTIVE COMMITTEE

The report of the Executive Committee was presented by the chairman.

The report indicated that seven chapters had been approved by the Executive Committee between May 1933, and December 1933. An increase in the budget had been authorized by the Executive Committee on July 2nd to allow of an addition to the staff necessary to the proper conduct of the work of the Association as approved at the last annual meeting.

The New York Case Committee had been invited to become a subcommittee of the Association's committee on Research. A committee of New York members of the Association had been appointed to compete for the "Better Times" award for the best plan for coordinating the social work resources of New York City. An increase in the size of the Compass had been considered and authorized as occasion may demand subject to approval of the Compass Advisory Committee and the limitations of the budget. The suggestion that a Vocational Bureau office be established in Chicago had also been submitted to the Executive Committee.

In the opinion of the Committee the Association has a promotion responsibility, but as things are at present no financial responsibility toward such an enterprise. The Committee recommended that the Association publish an Annual Report.

The report of the committee was accepted and approved.

REPORT OF THE EXECUTIVE SECRETARY

Mr. Philip Klein, Executive Secretary, reported further on the proposal to establish branch offices of the Vocational Bureau. The Boston Chapter has proposed a placement service in accordance with a plan to be reported on by the Vocational Committee. The Atlanta Chapter has had the matter under consideration and a committee in Chicago under the chairmanship of Mr. Karpf has some suggestions to offer. There is no change in organization in Chicago. The secretary reported an office change including the appointment of Miss Kathryn Farra as Assistant Executive Secretary in charge of the research program on June 1, 1923, Miss Margaret Hodges as Vocational Secretary September 1st, and Miss Mildred Graham to take charge of the Compass, publicity and extension work as of January 1, 1924. The position of Director of the Vocational Bureau authorized by the Executive Committee July 3, 1923, is still vacant. A Joint Committee representing the American Association of Social Workers and the Association of Training Schools has been appointed to consider problems common to both organizations and will hold its first session in the near future. Two pamphlets hitherto in use in the Association have been revised, one on the Vocational Bureau and one relating to the general purpose of the Association. A complete directory of the membership has been published and supplied free of charge to every member of the Association. An offer of voluntary statistical services has been received which will make possible the organization of the most important parts of the material obtained by the questionnaires on working conditions, etc. sent out by the Association in 1922. Members of the staff of the Association have attended four state conferences and the meeting of the American Prison Association since the last meeting of the Council. The report also referred to a new office system, and the editing of the Compass. The report was accepted and ordered filed.

REPORT OF THE MEMBERSHIP COMMITTEE

Mr. Strawson, chairman of the Membership Committee, in presenting the Committee's report, stated that the present procedure of admission to membership was that applications about whom there could be no question of eligibility were passed upon first by the office and then by the chairman of the Membership Committee. Applications which did involve questions of eligibility were forwarded with all the available data to each member of the committee and a vote taken by mail. With this arrangement the geographical arrangement of the personnel of the Membership Committee was working in an effective manner. The committee referred to certain difficulties encountered in establishing eligibility to membership. The status of the public health nurse was uncertain and this question had been referred to the Research Committee for advice and information. The limitations imposed by

the phrase "supervised experience" in Article III, paragraph 4, of the Constitution had also been open to question. The committee recommended that no action be taken on the proposal to establish a new class of memberships to be designated as "Fellows" within the Association in view of the fact that that the definition of membership will probably be subject to change for some time to come. The committee further recommended that the provisions re organization membership be reviewed by the Council. On motion duly seconded the report of the committee was accepted and its recommendation regarding Fellowships approved.

DISCUSSION OF REPORT OF MEMBERSHIP COMMITTEE

Organization Members

General discussion followed on the status of organization members. Mr. Klein pointed out that on the question of eligibility Article III paragraph 5 merely stated that the organization should be one of "recognized standing engaged in social work". On the question of election Article 5, paragraph 5, merely states that organization members "may be invited by the Executive Committee to become members". There is no provision in the constitution for review of the application by the Membership Committee. Neither does the Executive Committee pass upon these applications as things have worked out because organization members have usually been solicited and dealt with through the office. The practice of the office hitherto has been to refuse organization membership if the organization has no executive who would qualify for individual membership.

After further discussion it was VOTED on the motion of Miss Kahn, seconded by Mr. Falconer, that the Chair appoint a special committee to cooperate with the subcommittee of the Extension Committee in the study of what should constitute an organization of recognized standing and of the method of admitting such organization to membership in the Association.

Dr. Meardorff, chairman of the Research Committee, reminded the Council that the Committee was charged with certain definite functions in the way of research and could not be regarded as a repository for all the knotty problems confronting other committees of the Association.

REPORT OF VOCATIONAL COMMITTEE

The report of the Vocational Committee presented by Dr. William F. Snow, Chairman, dealt with the proposal to establish branch offices of the Vocational Bureau, the charging of fees for placements made or services rendered by the Bureau, and the relation of the Bureau to other vocational and placement agencies, especially the national health agencies.

Dr. Snow intimated that in the opinion of the committee the coming year would have to see material progress on the part of the Vocational Bureau in meeting these three questions or else the Bureau would have to be greatly reduced as a cost factor in the budget of the Association.

The committee submitted with its report a request from the Boston Chapter that an experiment in regional placement work be tried out in New England and recommended favorable consideration of the details of the plan drawn up by the Committee on Placement of the Boston Chapter.

The report of the Committee was accepted and ordered filed subject to later decision on its specific recommendations.

DISCUSSION ON REPORT OF VOCATIONAL COMMITTEE

Branch offices of the Vocational Bureau

The secretary read the report of the committee on placement of the Boston Chapter, American Association of Social Workers, outlining a plan for joint placement service between the Boston Chapter and the Simmons College School of Social Work. The service would cover (a) Members of the American Association of Social Workers (free service), (b) Graduates of the School of Social Work (free service) (c) Trained workers, not members of the American Association of Social Workers (on a fee basis), (d) Untrained workers (through a volunteer committee on training and direction). The School would be asked to give their placement workers' time to classes a, b, and c, and office space. The American Association of Social Workers would pay for telephone, clerical service, postage, telegraph and office supplies. The American Association of Social Workers would appoint an Advisory Committee to work with the Placement Worker. The American Association of Social Workers would be asked to give \$600.00 to be used for placement service on the above basis for a six months' experiment.

The Vocational Committee recommended that favorable action be taken on the proposal. Lengthy discussion followed.

Dr. Snow stated it was his belief that if the plan were approved by the Council the Boston Chapter would approach the other chapters in New England before putting the scheme into operation. Mr. Holbrook raised the question as to the nature of the experiment. Was the six hundred dollars from the Association to be regarded as an aid and incentive to local effort subsequently to be withdrawn as local support increased or would the success of the experiment in its initial stages call for continued support from the Association? Dr. Snow thought the belief was that the establishment of such a branch office would be of value to the Association itself and if successful would merit continued support from the Association's funds. A question being raised on the relative position of Boston and Chicago with respect to the establishment of a branch office Mr. Karpf reported that the Council of Social Agencies in Chicago had appointed a committee to study the advisability of such an office in Chicago to serve the middle west. Inquiries had shown that outside the city of Chicago the mid-Western cities believed that an office in Chicago would have relatively little advantage from their point of view compared with the New York office and they were not interested in supporting such a move. In Chicago itself the four:

largest caseworking agencies had definite personnel problems which in their opinion would be helped by a local placement office. On the other hand replies to letters sent to local members of the Association brought out the fact that the majority considered the project unnecessary. There was a strong feeling that fees should not be charged for services of the Bureau and if an independent branch office of the Vocational Bureau were established in Chicago the cost at a conservative estimate would be about \$5000.00. Not more than a fifth of this could as yet be counted upon as coming from local sources. If the Boston plan could be duplicated in Chicago it would probably cost a little more than \$600. for the six months' experiment. Mr. Karpf stated that the Chicago situation had been somewhat influenced by the statement from the Executive Committee that the Association had a promotion responsibility but no financial responsibility toward their proposal and if the Association were now to decide to grant financial aid to such a measure Chicago would like to have an equal chance with the other places. Dr. Snow pointed to the fact that the Boston Chapter was the only one that had put forward a concrete and carefully worked out plan. The point was also raised that any experiment in Chicago might have to await the organization of a chapter there. An opinion was expressed that in view of the prevalent feeling that national agencies are too much identified with interests in the East, and in view too of the apparent willingness of the Vocational Committee to recommend a grant from the Association's funds for a local experiment, Chicago should be given every opportunity to present her case and be considered as a possible field for such an experiment. On the question of fees Dr. Snow reported it was his understanding that in the Boston plan fees charged by the branch office to trained workers who were not members would revert to the Association and would in part (the probably in very small part) offset the \$600 grant. It was probable that the charging of fees for service to non-members would be an inducement to membership and his committee believed there was no serious disadvantage in this experiment including a partial fee basis service even tho it were contrary to the policy of the Association as a whole. Mr. Glenn raised the question as to where the \$600 was to come from if granted, there being so specific provision in the budget. Mr. Klein replied that there would be a substantial balance on hand at the close of the fiscal year according to present estimates and the money would be available.

A motion that the question of branch office plan be referred to the Executive Committee with power to act was withdrawn and on motion of Mr. Strawson duly seconded it was

VOTED That the Vocational Committee be authorized to experiment in placement work on a regional basis in any division of the country it deems best, the amount to be expended for such experimental work to be determined at the discretion of the Executive Committee.

Meeting adjourned for lunch at 1 o'clock.

Adjourned meeting of the Executive Committee and National Council. American Association of Social Workers.
Friday, December 28, 1923.

Called to order at 3:15 P.M.

Continued discussion of Report of Vocational Committee

In the absence of the chairman of the committee, further discussion on the report was held over. Mr. Falconer of Buffalo wished to record the fact that members of the Association in Buffalo believed strongly that some fee system in return for services rendered by the Vocational Bureau, should be worked out if there is any likelihood that the Association would have to depend on grants from foundations for its operating expenses after January 1, 1925.

Report of the Extension Committee

The report of the Extension Committee was presented by Miss Hoey, chairman. The committee had purposely acted in a conservative manner with respect to promoting the organization of new chapters, the initiative being left to the local group. The effort had been made to extend the memberships through the interest of local members. The program of the Association had been presented at various state conferences and to a group of social workers in Toronto, through Professor J.A. Dale of the University of that city. It was planned to place articles descriptive of the purpose and organization of the Association, in the bulletins and organs of the other national associations. Report of the committee was accepted and approved.

Discussion on Report of Extension Committee

Mrs. Conrad raised the question as to what precisely was done when local members asked whether they should form a chapter and what the work of the chapter should be. Mr. Klein stated that in general the office replied to such inquiries in terms of what the established chapters were doing. Their work is of two kinds -- some chapters have confined themselves to aiding the National Office in its promotion and extension work. Others have taken up purely local problems. Others have combined both features. Instances of the second kind have been the consideration of work for juvenile delinquents in rural districts by the Fairfield County Chapter, the raising of funds to supply case work training in a university and the promotion of a social service exchange in Los Angeles. It was the sense of the meeting that while the development of chapter organization would undoubtedly add to the strength of the Association, their promotion should not at present be pushed unduly because questions effecting the function of local chapters, their relationship to the Association, etc., were still in a tentative and experimental stage.

Communication from New Haven Chapter

A letter was read from Otto W. Davis, Secretary of the New Haven Chapter urging that local chapters be made responsible for collection of dues to the National Association.

Objection was urged against this suggestion on the grounds that particularly as the number of chapters increased, their willingness to assume this duty and their effectiveness in performing it would show marked variation in consequences of which the position of the national office in financing the Association would be increasingly complicated. It was urged that the National Office advise the chapters at frequent intervals of the standing of local members.

After two tentative motions had been made and withdrawn it was moved by Mr. Falconer, seconded by Mrs. Conrad and

VOTED that in the opinion of the Council responsibility for the collection of membership dues rests with the National Office, that with the probably variation between chapters in standards of work and interest this responsibility cannot be delegated to the local chapters, but that where it is apparent that local chapters can help effectively in the collection of membership dues the National Office should seek their help to this end, and further that the National Office should keep the chapters frequently advised of the standing of members within their territory.

Communication from Leon W. Frost

A communication was read from Leon W. Frost of Detroit, drawing attention to the rapid growth of other national organizations of professional social workers, and suggesting the importance of this fact to the future of the American Association of Social Workers.

Dr. Deardorff suggested that before the question could be discussed intelligently more should be known about the aims and purposes of these national organizations as related to the aims and purposes of the American Association.

On motion of Mr. Strawson, seconded by Dr. Cutler it was VOTED that the chair appoint a committee composed of Miss Katherine Hewins, Miss Mary C. Jarrett and two other members to study the subject matter of the communication with special reference to the psychiatric social workers and the American Association of Hospital Social Workers and to report to the Council at a later date.

Report of Committee on Chapter Representation on the Council

A letter was read from Mr. Alfred Whitman, chairman of this committee appointed at the Annual Meeting in Washington forwarding a proposed amendment to Article 8 of the Constitution under the terms of which each chapter shall be entitled to one representative in the National Council to serve for a three year period, representatives at large to be elected by the Association at its annual meeting from a body of non-chapter members for a one year period, and to a number that will make the ratio of chapter representatives to the representatives at large equal to the ratio between chapter membership and non-chapter membership. On motion duly seconded the report was accepted.

Discussion on Report of Committee on Chapter Representation
Mr. Whitman by letter suggested that the subject be broached to the membership through the Compass with special reference to the future position of the Council as a governing body or as an electoral and advisory group.

Mr. Strawson raised the question as to the legality of the chapters as local associations electing delegates to the governing body of a national association. It was pointed out that under the terms of the new Charter it was not essential that the Council be limited to 60 members as had been assumed in the preparation of the Committee's report. It was suggested that the method of nominations and election of the chapter representative might be more clearly defined and that serious objection might be urged against limiting large cities with chapter organizations to one representative on the National Council. On motion of Mrs. Conrad, seconded by Mr. Falconer it was

VOTED that the proposed amendment be referred back to the committee on chapter representation for further study in the light of facts brought out in discussion of the report.

Report on Status of Joint Committee with Association of Training Schools

Mr. Klein reported that this Committee was originally a subcommittee of the Research Committee. It was felt advisable that it should now be a Committee of the Association. Mr. Hopkins had appointed Mr. Hodson, Philip Klein and Miss Rose J. McHugh to represent the American Association. Dr. Cutler had appointed Porter R. Lee, Professors Gillin and Steiner to represent the training schools. The chairman is to be chosen by these members. On motion of Dr. Deardorff duly seconded it was

VOTED that the three members appointed by the President should constitute a regularly appointed committee of the Association to act on the Joint Committee with the Association of Training Schools.

Proposal that the Association Participate in Important Basic Concerns in the Field of Social Work as for example the pending constitutional Amendment on Child Labor

The proposal being put to the meeting for discussion, Dr. Deardorff raised the question as to whether endorsement of such concerns would be confined to the National Council or extend to the Chapters. Miss Tausig believed that a specially appointed committee should consider whether the function of the Association properly included such participation. On motion of Dr. Cutler, seconded by Mr. Strawson it was

VOTED that the Chair appoint a committee of the Council to present the question to the membership in Toronto and to consider in its report not only the pros and cons of the question but also the possible procedure or ways and means of such participation as is indicated in the proposal.

Report of the Committee on Nominating Committee

Mr. Strawson reporting submitted the following names for the Nominating Committee, moved the adoption of the report and election of the names: Miss Katherine Hewins, Marion Cook, John Shillady, Mary C. Burnett, Stuart Queen. The motion was seconded and carried and the above declared members of the Nominating Committee for 1924.

Question of adoption of a system of fee charging for placement by the Vocational Bureau.

The question of being put to the meeting for discussion, Miss Taussig inquired whether the Vocational Committee had made any study or had any recommendations to offer on the matter. Mr. Klein replied in the negative excepting that the committee was recommending the trial of the Boston plan for local placement work which involved in part a fee charging system. Mr. Klein also drew attention to complications arising from the fee system due to licensing regulations and the uncertainty of determining at what point such a fee could properly be charged for service rendered. On motion of Dr. Cutler, duly seconded, it was

VOTED that the Vocational Committee be asked to study and if deemed wise experiment with a fee system for services rendered in connection with the Association's placement bureau.

Policies for Financing the Association of the Years 1924 and 1925
(a) With respect to acceptance of grants from outside sources for general purposes.

Mr. Klein in opening the discussion on financial policies referred to the report of the Finance Committee which showed that contributions from membership sources in 1922 amounted to 54% of the total, in 1923 to 67% (estimated). The chairman of the Finance Committee was quoted as believing that 80% of the 1924 budget might be raised from the various membership sources. The committee had canvassed the field thoroughly particularly in the large cities and believes that there is justification for this forecast.

Mrs. Conrad pointed out that according to the budget for 1924 \$12,500 more would have to be raised from membership sources in 1925 than in 1924 and stated that effort should be made to work up to this in 1924 rather than leaving the issue solely to 1925. Mr. Strawson suggested that members would respond to an emergency and if confronted by a crisis in 1925 might extend themselves more than would otherwise be the case. Mr. Holbrook believed that the Council should have a carefully worked out plan ready to present to the membership in June. Dr. Deardorff felt the circumstances demanded a clear definition of the Council's position with reference to the Providence resolution. Mr. Falconer stated that the members of the Association in Buffalo were considerably affected by the statement appearing in the Compass in October, 1923, with regard to the financial condition of the Association and feel keenly that if the program of 1925 cannot be carried on without such grants the program must be curtailed. After further discussion Mr. Falconer moved, it was seconded and

VOTED that it is the conviction of this joint meeting of the Executive Committee and National Council that the action of the Association in Providence as embodied in its resolution on financial policy must be accepted as a mandate to the finance Committee and that it is believed that the membership in the Association expect the Finance Committee to submit plans for financing the Association in 1925 in accord with the Providence resolution.

(b) With respect to grants from outside sources for specific objects of scientific value in the development of the profession of social work and of its standards.

In discussion the opinion was expressed that final decision on this point should rest with the Annual Meeting. A difference of opinion had been discovered as to what constitutes a specific object of scientific value in the terms of the Providence resolution. It was believed that in the event of grants from outside sources for such purposes being acceptable they should be received only after the Council had had an opportunity to approve the object in question. On motion of Dr. Cutler duly seconded it was

VOTED that in the opinion of the Council contributions from outside sources may properly be accepted by the Association for specific objects of scientific value in the development of the profession of social work and of its standards that have not been provided for in the budget of the Association providing such objects be first submitted to and approved by the membership of the Association. Further voted that this whole question be submitted to the next annual meeting for final decision.

Place of meeting of next National Council meeting.

VOTED that the next meeting of the National Council be held in the middle west sometime in April if arrangements can be made to that effect by the National Office.

Round Table on Terminology

Mrs. Strawsan called attention to the success of the round table meeting on terminology in Washington and urged the further consideration of this question by committees of local chapters.

Meeting adjourned at 5 P.M.

John B. Dawson, Secretary

Residents!
Attention!

REPORT OF THE COMMITTEE ON TRAINING

Louisville Chapter

A A S W

January, 1930

PRINCIPLES - The Committee believes that it is advisable to offer for your consideration certain principles regarding training for social work in advance of detailed consideration. We believe that we need to clarify the outstanding points and secure for ourselves some basis for discussion and action.

The Committee therefore offers for your consideration the following principles.

1. Local facilities for training in social work are needed. We realize that students will go to outside schools to broaden their experience, but that if entire dependence is placed on outside schools, that the number of trained workers in Louisville will be seriously limited.
2. Local facilities for continuation training should be offered to staff members who are members of the A A S W. For this group the advantages of local facilities are:
 - a. Students may keep in touch with changing subject matter.
 - b. Work out improved methods of service.
 - c. Continue personal growth and development.
3. Local facilities for training should be offered to persons not members of the A A S W in order that they may become members and so advance their own professional standing and the esprit de corps. Young workers of academic attainment can scarcely be attracted to the city or held in the city if opportunity for professional work is not available. The fact that there is a local university makes certain a group of young people desiring to undertake professional service. Social Work should be definitely striving to recruit from this group of young people, and provide professional training for them.
4. Budgeting annually for training purposes should be promoted in social work organizations. It would seem to be a part of the service of the Louisville Chapter to bring this principle to the attention of social work organizations. Budgeting for training in social work organizations has not been accepted as it has been in hospitals, for instance, and it would seem proper for the professional group to call attention to this need whenever possible.
5. Any training which is provided locally should contribute, if possible, to carrying out the membership requirements of the A A S W.
6. The University of Louisville should be used as extensively as possible.
7. Special courses may always be given outside the university to meet special needs and cover technical questions of method and procedure. Such courses, given by individual agencies or a group of agencies should be unified if possible and made widely available. Courses given by one agency for its own staff are expensive and do not contribute to general understanding. Special courses might include, among others:
 - a. Use of hospital social service facilities.
 - b. Social work problems as seen by teachers
 - d. Court procedure for social workers.
 - d. Use of the Psychological Clinic.
 - e. Use of recreation resources.
 - f. Use of health resources.

COURSES OF INTEREST TO SOCIAL WORKERS AVAILABLE AT THE UNIVERSITY
OF LOUISVILLE

BIOLOGICAL SCIENCES

Biology	An introductory course. Three lectures and four hours laboratory a week, Credit for full year only. One hour a semester. One lecture a week. General biological principles as demonstrated by living things.	Page 38 U. of L. Bulletin
Human Physiology	Not open to freshmen. Required of Home Ec. students. Three lectures a week. Second semester.	Page 39
Bacteriology	Required of Home Ec. students. Prerequisite, with Botany 1 or Botany 2 or their equivalents. Three lectures and four hours laboratory work a week.	Page 50
Genetics	No prerequisite. Three lectures a week. An introduction to the study of heredity.	Page 40
Applied Eugenics	Three lectures a week. Prerequisite Genetics 3 or its equivalent	Page 40
Special problems in Advanced Genetics	Credit and hours to be arranged.	Page 40
Evolution 1 and 2	One lecture a week.	Page 40
Nutrition	One lecture a week. 55-56	Page 42

ECONOMICS

Principles of Economics 1 and 2	Three hours a week	Page 45
Statistics, 24 (Mathematics, 24)	Prerequisite, Math. 1. Three hours a week	Page 45-59
Applied Economics, 67	Prerequisite 12 hours of economics. 2 hours a week.	Page 46

HOME ECONOMICS

Elementary Food, 10	General chemistry is recommended as a prerequisite. Two lectures and one laboratory period a week	Page 56
Science of Cookery, 11	Prerequisites Chem 1 and 2, Home Ec. 10, Chem. 12-14 must be taken parallel. Two lab periods a week	Page 56
Food and Nutrition, 50	Prerequisites Home Ec. 10-11, Chemistry, Zoology, Botany. Two lectures and one lab period a week.	Page 57
Home Sanitation, 58	Prerequisite Botany 50. Two lectures a week.	Page 57
Dietetics, 61	Prerequisites Home Ec. 10-11. Chemistry 1-2, 12-14, Zoology 43. Two lectures a week and one lab period.	Page 57

Child care and Development, 82	Three lectures a week.	Page 58
Family Relationships & Household Management	Prerequisites Home Economics 10-11. One lecture and 2 labs a week.	Page 58
Seminar in Home Economics, 95		Page 58

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Music courses perhaps suited to settlement and playground workers.

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PSYCHOLOGY AND PHILOSOPHY

Psychology 1-2	Three hours a week	Page 61
Child Psychology, 52	Three hours a week	Page 62
Ethics, 84	Three hours a week	Page 62
Aesthetics, 87	Three hours a week	Page 62

SOCIOLOGY AND SOCIAL WORK

Principles of Sociology 1-2	Three lectures a week	Page 66
Modern Social Problems, 3-4	Three lectures a week	Page 66
Social Psychology, 5	Three lectures a week	Page 66
Mental Hygiene, 6	Three lectures a week	Page 66
Labor Problems, 7	Prerequisite Economics 1-2. Three lectures a week.	Page 66
Contemporary Social Work, 8	Prerequisite Sociology 1-2 and 3-4	Page 67
Group and Community Organization, 9		Page 67
Social Case Work, 10		Page 67
Seminar, Orientation in the various methods of Social Research, 11		Page 67
Seminar, Social Statistics, 12		Page 67

TRAINING FOR STUDENTS OF THEOLOGICAL SEMINARIES

The Committee on Training of the American Association of Social Workers, Louisville Chapter, makes the following suggestions regarding training for students of the theological seminaries:

1. That the training program be connected with the University of Louisville.
2. That the primary requisite in a course for theological students is to give as comprehensive a view as possible of the relationship between the needs of individuals and the resources of a community, recognizing that these resources will differ in different communities as determined by the needs of individuals. To give a conception of the purposes and methods of social effort is the object of the course.
3. The Committee believes that there is now no course offered by a school in Louisville which meets the above requirements and it therefore suggests that a new course be set up.
4. A two year course is recommended. A minimum of two hours a week during the first year should be spent in a lecture and discussion course, with some field visits. During the second year, at least four hours a week, preferably in one day, may be given to field work in the various agencies of the city.
5. The subject matter for the lecture course should include the following:
 - A. Treatment of individuals by social case work methods.
 - B. Relief giving organizations.
 - C. Recreation facilities.
 - D. Educational resources.
 - E. Health resources.
 - F. Child care.
 - G. Causes of delinquency and treatment resources.
 - H. Neighborhood activities.
 - I. Mental Hygiene.
 - J. Social Hygiene.
 - K. Character Building Organizations.
6. The Committee believes that it is highly important that some one qualified person should organize and supervise the entire course and the field work, in order that all activities may be related. This person should be employed to give as much time as is required.
7. It may be possible to secure competent lecturers on certain of the above subjects free of charge, locally, but funds should be available for lecturers, in order that continuity may be maintained.

Herschel Alt
Harriet E. Anderson
Esther Taylor
Pauline Parr
Frank O'Brien

Report of the Committee on Ethics
of
The Louisville Chapter of the American Association of Social Workers

* * * *

The program of the first meeting of the Chapter in the fall will be under the direction of the Committee on Ethics. The Committee requests that you be prepared to discuss the code as outlined below.

Experimental Draft of a Code of Ethics for Social Case Workers.

PART I.

Duties Toward Clients.

1. The social case worker's first duty is toward his clients, unless the performance of this duty jeopardizes the welfare of the Community.
2. The sacredness of confidences imposed by clients must be inviolate.
3. Punctuality in keeping appointments is an obligation.

PART II.

Duties in Relation to Co-Workers and to the Profession of Social Work.

4. The worker is under personal obligations to keep informed of current movements through study, through reading, and through alliance with organizations of social workers, city, state, and national.
5. The A.A.S.W. Code reads: "The duty of upholding the honor of the profession is also personal in application."
(The Committee suggests that this be changed to: "During the Social Worker's professional endeavors she should maintain the highest standards of conduct.")
6. The individual worker must have high personal standards of honor, integrity, purity, and morality.
7. The worker must avoid self-advertising.
8. No case worker, acting in his professional capacity, is privileged to do as an individual anything that he may not do as a member of the organization with which he is associated.
9. The Committee suggests the following: "Strict adherence to the rules and regulations of an agency is necessary from the standpoint of efficiency and, adherence to the policies of an agency from the stand-point of Ethics. If a worker cannot conscientiously conform to an agency's policies, there should be a frank discussion of differences of opinion with the Executive."
(The Committee suggests the possible substitution of the word, policies, for the words rules and regulations.)
10. There should be candor and courtesy in all of the inter-office relations.
11. From a professional stand-point, it is the workers responsibility to bring to the attention of a co-worker any unprofessional conduct on his or her part.
12. If any employee is discontented, it is his or her responsibility to discuss

his reasons for discontent frankly and objectively with the person who is in s position to adjust the difficulty.

13. The prospective employer is under obligation to see that due notice is given.
14. When writing recommendations for a worker, it is the Executive's responsibility to give a fair evaluation of the worker's ability or limitations. It is also the obligation of the Executive, or Supervisor to inform the worker, from time to time of progress they are making so that the worker will be fully aware of Executive's or Supervisor's evaluation of their strengths and weaknesses and will have the opportunity to attempt to correct them.
(The Committee felt the last part of this should be specially discussed in the Chapter's meeting.)
15. The A.A.S.W. Code reads: "A worker is under obligation not to accept other employment without previous consultation with the present employer." The Committee questions this and presents to the Chapter the following question for discussion. "Is it a worker's obligation to discuss with an employer his desire to look elsewhere for work; or is it only his obligation to give due notice of intention to leave?"

PART III.

Duties to Other Social Agencies and to Other Professions.

16. Independent steps should not be taken by any social agency without first consultation with the agency primarily interested.
17. When it is necessary to criticize another agency the criticism should be of a constructive nature and should be made directly to the Executive of the other agency.
18. There should be among social agencies recognition of the confidential nature of the work of each one of them.
19. No agency should attempt to impose a plan of treatment upon another agency.
20. If there must be some delay in carrying out plans made jointly with other agencies, the reasons for the delay should be fully explained.

PART IV.

21. It is the duty of the social case worker to do preventive and educational work in connection with service to individuals.
22. It is the responsibility of a worker to see that those suffering from reportable diseases receive the proper care.
23. It is the privilege as well as the obligation of the social case worker to bear truthful witness to social needs and to social conditions needing remedy.

FINAL REPORT OF SCHOLARSHIP COMMITTEE

The Scholarship Committee appointed for the year of 1938-1939 undertook to study scholarship possibilities and procedures and to learn what the experience of other Chapters had been in similar undertakings. Looking over past activities we were assured that the Louisville Chapter had shown that it was vitally concerned in professional training and that a most excellent and concrete method of expressing this interest had been evident in the establishment of the Harriet Anderson Scholarship. The Committee felt that the Kentucky State Chapter should have the opportunity to continue this project as indicative of its interest and encouragement in the professional development of social workers.

This Committee composed of Miss Mathisen, Miss Starr, Mrs. Dennis and Mrs. Roofe is most appreciative of the suggestions received from our Chapter Chairman, Mr. Bower, and from Dr. Strong. After the several discussions held a statement was formulated at our final Committee Meeting to be presented to the Chapter at its final meeting.

Our discussions centered around the following five points which we offer for your consideration:

1. Approval of the Scholarship
2. Availability of the Scholarship
3. Eligibility for the Scholarship
4. Terms of granting the Scholarship
5. Raising of the funds for the Scholarship

We, therefore, would like to have you discuss freely and vote upon each of the following statements. Perhaps you have further suggestions. If so we shall be happy to entertain them. The Committee thought that the various proposals could best be presented to you as alternative suggestions on each point. Each two statements will be read then we will ask you to vote on each alternative.

A. Approval of Scholarship

- a. The Harriet Anderson Scholarship of \$150.00 should be a permanent responsibility of the Kentucky Chapter of American Association of Social Workers.
- b. The Harriet Anderson Scholarship should be voted upon yearly, the voting to be at a regular meeting during the month of May.

Suggestion -

B. Availability of the Scholarship

- a. The Harriet Anderson Scholarship shall be used solely for the benefit of a student attending Univ. of Louisville.
- b. The Harriet Anderson Scholarship should be available on alternate years for other accredited graduate schools of social work if and when such schools are approved.

Suggestion -

C. Eligibility for the Harriet Anderson Scholarship

- a. The Harriet Anderson Scholarship shall be granted as a gift to second year students in recognition of ability and scholarship.
- b. The Harriet Anderson Scholarship shall be granted on the basis of need and ability to any graduate student in the field of Social Service.

Suggestion -

D. Terms of granting the Scholarship

- a. The Harriet Anderson Scholarship shall be a non-interest bearing loan specifically understood to be returned at the rate of not less than \$50 yearly. The fund thus accumulated shall be held for disposal by the Chapter at the end of five years. A revolving fund could be established in this manner.
- b. The Harriet Anderson Scholarship shall be a direct grant to the individual.

Suggestion

E. Raising of fund

- a. The fund of \$150.00 shall be raised yearly by special assessment of \$1.00 from each member; the balance, if needed, to be drawn from the Chapter Treasury.
- b. The fund is to be raised otherwise than by special assessment of the membership; it shall, therefore, be necessary for a Ways and Means Committee to be appointed. This Committee should be appointed during the month of April for the ensuing year.

Suggestion -

Housing
Standard
P. 3
P. 4

1934
Ingr

AMERICAN ASSOCIATION OF SOCIAL WORKERS
130 East 22nd St., New York, N. Y.

RECOMMENDATIONS OF

CONFERENCE ON GOVERNMENTAL OBJECTIVES FOR SOCIAL WORK - FEB. 17, 1934.

GENERAL

I. The Conference in addressing itself to the problems of governmental objectives for social work wishes to pay tribute to Congress and to the federal administration for recognizing its obligation to meet the needs of people in this emergency on a national basis, for thus developing for the first time a national system of aid to families and individuals, for special recognition of federal responsibility for service to transients and for bringing unemployment relief up to a more nearly adequate level.

In carrying out this program, we believe the best traditions and experience of social work have been utilized.

The Conference more especially pays tribute to the courageous and ingenious social thinking represented by such programs as the NRA, the NRS, FERA, the CCC and the CWA.

II. (a) It is Recommended that the Conference on Governmental Objectives for Social Work go on record as favoring the continuance of a large federal employment project based on qualifications for employment, and not on need.

(b) Recommended that the Conference go on record as opposed to the present program for gradual demobilization and ultimate termination of the Civil Works program on May 1, 1934 until there is something better to take its place, because:

1. The facts show that there continues to be a large labor surplus resulting in a wide spread between the number of people wanting jobs and the number of jobs available.
2. The halting of the Civil Works program has already developed a serious feeling of insecurity among those on Civil Works.
3. This feeling of insecurity will increase so long as the discontinuance of Civil Works goes forward and no new plans have been announced.

III. This emergency has made us keenly aware of the fact that the sources of aid must be as wide as the sources of misery and that government is accordingly the only effective instrument for the social use of national wealth. Therefore, we believe that this is the time for the creation of a permanent, comprehensive, well-coordinated and adequate system of welfare services, so conceived as to insure ourselves, as a people, against the common hazards of our economic and social life, such as are inherent in unemployment, old age, widowhood, sickness or other factors which interfere with the normal processes of self-maintenance.

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Essential correlaries to this proposition seem to be:

1. Financial and administrative participation on an equitable basis of Federal, State, and local governments.
2. Substitution of modern welfare laws for the old Poor Laws so as to conform to these general concepts and to provide administrative units appropriate to the services included.
3. Abolition of settlement laws.
4. Personnel properly equipped to administer these services; It is the sense of the Conference that such personnel may best be secured by setting as our goal qualifications conforming to the professional standards set by this Association and utilization of the merit system for the selection of such personnel.

IV. We recognize our responsibility as social workers not only to advocate a national program of public welfare but likewise to point out definite methods by which such objectives can be achieved. We recognize that our social problems arise, not out of inherent limitations in either the wealth or the productive capacity of the nation, but rather out of our faulty distribution of wealth. Specifically, we suggest such possible changes in taxation methods as would stop the gaps in the present income tax law, recover the vast sums lost to government through the provision for deducting capital losses from current income, exempting various types of securities from taxation and the exemption of employees in the public service.

We further urge increases of income taxes, progressive increases in the higher brackets, and increases in the excess profits and inheritance taxes. We further recommend a consideration of the social principles involved in taxation on real property.

SPECIAL RECOMMENDATIONS

I. Proposed Recommendation on Relief Budget.

The amount required for the federal relief budget for 1934-35 must depend on several unpredictable factors -

- (1) The extent of success of the recovery program.
- (2) The transfer to public work of numbers of the employable unemployed.
- (3) The number of families in the residual load and
- (4) The degree to which the present inadequate relief grants are liberalized.

It is recommended, in view of the probability that millions will continue to be unemployed during this period, that we shall not underestimate the size of load, and that appropriations shall be made with a view to carrying into effect, during this period, the other recommendation of this report regarding adequacy.

II. Standards and Methods of Relief.

(1) Cash Relief

- a. Recommended that the Conference go on record as favoring the substitution immediately, and in the long time program, of cash relief for relief in kind, in an amount adequate to include at least provision for:

Food	Shelter	Clothing
Fuel	Health	Household Supplies
Light		

(This recommendation assumes provision for necessary services to families who need guidance on health and other problems and protection from undue pressures for payment of back debts, etc.)

- b. Recommended that the Conference urge F.E.R.A. to require as a general policy that States substitute cash relief, in handling federal funds in an amount to cover needs specified above and that it use pressure to bear on State relief administrations and legislatures and conduct active campaigns for the adoption of cash relief, on the ground that it is economically possible and of far greater social value than relief in kind.
- c. Recommended that the Conference register its opinion that methods of utilizing surplus products should be developed other than distribution to families on relief. It believes that this distribution has manifested serious social and administrative disadvantages and is an anomaly in an adequate cash relief program.

(2) Care of Homeless.

- a. Recommended that Conference go on record endorsing the admirable transient program which has been built up by F.E.R.A. and suggesting that the following developments be given immediate consideration:
- (a) Provision of federal funds for hospitalization of transients.
- (b) Reduction of congregate care by providing work through the Transient Bureaus or the C.C.C. or C.W.A., in order to give transients wages with which they could provide their own food and shelter.

- (c) Eligibility to workmen's compensation by which they should be protected as well as men on C.C.C. and C.W.A., to which they would be entitled if they were put on a wage basis.
- (d) Integrated program of care for local homeless and transients as means of improving standards of care for both groups, including special efforts to stabilize transient families.

(3) General Administrative Procedure.

- a. Recommended by the Conference that the administrative staff of FERA be increased to permit more intensive work and more constructive planning.
- b. Recommended by Conference that the excellent work done by FERA to bring skilled and experienced personnel into State relief organizations be further extended by bringing more pressure to bear on State organizations to subordinate the residence requirement for state and local relief workers, in order to secure the most competent personnel available.
- c. Recommended by Conference that FERA develop channels of intercommunication between State relief administrations by means of regional and national conferences, news bulletins, etc.

III. Standard of Living.

Specific recommendations on this are considered by the Committee on Recommendations to be impossible at this time because although constant reference is made to the need for a better standard of living, no standard has been agreed upon. The Committee would like to suggest, however, that members of the A.A.S.W. continue to point out, at every opportunity, that there is a difference between minimum subsistence and an adequate standard of living and that this has significance both in the emergency and for long-time planning.

IV. Rates of Pay on Federal Employment.

Recommended that the Conference go on record as favoring the conservation of the principle of fair wage rates established for the Public Works Program.

(A minority opinion differs from this point of view on the ground that in an emergency need for work and available relief funds must be reconciled.)

V. Federal Employment Service.

The further development of the Federal Employment Service and related

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state programs is basic to all reemployment programs, both temporary and permanent.

It is therefore recommended that the Conference urge the Senate to restore the original appropriation of \$3,750,000 which was cut in the House to \$1,350,000, and that the chapters and members of the AASW take similar action immediately. (L.B. Swift to add descriptive sentences here).

VI. Unemployment Insurance.

Recommended that Conference endorse Wagner-Lewis bill to promote the establishment of state systems of unemployment insurance, be endorsed,

but

Recommended that minimum benefits and period specified in the bill be increased.

OTHER RECOMMENDATIONS

VII. Child Labor Amendment.

The permanent elimination of child labor is important in any program for maximum employment opportunities for adults as well as in any program for conservation and development of youth. The Conference therefore, wishes to go on record as favoring the adoption of the Child Labor Amendment and recommends that the chapters support the amendment in the states where it has not yet been ratified.

VIII. Section on Health referred to Committee on Federal Action.

IX. Housing.

1. The Conference wishes to go on record as believing that housing is socially the most useful element in a public works program.

2. In view of this belief, social workers have a responsibility to inform themselves on housing needs and proposed housing programs as well as their costs in their local communities, and to contribute from their experience and knowledge not only to the development of housing program designed to meet the needs of the group requiring low cost housing, but also to the management of these programs.

3. Social Workers have a responsibility to participate vigorously in interpretation of the essential elements in suggested housing programs such as (a) the operation of existing condemnation and sanitary laws; (b) relationship between private enterprise and housing programs; (c) lowering interest rates; (d) the relationship between this program and continuity in the building trades; (e) and the operation of city planning committees.

Social workers have also a responsibility to evoke public sentiment for the promotion of a sound housing program.

Xc Merit System.

Recommended that the whole concept of the merit system as applied to the professional group be referred to the A.A.S.W. for comprehensive study and formulation. Meanwhile, pending changes in the laws, the principles embodied in the merit system should be utilized by appointing officers.

Other Recommendations

Other recommendations indicated in discussions at the Conference, which there was not time to formulate, are being submitted to the Executive Committee of the AASW for referral to appropriate committees for study and action.

Also records of chapter discussions and their recommendations, and individual recommendations are being submitted to the Executive Committee of the AASW for appropriate further referral to Committees and for further study by the membership.

The Filson Historical Society

Original of this sent to A. A. S. W Jan 31, 1935.

INFORMATION FOR EVALUATING AGENCIES UNDER MEMBERSHIP REQUIREMENTS
OF THE AMERICAN ASSOCIATION OF SOCIAL WORKERS

(To be filled out by agency)

1. a. If the agency is a private one, is it incorporated?
Private, under Community Chest, Incorporated.
- b. What is your governing board? Board of Trustees of
Neighborhood House (both men and women).
- c. What responsibility does it take? The Board acts with the
Head Resident in framing the policies of the settlement but
grants her full authority in the administration of its affairs.
- d. What are your sources of income? Community Chest for most
part, board of residents, interest from small endowment, rentals,
club dues.
- e. Are accounts audited regularly by C.P.A.? Yes, Meldrum & Meldrum.
- f. Attach budget or financial statement. Statement is attached.
(for year 1934)
2. a. What is the field of the agency? Settlement work--neighborhood
organization, creative use of leisure time, service in neighbor-
hood, and cooperation with civic betterment forces.
- b. What are its principal activities? Creative use of leisure
time through music, dramatics, handicraft, art, poetry, and
discussion through group participation in clubs and classes;
library, game rooms, gymnasium, playground, naturalization
classes, and cooperation with educational and social agencies
in progressive movements.
- c. Attach Annual Report. Report is attached.
3. Give total number of workers.
 - a. Professional : 5 full time
7 part time - 5 assistants for special groups.
 - b. Clerical : 1 full time - 6 stenographic assistants in rush
periods.
 - c. Volunteers : 104 volunteers drawn from civic, patriotic, profes-
sional organizations (women); from professional and a luncheon club
(men); interested individuals; U. of L. Dames (faculty wives); Field
work students in group work from U. of L. (Sociology Department);
and from high schools.
4. Describe main duties of your professional staff. Main duties of
professional staff are organizing and conducting each a specialized
department, supervising volunteers in the department, rendering
service to neighbors, serving on committees, conducting institutes;
taking part in national and local studies. (Last local study at-
tached--White House Conference Report on Youth outside Home and
School).

5. a. What the the agency's requirements for professional staff members? University degree, plus social work training, plus technical training in worker's special field. Just now the University degree is being waived in two departments for the technical training.
- b. How many are members of the AASW? 3 are members. Others are eligible. The Head Resident was a member of the National Council of AASW in its early days.
6. Who are responsible for staff training or supervision and what training and experience in social work have they had? The Head Resident is responsible. For years she has taken an active part in city and state affairs by serving on committees, boards, and commissions working for social progress and often acting as chairman of these groups. These committees, boards, and commissions in their studies and surveys of local situations have brought to bear on their problems, expert advice of national organizations and have worked always toward higher standards, more adequately trained personnel and more effective legislation. As a member of the Board of the Family Service Organization, (1908-23), the Head Resident served as chairman of its first case work committee. She served twice as president of the Kentucky Conference of Social Work and once as president of the Louisville Conference. Although she has devoted much time to various phases of social advancement, her chief effort has been in the field of leisure time activities. In her early settlement days, as a member of the Board of the Recreation League of Louisville she was associated with the management of the city playgrounds until they were taken over by the municipality. Because of the need of training the settlement conducted institutes of play for the benefit of the city playground instructors, staff members of various institutions, as well as for its own workers. Later it gave the full time of its chief assistant for the establishment of a Recreation Department in the School of Social Work for case workers conducted under the auspices of the Community Chest. Later the University of Louisville in its Sociology Department undertook this case work training. This past year it also included in its curriculum training in group work on the recommendation of the White House Conference Report on Youth Outside of Home and School gotten out under the auspices of Neighborhood House. (Copy attached).
7. a. Is the agency a member of the Council of Social Agencies? Yes, through the Community Chest.
- b. On what committee of the Council is it represented? On the Recreation Division of the Council.
- c. In what other activities of the Council does it participate? Committees on Camps, day nurseries, training institutes.
- d. Does it use the Social Service Exchange? Yes.
- e. With what national functional agency is your agency affiliated? National Federation of Settlements, National Federation of Music Clubs.
- f. Is the agency a member of the National Conference of Social Work? Yes, through the Head Resident.
National Conference of Catholic Charities No
National Conference of Jewish Social Work No
State Conference of Social Work Yes, through members of staff.

8. a. What encouragement does the agency give to staff members to increase professional equipment?

(1) Time off for special professional courses Yes How much As needed

(2) Leaves of absence for professional study Yes How long As long as necessary

(3) Time off to attend national and State conferences Yes

(With expenses paid in full Formerly in part Formerly but not now.

(Without expenses Yes)

(4) Opportunity for committee participation and group discussions-
Practically all staff members serve on local and national committees in their field of work.

b. If you employ inexperienced workers, describe agency training program for them. We encourage volunteer participation in various departments while receiving training in technique--also provide institute training for volunteers.

c. Do you maintain a social work library? Yes, an excellent one--consulted by staff members of various agencies, U. of L. students and by students from Kentucky State University, Lexington, Ky.

9. a. Are staff conferences held? Yes.

b. How often and for what length of time? Meetings about twice a month, sometimes at lunch, for a full morning or afternoon session.

c. What staff members attend? All

10. What is the salary range, including minimum and maximum, for professional staff?

	<u>Minimum</u>	<u>Maximum</u>
Staff Members	Formerly the salaries compared favorably with those of other organizations but since the depression they have gone way below what they should be.	
Department Directors		
Head Resident		

b. What is the basis for increase and is this known to the staff?
We have never had a regular salary schedule.

Signed Frances Ingram

Agency Neighborhood House. Date Jan 30, 1935

AMERICAN ASSOCIATION OF SOCIAL WORKERS

130 EAST 22nd STREET, NEW YORK CITY



1922

Application for Membership

The undersigned hereby makes application for admission to the American Association of Social Workers as a member and submits the following information to the Membership Committee. If elected he agrees to be governed by its constitution, to promote its objects as far as may be in his power, and to maintain the ethical standards of the profession.

(Requirements for membership are given on the reverse side of this application.)

Applicant's signature Francis J. Ryan
 Present organization N. H. Address _____ City _____
 Title of present position _____
 Residence address _____ City _____
(Check the address to which you wish mail sent)

The following information is required by the Membership Committee. Failure to give details will delay action upon the application:

Date and place of birth Nov 1879 S. C. Ind.
 General and technical education L. Q. H. S., 1894, S. H. School 1896
(Give degrees or diplomas received, major subjects taken, dates of attendance, description of other special courses taken.)

Course in San. Kinder Normal Psychology of 2425, Child Literature & Story 1900
Course in Normal School in Chicago summer term; Ohio State University summer term
Germany - University of Jena summer term Normal subjects Winter Study New York
School of Philanthropy summer 1907 - later 1924

PAST PROFESSIONAL EXPERIENCE

Name of Organization	Address	Title of Position and Dates of Service
<u>Sample Collegiate School</u>	<u>Dominville</u>	<u>Teacher Spring 1896</u>
<u>Public Schools</u>	<u>"</u>	<u>Grade teacher 1896-1905</u>
<u>San. Kinder Normal</u>	<u>"</u>	<u>Instructor in U. Study 1900</u>
<u>N. H.</u>	<u>"</u>	<u>Head P. 1905-1922</u>
<u>San. F. Q. H. Forest Ky. Penn. Valley</u>		<u>Pres. 1911-1922</u>
<u>7th Child Sab. Assn.</u>		<u>Sec. 1912</u>

Special achievements in social work (Books or articles published, papers read, offices held in State or National conferences or in other social work organizations, honorary degrees received, scientific contributions, etc. Attach additional sheet if necessary.)

Pres. Ky. Conf. of So. Work 1915-16 and 1916-17. Pres. San. Conf. So. Work 1919-20
Member Family S. Cr. 1908 - Com. that organized Welfare League of San.
Member Advisory Com. of Nat. Child Labor Com. - Nat. Conf. of So. Work.
New York Social Service 1924

If the application is for Member the yearly dues of \$5.00 must accompany this blank. If for Junior Member, \$3.00. If the applicant is not elected, his dues will be returned.

REFERENCES

Each applicant must give references to two members in good standing in the Association.

Name _____ Address _____ City _____
 Name _____ Address _____ City _____

STATEMENT OF LOCAL MEMBERSHIP COMMITTEE

(Where local chapters of the Association exist)

CHAIRMAN.

1935
1905
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Extracts From Constitution—American Association of Social Workers

Article III—Membership

1. Membership in the American Association of Social Workers is open to men and women trained in social work who are or have been professionally concerned with problems of social organization and adjustment, and whose ethical standards of performance and character are in conformity with those of this Association.

2. There shall be three classes of membership: Member, Junior Member, Organization Member.

3. A member shall hereafter, at the time of his admittance, meet the following qualifications:

He must have had four years of practical experience in social organizations of recognized standing and have demonstrated that he possesses an educational background warranting expectation of success and progress in the profession of social work. He must be not less than 25 years of age.

Graduation from a two-year course in an approved school of social work and one year of experience may be accepted in lieu of four years' experience; completion of one year in an approved school of social work in lieu of one year of experience; completion of one year or more of graduate work in social science in an accredited college or university in lieu of one year of experience; two or more years of experience in a closely related profession in lieu of one year of experience. In no case shall a member have had at the time of his admittance less than one year of practical experience in social work.

As evidence of educational background warranting expectation of success and progress in the profession of social work, consideration shall be given to such facts as graduation from college or university, completion of special courses in colleges, universities or schools of social work, individual study, papers prepared for conferences or other proceedings, and any special achievements in social work.

4. A Junior Member shall, at the time of his admittance, meet the following qualifications:

He must have had one year of supervised experience in a social organization of recognized standing and have graduated from an accredited college or university. He must be not less than 21 years of age.

Satisfactory completion of one year in an approved school of social work may be accepted in lieu of one year of supervised experience and as an evidence of adequate educational background.

Persons eligible to be Members shall not be admitted as Junior Members; and Junior Members shall not continue as such after becoming eligible for Membership.

5. An Organization Member shall be an organization of recognized standing engaged in social work.

6. Members and Junior Members shall be eligible to vote. Members only shall be eligible to hold office.

Article IV—Membership Committee

1. A Membership Committee of six shall be elected by the National Council from its own Membership. At its first meeting after the adoption of this plan, the Council shall elect two members of the Committee to serve for one year, two to serve for two years, and two to serve for three years, and thereafter shall elect annually two members to serve for three years.

2. The duties of the Membership Committee shall be to devise and provide blank forms for the applications

of Members and Junior Members; to examine and vote upon all applications for Membership, as hereinafter provided; to interpret the meaning of the various provisions concerning membership qualifications; and to formulate and put into effect any rules and regulations which it deems necessary for the proper conduct of its duties.

Article V—Election of Members

1. **Members.** Each applicant for Membership shall fill out an application blank providing for a definite statement with dates as to education, practical experience, positions held, and any special achievements in social work. He shall give references to two members in good standing in the Association.

2. **Junior Members.** Each applicant for Junior Membership shall fill out an application blank as provided by the Membership Committee similar to that for Members, and in every other respect the application shall be subject to the same provisions as for Members.

3. An application for Membership and Junior Membership may be recommended by a membership committee of a chapter in the locality in which the applicant resides or is at work. Applications for Membership and Junior Membership received directly from individual applicants in localities in which chapters of the Association exist shall be referred to the membership committees of such chapters for their recommendations.

4. All applications for Membership and Junior Membership, shall be voted upon by the Membership Committee, and a majority vote shall be required for election.

5. **Organization Members.** Organizations as defined in the article on Organization Members may be invited by the Executive Committee of the Association to become Organization Members on payment of dues as herein provided.

6. The names of all members of any class shall, as soon as practicable after their election, be published and sent to each member of the Association.

Article VI—Dues

The annual dues shall be as follows:

For Members \$5; for Junior Members \$3; for Organization Members \$10, \$25, \$50, \$100 or more, in proportion to the size of the organization and its concern in the work of the Association as may be determined in each case by the organization and the Executive Committee of the Association.

Article VII—Termination of Membership

1. A member of any class of membership who is not in arrears in payment of dues, may resign his membership at any time. Resignations shall be presented in writing and shall be acted upon by the Executive Committee at its first meeting following their receipt.

2. Any member who is in arrears for three months in payment of dues, after at least three notices of the amount due have been sent to him, may, at the discretion of the Executive Committee, be dropped from membership, notice of which action shall be mailed to the last known address of any member so dropped.

3. Any member of any class whose conduct is deemed by the Executive Committee to be not in harmony with the ideals and purposes of the Association, after such member has been given opportunity to explain such conduct, may be dropped from membership by action of the Executive Committee, after such action has been referred to and approved by the National Council.

AMERICAN ASSOCIATION OF SOCIAL WORKERS

130 EAST 22nd STREET, NEW YORK CITY

NATIONAL MEMBERSHIP COMMITTEE



STATEMENT OF QUALIFICATIONS OF PROPOSED MEMBERS

If for full membership, the yearly dues of \$5.00 must accompany this blank.

If for Junior membership, \$3.00. If the proposed member is not elected, his dues will be returned.

Date.....

The undersigned hereby submits the following information relative to qualifications for admission to the American Association of Social Workers as a.....
(Insert Member or Junior Member)

If elected, he agrees to be governed by its constitution, to promote its objects as far as may be in his power, and to maintain the ethical standards of the profession. (Requirements for membership are given on the reverse side of this blank.)

If qualifying for Junior membership give name and title of person under whose supervision work was done.

Last Name Given Name

Permanent Address

Present Address
(Check the address to which you wish mail sent)

Place of Birth..... Date of Birth.....

GENERAL EDUCATION

High School From To Diploma

College From To Degree

School of Social Work From To
Certificate.....
Diploma

If part time only, give courses and hours.....

Other Special Training.....

Graduate Study—(where)..... Degree.....

Major Subjects.....

PROFESSIONAL EXPERIENCE

List in chronological order positions you have held, beginning with the earliest and ending with the latest or present position:

Name and Address of Organization.....

Title of Position..... From To.....
(Please indicate month as well as year)

Duties

(OVER)

Name and Address of Organization.....
 Title of Position..... From..... To.....
 Duties

Name and Address of Organization.....
 Title of Position..... From..... To.....
 Duties

Name and Address of Organization.....
 Title of Position..... From..... To.....
 Duties

Name and Address of Organization.....
 Title of Position..... From..... To.....
 Duties

(Attach additional sheet if necessary)

Special achievements in Social Work—(Books or articles published, papers read, offices held in State or National Conferences or in other social work organizations, honorary degrees received, scientific contributions, etc.)

REFERENCES

Each person must give for reference the names of two members in good standing in the Association.

Name..... Address..... City.....
 Name..... Address..... City.....

STATEMENT OF LOCAL MEMBERSHIP COMMITTEE
 (Where local chapters of the Association exist)

Chairman.

EXTRACT FROM CONSTITUTION—AMERICAN ASSOCIATION OF SOCIAL WORKERS
 ARTICLE III.—MEMBERSHIP

1. Membership in the American Association of Social Workers is open to men and women trained in social work who are or have been professionally concerned with problems of social organization and adjustment, and whose ethical standards of performance and character are in conformity with those of this Association.

2. There shall be three classes of membership: Member, Junior Member, Organization Member.

3. A member shall hereafter, at the time of his admittance, meet the following qualifications:

He must have had four years of practical experience in social organizations of recognized standing and have demonstrated that he possesses an educational background warranting expectation of success and progress in the profession of social work. He must be not less than 25 years of age.

Graduation from a two-year course in an approved school of social work and one year of experience may be accepted in lieu of four years' experience; completion of one year in an approved school of social work in lieu of one year of experience; completion of one year or more of graduate work in social science in an accredited college or university in lieu of one year of experience; two or more years of experience in a closely related profession in lieu of one year of experience. In no case shall a member

have had at the time of his admittance less than one year of practical experience in social work.

As evidence of educational background warranting expectation of success and progress in the profession of social work, consideration shall be given to such facts as graduation from college or university, completion of special courses in colleges, universities or schools of social work, individual study, papers prepared for conferences or other proceedings, and any special achievements in social work.

4. A Junior Member shall, at the time of his admittance, meet the following qualifications:

He must have had one year of supervised experience in a social organization of recognized standing and have graduated from an accredited college or university. He must be not less than 21 years of age.

Satisfactory completion of one year in an approved school of social work may be accepted in lieu of one year of supervised experience.

Persons eligible to be Members shall not be admitted as Junior Members; and Junior Members shall not continue as such after becoming eligible for Membership.

5. An Organization Member shall be an organization of recognized standing in social work.

6. Members and Junior Members shall be eligible to vote. Members only shall be eligible to hold office.

1934

AMERICAN ASSOCIATION OF SOCIAL WORKERS

Membership in the American Association of Social Workers is open to practicing social workers in the various fields of social work who meet the stated requirements of education, professional training, experience and performance.

The requirements as set up represent what the Association believes to be minimum equipment for the profession of social work.

130 East 22nd Street
New York City

THE REQUIREMENTS FOR ASSOCIATION MEMBERSHIP

ON JANUARY 1, 1934 the Association had 8,020 members, most of whom are in the 60 local or state chapters throughout the country. Fields of work which are represented in the membership include group work, community organization, social research, public welfare administration, public health, as well as all types of case work, family, children's, probation, parole, medical, psychiatric, etc.

Members of the National Association in chapter territory are eligible to membership in the appropriate chapter. Through affiliation with a chapter, members of the Association have an opportunity for close contact with their colleagues and for direct participation in projects for study and development of social work and for the advancement of social welfare through legislation.

Excerpts from the By-Laws giving the requirements for JUNIOR MEMBERSHIP and MEMBERSHIP will be found on the following pages. In brief, applicants for the two classes of membership must present the following minimum qualifications:

JUNIOR MEMBERSHIP

1. Two full years of college work in an accredited college.
2. Three years of additional preparation. This may include additional general education, professional training or experience, or a combination of the three, but a definite minimum of professional training is required which is the equivalent of approximately two quarters of work in a school of social work.

MEMBERSHIP

1. Two full years of college work in an accredited college.
2. Five years of additional preparation. This may include additional general education, professional training or experience, or a combination of the three, but a definite minimum of professional training is required which is the equivalent of approximately one year's work in a school of social work.

Assistance in determining whether applicants for membership have the necessary technical qualifications will gladly be given by the membership chairmen of the local chapters or by the national office.

Application blanks and further information about membership can be secured from any chapter, or from the national office.

THE NATIONAL MEMBERSHIP COMMITTEE HAS FINAL AUTHORITY FOR DISPOSITION OF ALL APPLICATIONS FOR MEMBERSHIP.

EXCERPTS FROM BY-LAWS, ARTICLE IV

SECTION 1. Membership in the American Association of Social Workers is open to men and women trained in social work who are or have been professionally concerned with problems of social organization and adjustment, and whose ethical standards of performance and character are in conformity with those of this Association.

SECTION 2. There shall be two classes of membership: Junior Member and Member. Members and Junior Members shall be eligible to vote. Members only shall be eligible to hold office. Any person eligible to be a Member or Junior Member may become a Contributing or Sustaining Member by the payment of annual membership dues designated for these types of membership in Article VII.

Section 3. Qualifications for Junior Membership. Applicants for Junior Membership shall after March 1, 1930, have the following qualifications for admission to Junior Membership in the Association:

- (1) Minimum age of 21 years.
- (2) Completion of at least two years' work in an approved college.
- (3) Three additional years of general education, technical training or employment in an approved agency. This requirement may be satisfied in either one of the two following ways:
 - a. Completion of two additional years work in an approved college plus one year's work in an approved school of social work.
 - b. Three years spent in some combination of : attendance at an approved college, attendance at an approved school of social work, or employment in an approved agency, provided, however, that the applicant has satisfactorily completed:

15 SEMESTER HOURS OF SOCIAL AND BIOLOGICAL SCIENCE IN AN APPROVED COLLEGE OR SCHOOL OF SOCIAL WORK (see footnote page 4)

10 SEMESTER HOURS OF APPROVED TECHNICAL SOCIAL WORK COURSES.

300 HOURS OF SUPERVISED FIELD WORK IN CONNECTION WITH TECHNICAL SOCIAL WORK COURSES.

(4) Employment at the time of application in an approved agency.

SECTION 4. Qualifications for Membership. Applicants for Membership shall after July 1, 1933, have the following qualifications for admission to membership in the Association:

(1) Completion of at least two years' work in an approved college.

(2) Five additional years of general education, technical training or employment in an approved agency. This requirement may be satisfied in either one of the two following ways:

a. Graduation from an approved college plus one year in an approved school of social work., plus two years of employment in an approved agency.

b. Five years spent in some combination of : attendance at an approved college, attendance at an approved school of social work, or employment in an approved agency, provided, however, that the applicant has satisfactorily completed:

20 SEMESTER HOURS OF SOCIAL AND BIOLOGICAL SCIENCE IN AN APPROVED COLLEGE OR SCHOOL OF SOCIAL WORK (see footnote page 4)

24 SEMESTER HOURS OF APPROVED TECHNICAL SOCIAL WORK COURSES.

300 HOURS OF SUPERVISED FIELD WORK IN CONNECTION WITH THE TECHNICAL SOCIAL WORK COURSES.

TWO YEARS OF EMPLOYMENT IN AN APPROVED AGENCY.

(3) (Substitute for requirements 1 and 2) Graduation from a four year college plus completion of a two year graduate course in an approved school of social work shall be regarded as fulfilling requirements 1 and 2.

SECTION 5. No one may continue as a Junior Member after he becomes eligible to full membership. No one may remain a Junior Member more than five years unless granted extension for cause by the Executive Committee.

SECTION 6. The Executive Committee may in exceptional circumstances elect to membership persons who do not technically meet the requirements specified above.

Any courses in Sociology, Economics, Political Science, Psychology and Psychiatry, Anthropology and Biology, may be submitted as social and biological sciences. Special courses in Education, such as Educational Psychology and Educational Sociology and special courses in Home Economics, such as Nutrition and Dietetics, Home Nursing and Household Budgets, may be submitted. Applicant should also submit any other courses which he thinks should be included in social and biological sciences.

(4) Requirement of the time of application is not approved.

ARTICLE 4. Qualifications for Membership. Applications for membership
shall after July 1, 1922, have the following qualifications for admission
into the membership of the association:

(1) Completion of at least two years' work in the regular course.

(2) Five additional years of general education, technical training or
employment in an approved agency. This requirement may be satisfied
in either one of the two following ways:

a. Five years in any occupation in which the applicant has acquired
an amount of skill equal to that of a graduate of an approved
college.

b. Five years in any occupation in which the applicant has acquired an
amount of skill equal to that of a graduate of an approved school of
art, music, or drama, or of an approved school of manual work,
or of an approved school of agriculture, horticulture, forestry, or
mining.

4. NO MEMBER SHALL BE ELIGIBLE FOR RE-ELECTION UNTIL HE HAS
PROVE CERTAIN OF HIS QUALIFICATIONS (SEE PARAGRAPH 4)

5. THE BOARD OF DIRECTORS SHALL HAVE THE RIGHT TO REMOVE ANY MEMBER
WHOSE CONDUCT IS UNDESIRABLE TO THE INTERESTS OF THE SOCIETY.

6. THE BOARD OF DIRECTORS SHALL HAVE THE RIGHT TO SUSPEND ANY MEMBER
WHOSE CONDUCT IS UNDESIRABLE TO THE INTERESTS OF THE SOCIETY.

7. THE BOARD OF DIRECTORS SHALL HAVE THE RIGHT TO REVOKE ANY
MEMBERSHIP WHICH HAS BEEN GRANTED TO ANY PERSON WHOSE CONDUCT IS
UNDESIRABLE TO THE INTERESTS OF THE SOCIETY.

8. THE BOARD OF DIRECTORS SHALL HAVE THE RIGHT TO GRANT TO ANY
PERSON WHOSE CONDUCT IS UNDESIRABLE TO THE INTERESTS OF THE SOCIETY
A TEMPORARY MEMBERSHIP FOR A PERIOD OF NOT MORE THAN ONE YEAR.

9. NO ONE SHALL BE ELIGIBLE FOR ELECTION TO OFFICE UNLESS HE
HAS BEEN A MEMBER FOR AT LEAST ONE YEAR AND HAS BEEN ACTIVE IN THE
SOCIETY FOR AT LEAST SIX MONTHS PREVIOUS TO HIS ELECTION.

10. THE EXECUTIVE COMMITTEE SHALL HAVE THE RIGHT TO SUSPEND ANY
MEMBER WHOSE CONDUCT IS UNDESIRABLE TO THE INTERESTS OF THE SOCIETY
FOR A PERIOD OF NOT MORE THAN ONE YEAR.

11. THE BOARD OF DIRECTORS SHALL HAVE THE RIGHT TO GRANT TO ANY
PERSON WHOSE CONDUCT IS UNDESIRABLE TO THE INTERESTS OF THE SOCIETY
A TEMPORARY MEMBERSHIP FOR A PERIOD OF NOT MORE THAN ONE YEAR.

The Filson Historical Society
Nov 1931
Nov 1922
The American Daily

Mr. Freeman!
Return
after seeing
A.D. 1931
P. J. ...

American Association of Social Workers
May Meeting
at

May 18, 1931 Neighborhood House Six O'clock
Lucy Belknap Building - 416 S. First



"The time has come the Walrus said,
To talk of other things -
Of shoes, and ships, and sealing wax
And Labbages and Kings."



Forget for once your chosen job
And come and have a fling

Come Monday night, and play awhile
And have some fun and sing -
At six o'clock right on the dot

We have planned to eat
Reserve your place immediately
Just to insure your seat !!

One guest will be allowed
To each and every one

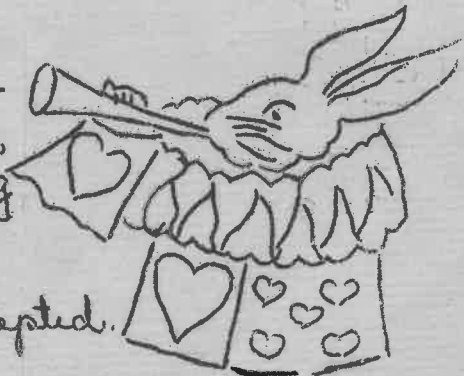
So bring a friend along to help enjoy the fun!
That this is quite generous,

We hope you will agree

Only 75¢ will be the admission fee....



Make reservations
with Miss Reed be-
fore 5 P.M., Saturday,
May 16, 1931 by calling
City 4612
75¢



The first 80 will be accepted.

55786

Please return this after reading. 7.5.

Miss Frances Ingram
428 South First Street
Neighborhood House
Louisville, Kentucky.

The Filson Historical Society

You'll be pleased as a
Cheshire Cat
if you read the enclosed.



When the American Association of Social Workers was first organized in 1921 those engaged in the practice of social work had in the main received their training on the job. Recognizing this fact, the Association based its first membership requirements mainly on experience in approved social agencies.

Three persons chosen from the South - Harry L. Hopkins of Atlanta, Ga.,
Now Administrator, W.P.A. Washington, D.C.

E. C. Lindeman of Greensboro, N. C., ~~and Frances Ingram of Louisville, Ky.~~
(Now Director of Recreation Projects, W. P. A. Washington, D. C.

also

New York School of Social Work.

Frances Ingram, Head Resident of Neighborhood House, Louisville, Ky. since 1905.

The Filson Historical Society