

HERBERT HOOVER
Chairman of Board

WILLIAM EDWIN HALL
President

ALBERT H. WIGGIN
Treasurer

WILLIAM ZIEGLER, JR.
Secretary

DAVID W. ARMSTRONG
Executive Director

BOYS' CLUBS OF AMERICA

381 FOURTH AVENUE



NEW YORK 16, N. Y.

PROGRAM AND PERSONNEL SERVICE

WALTER M. HALL, *Director*

EDWARD W. PASTORE, *Assistant Director*

July 16, 1946

Dr. Forrest C. Allen
University of Kansas
Lawrence, Kansas

Dear Dr. Allen:

I am writing you concerning Horace Mann Mason who has filed application for our professional training course. This course involves one year of training and is especially designed to prepare men for executive positions in our field. We are very selective and we admit to the course only men who have the highest qualifications.

I am attaching a list of qualifications that an executive director of a Boys' Club should possess, and the duties he performs. In your opinion, do you think Mr. Mason has the character, appearance, personality, poise, education, enthusiasm, and other qualifications necessary to make a top-notch executive?

You may rest assured that any information you give us concerning Mr. Mason will be treated strictly confidential by our Board of Review.

I am enclosing a self-addressed stamped envelope for your convenience in replying.

Sincerely yours,

Walter M. Hall, Director
Program & Personnel Service

WMH:bes
Encls.