



AMERICAN RED CROSS

MIDWESTERN AREA
1709 WASHINGTON AVENUE
ST. LOUIS, (3) MISSOURI

July 5, 1944

Mr. F. C. Allen
University of Kansas
Lawrence, Kansas

RE: KINNEY, Miss Evelyn E.
1103 East Street
Iola, Kansas

My dear Mr. Allen:

Miss Evelyn E. Kinney has applied for a position with the American Red Cross to serve as First Aid, Water Safety and Accident Prevention Field Representative. She has given us your name as a reference, and we would appreciate any statement you wish to make relative to her character, ability, etc.

The position of Representative on our First Aid, Water Safety and Accident Prevention field staff involves visits to a group of local Red Cross Chapters to assist them with the organization and development of the above mentioned services. In addition to the technical knowledge of these programs, the Field Representative must be familiar with the techniques of teaching and her personal characteristics must be such as would enable her to establish and maintain effective working relationships with not only our paid staff but Red Cross volunteers as well. From time to time it will be necessary for the Field Representative to give short informative talks on the subject of Red Cross to groups in the community such as luncheon clubs, women's clubs, etc. While it is not required that our Representatives be accomplished public speakers, they should be able to talk clearly and sincerely on an extemporaneous basis.

We will appreciate your assistance in giving us your evaluation of Miss Kinney's qualifications and your opinion as to her suitability for an assignment of this nature. Whatever information you make available to us will, of course, be held in confidence. We would appreciate an immediate reply.

Sincerely yours,

Marvin Teeter
Assistant Director of Personnel