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7-14-1933

## Better Home In America - July 1933

Prairie View College

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**BETTER HOMES IN AMERICA**  
TEXAS STATE COMMITTEE FOR COLORED CITIZENS

Mrs. A. B. DEMENT, *Chairman*  
708 South East Fourth Avenue  
Mineral Wells, Texas

July 14, 1933

Mrs. I. W. ROWAN, *Secretary*  
Supervising Home  
Demonstration Agent  
Prairie View, Texas

Mrs. I. W. Rowan, Secretary,  
State Committee of Better Homes in America,  
Prairie View, Texas.

My dear Mrs. Rowan:

It was very pleasing to have your cordial letter of a few days ago. Truly I had missed the real happiness that always comes with a message from you.

I am pleased to state that the work is progressing very satisfactory. I hear from Mrs. Savannah very rarely. Kindly, if you see her, ask her to let me hear from her more often, please.

Was quite disappointed not to see you at our State Federation meeting, but I realize these are busy times for you. Indeed it was a rare treat to have witnessed the program rendered by the Prairie View friends with Madam Bledsoe presiding. Wish you could have been present.

I appreciate so much your invitation to be present during the meeting in August, and I shall make an effort to represent in some way.

Shall leave for the National meeting in Chicago very probably July 17, but hope to be back in time for your meeting.

Write me at 4951 Washington Park Court, Chicago, Illinois, when convenient.

Know that I shall hold good wishes for the success of the meeting.

Yours for Service,  
A.B.DeMent

Prairie View, Texas  
June 7, 1933

Mrs. A. E. DeMent,  
708 South East Fourth Avenue  
Mineral Wells, Texas.

Dear Mrs. DeMent:

I am enclosing a letter and a questionnaire received from Mrs. Katherine F. Liston. I feel that you have the necessary information for answering the questionnaire so am referring it to you.

I am

Yours truly,

I. W. Rowan, Secretary.

IWR:g  
enclosure.

Prairie View, Texas,  
July 5, 1933

Mrs. A. B. DeMont, Chairman  
708 South East Fourth Avenue  
Mineral Wells, Texas.

Dear Mrs. DeMont:

It has been sometime since I have received a message from you but I have been pleased to note the communications reaching me from New York concerning the Better Homes Work in Texas.

If there is an idea in your mind that we can help you work out please let me know.

I am sorry it was impossible for me to attend the State Federation at Tyler. Our Texas Home Makers Conference will convene at Prairie View August 14, 15, 16, 1933. We will be pleased to have you visit us at that time.

Yours truly,

I. W. Rowan, District  
Home Demonstration Agent,  
Secretary.

IWR:g

BETTER HOMES IN AMERICA  
TEXAS STATE COMMITTEE FOR COLORED CITIZENS

MRS. A. B. DEMENT, Chairman  
708 South East Fourth Avenue  
Mineral Wells, Texas

MRS. I. W. ROWAN, Secretary  
Supervising Home  
Demonstration Agent  
Prairie View, Texas

Mineral Wells, Texas  
August 16, 1933

Mrs. I. W. Rowan  
Supervisor H. D. Agents  
Prairie View, Texas

My dear Co-Worker & Friend: - I have been  
back in the state for a few days had  
a brilliant experience and was benefitted  
in many ways.

The National Union of Col. Women's Meeting  
was indeed an illustrious one, and  
I am grateful for the opportunity of going.  
On leaving I felt certain I would be  
returning early enough to attend your  
very interestingly planned meeting, but  
I had new duties given me at the  
Nat'l. and was therefore detained much  
longer than I had expected, hence I have  
had to forego many of my plans.

Kindly know that I had a very deep  
regret that I could not be present, and  
now that I have just about cleared up  
my duties outside of the state, I am  
subject to your Command now, to do  
whatever I may call on me!

Now my dear this thought comes to me,  
regarding our Better Homes' work - feel  
you are, so directly in line with  
the work and that every phase of your  
program is largely toward the objectives  
of our program and with most

BETTER HOMES IN AMERICA

TEXAS STATE COMMITTEE FOR COLORED CITIZENS

MRS. A. B. DEMENT, Chairman  
708 South East Fourth Avenue  
Mineral Wells, Texas

MRS. I. W. ROWAN, Secretary  
Supervising Home  
Demonstration Agent  
Prairie View, Texas

If your definitely efforts being directed along this line, I am certainly desiring that you would consent to accept the Chairmanship of our state Com. and know I shall be glad to serve as a Committee person or wherever you may desire that I serve, as long as my service can be of help.

Now would you accept the place and permit me to notify the Home Office before any more literature or stationary is published?

For I am sending you a letter that came to me very recently from Prof. Pratt (Pres of S. G. A. & a member of our Com.) I guess if you will kindly accept the place mentioned above, you will understand what will be expected of us during S. G. A. meeting in Austin.

May you be well and may you also have enjoyed a very beneficial summer.

I am

Yours hopefully,

A. B. Dement

Prairie View, Texas,  
August 28, 1933.

Mrs. A. B. DeMent,  
708 South East 4th Avenue  
Mineral Wells, Texas.

Dear Mrs. DeMent:

Our Farmers' Short Course was reported to be the best yet. Sorry you could not be with us but happy to know that your visit to the National Association of Colored Women's Meeting was both profitable and pleasant. We will look forward to your attendance upon our next Extension Meeting.

In regards to the State Chairmanship of the Better Homes in America Committee for Colored, please allow me to thank you for this offer and the confidence in me that must have prompted you to make it but I am unable to serve in this capacity because of heavy obligations that are already mine.

You have my support in continuing the work or I should be pleased to owrk with your successor. If I can assist with your State Teachers' Association program , please let me know.

Enclosed find the letter from Mr. Pratt that I am returning.

Yours truly,

I. W. Rowan, District  
Home Demonstration Agent.

IWR:g  
encl. 1.

FRANK C. CLEMENS  
PRESIDENT

H.C. MALSCH  
VICE PRESIDENT

R.T. PEARCE  
VICE PRESIDENT

J.B. CADWELL  
SEC. & TREAS.

M.G. BERKLEY  
TRAFFIC MANAGER

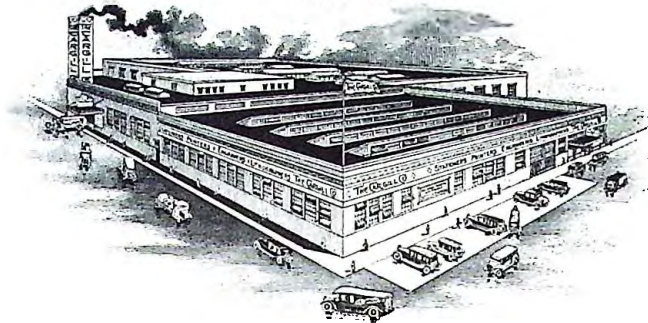
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ENGRAVERS**

MACHINE BOOK-KEEPING  
EQUIPMENT  
LOCKERS

HOUSTON, TEXAS  
December 19, 1933.

Mrs. I. W. Rowan,  
Prairie View College,  
Prairie View, Texas.

Dear Madam:


May we enter your order for  
the transfer cases and expanding envelopes  
quoted on in our letter of December 8th?

We have the goods in stock  
and can make immediate shipment.

Your instructions to enter  
an order would be appreciated.

Yours very truly,

THE CARGILL COMPANY

  
Vice-President.

PTP:BW  
CC:EC



**Everything for the office including FURNITURE**



FRANK C. CLEMENS  
PRESIDENT

H. C. MALSCH  
VICE PRESIDENT

P. T. PEARCE  
VICE PRESIDENT

J. B. CADWELL  
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M. G. BERKLEY  
TRAFFIC MANAGER

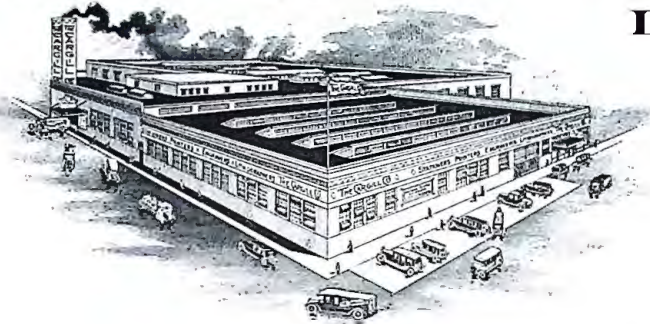
# THE CARGILL CO.

ESTABLISHED 1901

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**CAPITOL-BRAZOS-RUSK**  
PHONE FAIRFAX 0123



P. O. Box 1739

**LITHOGRAPHERS  
ENGRAVERS**

MACHINE BOOK-KEEPING  
EQUIPMENT  
LOCKERS

**HOUSTON, TEXAS**

December 8, 1953.

Mrs. I. W. Rowan,  
Prairie View College,  
Prairie View, Texas.

Dear Madam:

At the request of C. F. Lewis,  
Local Treasurer of the College, we take pleasure  
in quoting as follows:

2 Dozen Style B No. 81 $\frac{1}{2}$	
"Y and E" Transfer	
Cases - - - - -	\$17.00 Net
2 Dozen No. 4035-C "Y	
and E" cap size	
Expanding Fibre	
Envelopes, 1-3/4"	
expansion - - - - -	6.00 Net

Illustrations of these articles  
are enclosed, and we hope to have your order.

Yours very truly,

THE CARGILL COMPANY

*[Handwritten Signature]*  
Vice-President.

PTP:BW  
Encls.  
CC:EC

ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.



**Everything for the office including FURNITURE**

# Makes Transferring Simple and Easy

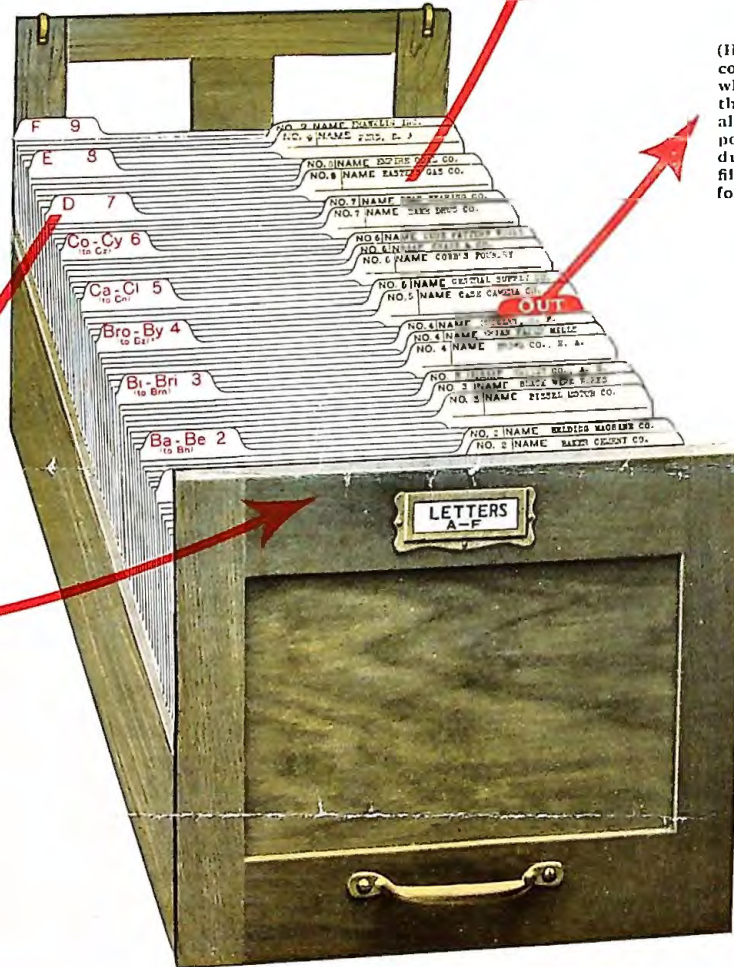
NO.	NAME
8	EASTERN GAS CO

BUFFALO, N. Y.

(G) The characteristic color of this gummed label, which is pasted on each individual folder, insures its return to the proper file.

(H) OUT FOLDER—The record on this folder shows where a folder removed from the files can be found and also serves to hold correspondence which may be filed during the absence from the files of the replaced regular folder.

(F) Note how the individual folders form an alphabetical guide when correspondence is placed in the transfer case. At transfer time a complete new set of miscellaneous folders is required.



(I) The transfer case illustrated above exactly duplicates the file on the opposite page. At each transfer period the entire contents of the current file (except the pressboard guides) are transferred bodily to the transfer case.

## Files in Less Than Ten Seconds

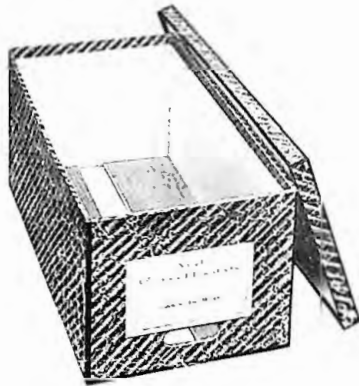


### Style "A" Transfer Cases

These transfer cases meet a real need for a low-priced, durable container for transferred papers.

They are furnished in two types, a "set-up" type which comes to you fully assembled, and a folding type that is shipped and held "knocked-down" until placed in service.

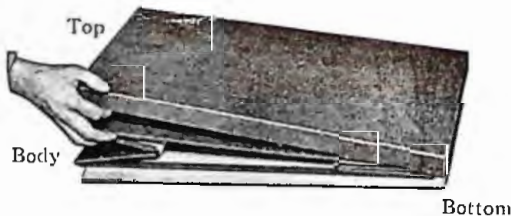
Either type has the same capacity as a regular "Y and E" File Drawer, about 5000 papers. The set-up cases are made of wood, reinforced with binders tape and covered with a strong and specially marked paper. The cover is of heavy juteboard also reinforced. Bottom of case is grooved for guide extensions.



### Style "A" Set-up Type Transfer Cases.

Catalog No.	For	Inside Dimensions		
		Width	Height	Depth
70	Bill Size Papers	10"	8"	23 1/2"
71	Letter Size Papers	12 1/8"	10"	23 1/2"
72	Cap Size Papers	15 1/4"	10"	23 1/2"

The knock-down type of "Style A" cases are made with wood bottoms and heavy juteboard sides and cover, strongly reinforced. This case is very popular as it answers the purpose of storing papers seldom referred to and is easily set up when ready to use.

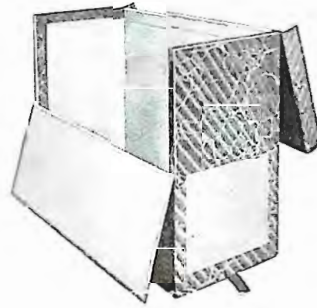


### Style "A" Knock-down Transfer Cases.

Catalog No.	For	Inside Dimensions		
		Width	Height	Depth
73	Bill Size Papers	10"	8"	23 1/2"
74	Letter Size Papers	12 1/8"	10"	23 1/2"
75	Cap Size Papers	15 1/4"	10"	23 1/2"

### Style "B" Transfer Cases

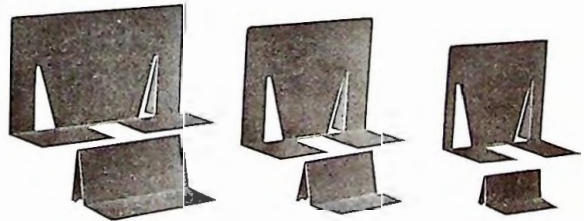
Style "B" Transfer Cases are made with wood ends and bottoms with the front and hinges reinforced by metal. The sides are of heavy



juteboard and the entire case covered with marbled paper. Each case is recessed for guide extensions and equipped with a tape pull beneath the label.

Catalog No.	For	Inside Dimensions		
		Width	Height	Depth
80 1/2	Bill Size Papers	10"	8"	4"
81 1/2	Letter Size Papers	12 1/8"	10"	4"
82 1/2	Cap Size Papers	15 1/4"	10"	4"
86 1/2	Letter Size Papers	12 1/8"	10"	6"

### Adaptable Metal Compressors for Transfer Cases



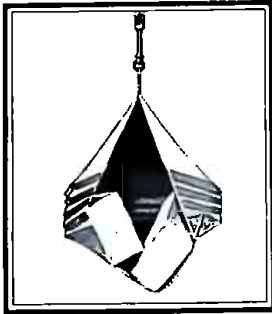
For use in transfer cases that do not have compressors to hold the contents upright and forward in the drawer, "Y and E" Adaptable Metal Compressors are a convenience. They are made of reinforced metal, enameled in olive green. The contents of the drawer rest on the "floor" of the compressor, the weight keeping correspondence in desired position. The compressor is grooved to allow space for the guide extensions.

When the transfer case becomes nearly filled, the compressor may be removed so that maximum space may be made available for the actual filing of papers.



# YawmanotE Folders, File Pockets and Filing Envelopes

## Built for Wear



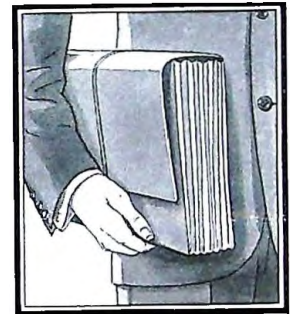
YawmanotE is a hard, tough, rope stock made to our own specifications. Folders, file pockets and envelopes made of this material are light, strong, durable and water-resisting. They are heavily reinforced to withstand extraordinary wear in or out of the file.

YawmanotE is a copyrighted trade name which applies only to products of this type made by "Y and E".

*The strong, sturdy YawmanotE material has grown so popular that it has become necessary to greatly enlarge the YawmanotE Line.*

## They Have Many Applications

The expanding type envelope or wallet made of YawmanotE has a wide-spread sale for portfolio purposes, as this leather-like material sheds water. These expanding wallets are used by Attorneys, Public Accountants, Auditors, Insurance Agents, Sales Managers and other executives, who find them invaluable in carrying records or papers from place to place. They are, also, widely used by students, particularly in business schools.



## They Increase the Efficiency of Active Files

In the active file YawmanotE folders and file pockets keep papers in order and good condition—no slumping, dog-earing or tearing. The specially constructed expansion feature provides ample space for an abnormal amount of correspondence. Bulky groups of papers are kept neat and readily accessible.

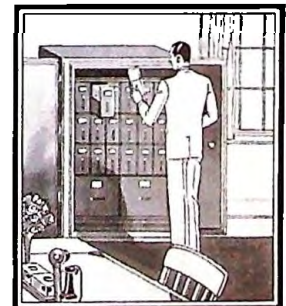
To get the best results from any filing system, use folders or file pockets of YawmanotE.

## Indispensable for Private Papers

YawmanotE filing envelopes and wallets are extensively used by banks, trust companies, lawyers, insurance and real estate firms for the protection and systematic filing of their valuable records and documents in safes or vaults.

They are also ideal for the housing of one's valuable personal papers.

Although the initial cost may be slightly higher, the additional protection and long life of YawmanotE will prove economical over pockets of inferior material.



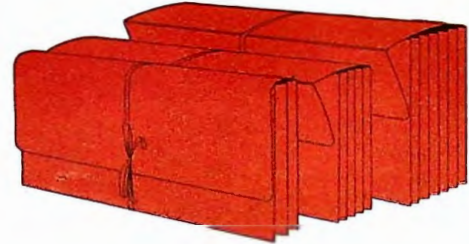
# There is a Yawmanote for Every Purpose

## Envelopes—Expanding (Wallets)

With Tape for Fastening

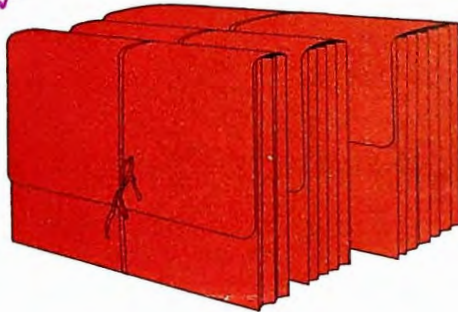
When extra capacity is required, use a Yawmanote Expanding Envelope. Their remarkable capacity and convenient shape make them extremely popular. A wide flap and brown tying tape add to their security.

The expanding gussets are reinforced with cloth at the point of the greatest wear. The fronts and backs are each lined with a second sheet of Yawmanote to give rigidity and insure long life.



**5 1/4" Expansion**  
(Packed 25 in Box)

<i>Document-size</i>	<i>Width</i>	<i>Height</i>
No. 4067G	10 1/4"	4 1/4"
No. 4069G	11	5
<i>Letter-size</i>		
No. 4073G	11 3/4"	9 1/2"
<i>Cap-size</i>		
No. 4075G	14 3/4"	9 1/2"



**1 3/4" Expansion**  
(Packed 50 in Box)

<i>Document-size</i>	<i>Width</i>	<i>Height</i>
No. 4026C	9 1/2"	4"
No. 4027C	10 1/4"	4 1/4"
No. 4028C	11	4 1/2"
No. 4030C	12	5
<i>Letter-size</i> (Packed 25 in Box)		
No. 4033C	11 3/4"	9 1/2"
<i>Cap-size</i> (Packed 25 in Box)		
No. 4034C	14"	9"
No. 4035C	15	9 1/2"
No. 4036C	15	10

**3 1/2" Expansion**  
(Packed 25 in Box)

<i>Document-size</i>	<i>Width</i>	<i>Height</i>
No. 4046E	9 1/2"	4"
No. 4047E	10 1/4"	4 1/4"
No. 4048E	11	4 1/2"
No. 4049E	11	5
<i>Letter-size</i>		
No. 4053E	11 3/4"	9 1/2"
<i>Cap-size</i>		
No. 4055E	15"	9 1/2"

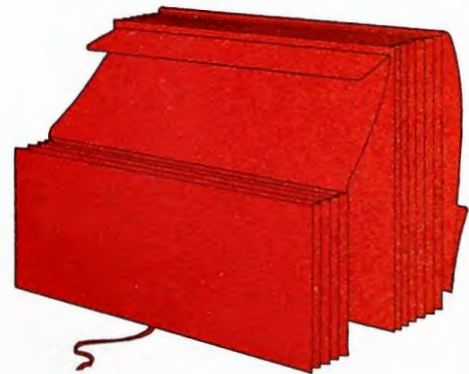
## Envelopes—Expanding Partition (Wallets)

With Tape for Fastening

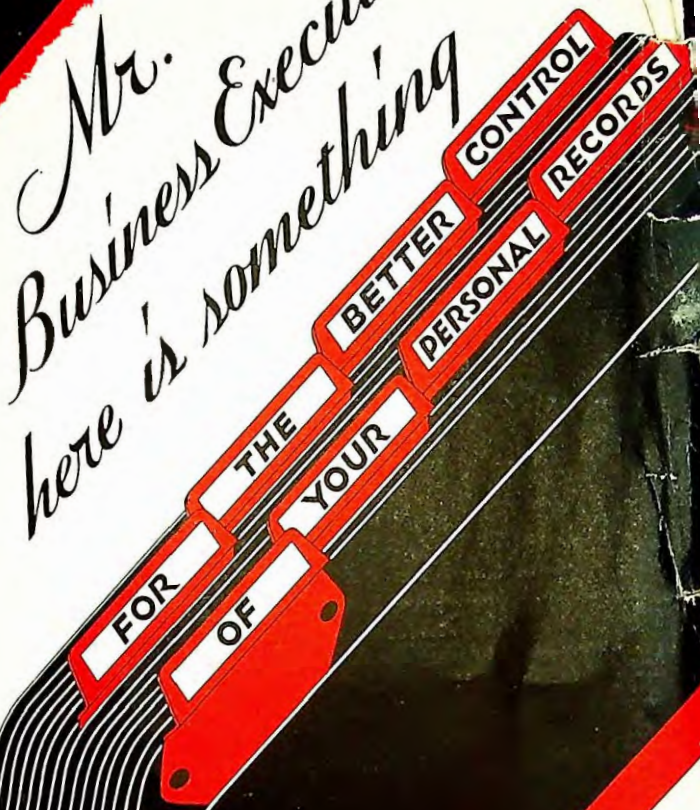
Yawmanote Expanding Partition Envelopes or Wallets may be used to advantage in most any business. Available with four or six pockets, they provide a splendid container that separates the different classes of papers on one subject.

They are generally used for the systematic filing of bills, statements, receipts, orders and check slips, that are being handled by salesmen, drivers, collectors or agents. This method of handling these papers not only avoids confusion and loss but keeps them from being soiled.

These wallets are of double front and back construction with reinforced expanding gussets, and have a wide protective flap and convenient tying tape.



Mr.  
Business Executive  
here is something



Everything  
instantly available

# ? What Are the Facts? → → → Consult Your Data File! ? Where is the Data? → → → All in Your Data Folder!

Now-a-days organized information means the ability to control, to direct. Time is the essence of action. To save time is the gratifying by-product of having—

**A  EXECUTIVE DATA CONTROL SYSTEM**

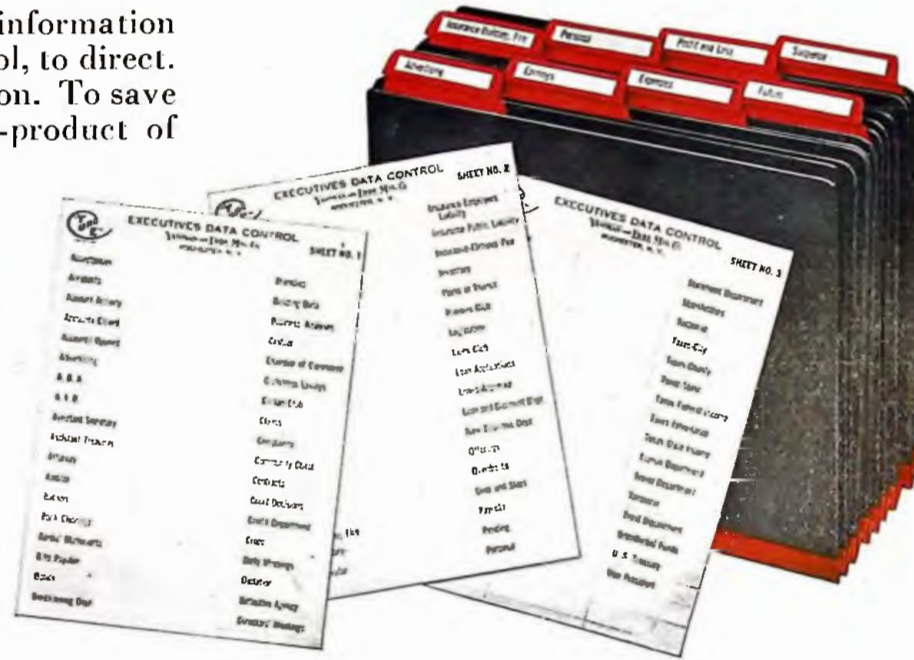
in your desk drawer, always within arm's reach. Here is the bird's-eye view of your work and responsibility:

**STATISTICS INVENTORIES PLANS  
REPORTS QUOTAS COSTS. ETC.**

Especially organized for your own particular work!



—That Long-Distance Case



A separate folder, separately labeled for each subject or classification, brings the

**RELATED FACTS TOGETHER INSTANTLY**

When you are going thru your morning's mail, reading your sales reports or magazines, you drop the correspondence, reports or clippings in their proper folders, which are arranged alphabetically.

**SPECIAL REMINDERS**

If during the day or at the time of filing you decide to bring certain matters up with department heads that day, withdraw the folder and place it in the front of the set in your desk drawer, as a special reminder.

**WHEN PLANNING A TRIP**

By having a folder for each branch, territory or factory, you will have all the information ready when you are planning a trip. Just pull the folders from your desk drawer or personal file and drop them in your bag.

**STARTING A CAMPAIGN**

If you are starting a sales campaign, you will want to collect information on advertising, competition, cost, field reports, etc. A set of folders, one for each subject, or one for the complete project, will save you much time and labor.

**SECRETARIES WORK SIMPLIFIED**

Your secretary will find her own work simplified by setting up for you this organized data system created by "Y and E." The durable long-lived folders of strong black fibre with modernistic red label holders of metal are a welcome substitute for dog-eared manila folders.

**HOW TO ORDER**

A set of No. 8FD consists of eight letter size folders made of heavy black fibre-board with red steel angular guide tabs, with celluloid windows. For cap size, order the No. 10FD, same as letter size except with five position tabs instead of four positions. There are 10 folders to the set. Four letter size cards containing 170 labels, printed with most-used subjects and blank labels for extra subjects are included. Each folder has a 1" expansion made of heavy red buckram securely cemented to the black fibre-board. These folders last a lifetime.

**EXTRA FOLDERS**

Letter No. FD404 A 3 1/4  
Cap No. FD406 A 3-1/5



—That Executive Conference

Here are subjects that are important to—

### THE PRESIDENT

Annual Reports	Inventory
Appropriations	Promotion Manager
Auditor	Sales Manager
Budget	Secretary
Directors' Meetings	Stockholders
Earnings	Treasurer
General Manager	Vice-President

or the —

### GENERAL MANAGER

Annual Reports	Policies
Appropriations	President
Auditor	Production
Bookings and Billings	Reports
Budget	Salaries
Complaints	Sales Manager
Contracts	Statistics, Sales, Taxes
Inventory	Treasurer
Leases	Vice-President

or the —

### SALES EXECUTIVE

Advertising	Export
Appropriations	Personnel
Bonus Plan	Price Lists
Bookings and Billings	Quotas
Branches	Reports
Competition	Sales Control
Costs	Sales Promotion
Dealers	Territories

or the —

### ADVERTISING EXECUTIVE

Appropriations	Magazines
Authorizations	New Ideas
Budget	Novelties
Competition	Photographs
Contests	Policies
Contracts	President
Conventions	Reports
Displays	Sales Promotion
Exhibits	Standardization
Export	Territories

or the —

### PURCHASING EXECUTIVE

- Authorizations
- Complaints
- Contracts
- Costs
- General Manager
- Items in Transit
- Pending
- Personal

or the —

### CREDIT EXECUTIVE

- Annual Reports
- Attorney
- Laws
- Legislation
- Return Items
- Sales Manager
- Statement Department
- Treasurer
- Uncollected Funds

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## YAWMAN AND ERBE MFG. CO.

*Steel and Wood Filing Cabinets—Steel Desks—Steel Shelving—Safes—  
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Bank and Library Equipment*

1099 JAY STREET

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## THE CARGILL CO.

Stationers - Printers - Engravers  
Lithographers - Office Furniture  
CAPITOL - BRAZOS - RUSK  
HOUSTON, TEXAS



Chatfield, Texas.

December 28, 1933.

Mrs. I. W. Rowan,  
Prairie View, Texas.

Dear Sir:

I received your letter some days ago and in reply I will say - the auditor of Navarro Co. informed me yesterday that the appropriation had been made by the Commissioners' Court for this work.

Now concerning my preparedness I will say I received my instructions in Bishop College and the Boston School of Economics.

I assure you if I be appointed, I will work in cooperation with your plans to stimulate an interest in the 4-H Club-girls' organizations, and see that the work in my county will receive my greatest interest.

Yours truly,  
(Mrs.) B. M. Conley

CO-OPERATIVE EXTENSION WORK  
IN AGRICULTURE AND HOME  
ECONOMICS

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS  
AND UNITED STATES DEPARTMENT OF  
AGRICULTURE CO-OPERATING

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK

Prairie View, Texas  
December 30, 1933

Local Home Demonstration Agent

Dear Co-Worker:

A supply of letters (like the attached copy) was given you at the Huntsville meeting to hand to your several community club presidents at your next County Council Meeting. If this matter has not been given due consideration to-date, I am asking that you send one of the letters with a letter from your office, to all presidents and as many members as you may have copies to furnish.

The State Home Makers' Council must of necessity grow and operate in terms of your interest and activities, so make your County Council a creditable advisory committee for your County Extension program.

With sincere wishes for a Happy and Prosperous New Year. I am,

Yours truly,

Mrs. I. W. Rowan, District  
Home Demonstration Agent

IWR:U

Moxia, Texas,  
November 8, 1933.

President and Members of County Home Demonstration Club.

Dear Co-Worker:

Realizing that you are making your 1934 Club program at this time I wish to remind you of the aims of the State Home Makers' Council so that they may be included in your program.

At our Meeting in Prairie View, Texas on August 14, 15, 16, 1933, the following recommendations were voted by the body:

1. Each County Home Demonstration Council will pay \$16 to the State Home Makers' Council for the year 1934. This amount to be brought to the State Meeting by County Chairman or County Representative.

2. Each County will be allowed three (3) votes in general Meeting of the State Home Makers' Council.

3. Each member of a County Home Demonstration Council shall pay ten cents (10¢) to help defray the expenses of State Home Makers' Council. This money shall be brought to the State Meeting by County Chairman or County Representative.

In addition to this we wish to make it possible for each county to reach the 1934 State goals, especially are we interested in the Five Year Home Improvement Contest which closes in 1934; and the yard beautification campaign.

Let's busy ourselves at this time and collect sufficient funds to meet our state obligations and have money left in treasury to finance our County program.

I do not think it too early to begin thinking of how we may assist in placing Home Demonstration Agents in our neighboring counties, we can extend the Service if we desire.

Mrs. B. V. Foster  
Mrs. B. V. Foster, President

Mrs. Alberta James  
Mrs. Alberta James, Secretary.

G.

**CO-OPERATIVE EXTENSION WORK  
IN AGRICULTURE AND HOME  
ECONOMICS**

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS  
AND UNITED STATES DEPARTMENT OF  
AGRICULTURE CO-OPERATING

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK

COLLEGE STATION, TEXAS

December 31, 1933

Project No. 7544-A-11

Mrs. Iola Rowan,  
District Home Demonstration Agent,  
Prairie View, Texas.

Dear Mrs. Rowan:

*7544-A-11-32*  
Under separate cover I am sending you twenty-four schedules and twenty-four instruction sheets for the Farm Home Survey Project Number 7544-A-11. I am sure there is much that you can do to help by explaining to your workers that their cooperation is needed. If your workers will tell the people that the survey is going to be made and prepare them to receive the field worker who will call at their homes, it will be a great help in speeding the work. There is much that your workers can do to inform the people of the county where this survey is to be made and I am sure they will lend every effort to cooperate. I appreciate your offering your services in the past.

Very truly yours,

*Bernice Claytor*

Mrs. Bernice Claytor,  
Specialist Home Improvement Extension Service.

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