

Please attach photograph measuring not more than 2" x 4"

SCHOLARSHIP

UN

APPLICATION FOR FELLOWSHIP

JULIUS ROSENWALD FUND, CHICAGO, ILLINOIS

900 South Homan Avenue

Date March 10<sup>th</sup> 1935

PERSONAL HISTORY

Name in full Marion Hellen Butler

Present address 17 N. Gales Street Philadelphia Pa.

Permanent address 17 N. Gales Street Philadelphia Pa.

Place of birth Philadelphia Pa. Date of birth June 22<sup>nd</sup> 1909

Single, married, widowed, divorced Married

Name and address of wife or husband Name:

Number of children None Age and sex —

Dependents 1 To what extent Wholly Relation Mother

Father's name John E. Hellen Address Deceased Occupation —

HEALTH OF APPLICANT

Weight 118 1/2 Height 5 ft 2 in Previous illnesses Bronchitis 12/20/34

feet inches details and date

Illnesses during past twelve months Bronchitis:

Physical impairment—degree and how long existing None:

Most recent complete physical examination—when and by whom December 1934

Frederick M. Hopkins M.D.

Physician's recommendations Rest and modification of diet:

Have these been acted upon? Yes:

General health of family Good:

APR 2 1935

UNIVERSITY

EDUCATION

Give a summary of your education in the following form:

	Name of Institution	Period of Study	Degrees, Diplomas, Certificates (give dates)
ACADEMIC:			
High School	West Philadelphia -	4 years	Diploma
Normal			
College or University			
Graduate			
PROFESSIONAL:			
Music			
Art			
Technical			

ACCOMPLISHMENTS

Positions held (professional, teaching, scientific, administrative, business):

Name of Institution or Organization	Title of Position	Years of Tenure (give dates)	Under Direction of
Women's Union Day Nursery	Social Worker	December 1933 to November 1934	Welfare Federation of Pennsylvania
Head Librarian of Mercy Hospital	Head Librarian	November 1934 to present date	Henry M. Minton M.D. Sup't.

REFERENCES

Submit a list of references from whom further confidential information may be obtained:

Name of Reference	Where and in what way does this person know you?	Address
Henry M. Minton M.D.	Superintendent	5000 Woodland Ave.
Robert E. Miller Esq.	Personally	908 Walnut Street
Andrick, McLaughlin M.D.	Physician	107 N. 57th Street
John C. Osburn Esq.	Personally	501 S. 16th Street
Mrs. Edith M. Thurling	Personally	707 S. 19th Street
Lester A. Truelson M.D.	Personally	2023 Bunting Street

Give a list of the scholarships or fellowships you have previously held or now hold:

*None:*

Present position? *Second Librarian* From *Nov-1933* To *Present* Salary? *\$480.00*

Do you seek further training for this or another position? *For this position* What and where? *Second Librarian - Mercy Hospital; Philadelphia, Pennsylvania*

Have you positive assurance of a position after completion of further study? *Yes*

If so, what is the position? *Second Librarian*

By whom is assurance given? *Dr. Henry M. Minton, M.D.*

What course of study do you wish to take? *Observation and participation in work:*

For what degree are you working? *B.S. Nursing Education*

What institution offers best opportunity for this study? *Providence Hospital, Chicago*

When does the course begin and when does it end? *-*

Have your credits been accepted without condition? *-*

Courses you propose to take:

Major *-*

Minor *-*

What financial assistance can you depend upon from present employer, school, family, or organization? *-*

If you are a student and employed outside of school, how many hours per day do you work? *-*

What are they? *-*

Where employed? *-* How much do you earn? *-*

Will this continue? *-* How long? *-*

What is the total amount required for the proposed period of study? *Two weeks*

How much can you provide? *-*





In addition to filling out the application blank, we are asking that you write an essay of not more than five hundred words, stating the major problem in your field, as you see it, and your reason for believing that additional training will enable you to help solve that problem, or, at least to make a contribution as a result of a wider experience. (Please use pages 5 and 6 for this essay.)

### The Value of Scientific Record Keeping:

No one who possesses even an elementary knowledge of figures can fail to acknowledge the wonderful analytic power of the modern statistical method.

Record room statistics are an essential criticism of accumulated medical facts; they are in competent hands, a revealing guide.

To-day, there are many complex problems which arise in this field of endeavor.

A few years ago physicians who desired research were compelled to wait indefinitely for requested material. To-day, due to the perfection of the diagnostic system of filing, records may be secured in a comparatively short time.

The adaptation of new face sheets for charts which identify persons changing their names have lessened much confusion where charts, x-rays, fingers and foot prints are desired on the return of patients to the hospital or for court procedure.

The record department acts as a medium of reference to persons who have misplaced birth certificates, insurance companies, and lawyers who wish information concerning diagnosis and treatment of patients, relief agencies for follow up and hospitals for comparison of symptoms and diagnosis, association and follow up.

In this economic crisis where the aged are dependent and are unable to certify their age, this department is often instrumental in producing this data.

Every field has its particular way of recording but without the proper opportunities for research the character of the work deteriorates; with such opportunities the workers are inspired to attain higher and higher standards and are enabled to appreciate the practical value of scientific procedure which are part of record room routine.

**SCHOLARSHIP** ✓

**Julius Rosenwald Fund**

4901 Ellis Avenue  
CHICAGO

Edwin R. Embree  
President  
Margaret S. Simon  
Secretary  
D.A. Elvidge  
Comptroller

February 12, 1936.

Dear Mrs. Butler: We should appreciate very  
much your giving us the  
following information which did not appear on  
the questionnaire you filled out recently:

Position at time of grant.	Record Librarian
At what institution?	Mercy Hospital
City	Philadelphia,
State	Pennsylvania
Present Position.	Record Librarian
At what institution?	Mercy Hospital
City	Philadelphia,
State	Pennsylvania

May we have your reply by return mail, please?

Very truly yours,

*Margaret S. Simon*

MSS:W:M

~~Mrs. Henrietta Hubbell Butler,~~  
Mercy Hospital,  
Philadelphia, Penn.

**FEB 19 1936**

**FISK**  
UNIVERSITY

JULIUS ROSENWALD FUND  
4901 Ellis Avenue  
Chicago, Illinois

SCHOLARSHIP

The Julius Rosenwald Fund is making a review of the Negro fellowships which it has granted during the past seven years. Since an appraisal of our activity thus far in this field will naturally have some effect on future policy, it is requested that all persons who have received fellowship grants from the Fund cooperate by filling in carefully the brief information asked for on the following blank and returning the information promptly to the Fund.

Name Henrietta Hubbell Butler

Position at time grant was made Record Librarian

Specific purpose of the fellowship study \_\_\_\_\_

Simplification of Hospital Records (In and Out-Patient)

Subject studied under the fellowship (or special work accomplished) \_\_\_\_\_

Hospital Records

Institution at which fellowship study was carried on (or, if no specific institution was attended, state nature and place of the work carried out under the grant)

Provident Hospital

Present position or occupation Record Librarian

Your opinion of benefits received from the fellowship \_\_\_\_\_

More scientific method of effecting complete  
diagnostic, X-ray, clinical and in-patient records.

Other reports or comments may be  
written on the back of this sheet

MAR 18 1936

UNIVERSITY

SCHOLARSHIP

Philadelphia, Pa.,  
December 5, 1935.

	MAB	12/9	MAB	12/11

Dr. M. O. Bousefield,  
c/o Rosenwald Foundation,  
4901 Ellis Avenue,  
Chicago, Illinois.

My dear Dr. Bousefield:

I am desirous of securing my B. S. Degree in Nursing Education and at present am matriculating at the University of Pennsylvania. My salary at the hospital is hardly sufficient to maintain me.

I am writing to ask if you will be kind enough to intercede in my behalf in securing a scholarship, or at least a partial one, on account of the same.

I was so greatly benefitted by the former scholarship which you secured for me that I am taking the liberty of making the above request to you once again.

With kindest personal regards, I am

Very truly yours,

*Henrietta Hubbell Butler*

Henrietta Hubbell Butler  
# 17 North Ruby Street,  
Philadelphia, Pa.

DEC 16 1935

UNIVERSITY

**MERCY HOSPITAL  
AND SCHOOL FOR NURSES**

50TH STREET AND WOODLAND AVENUE  
PHILADELPHIA

REV. HENRY L. PHILLIPS, D. D., PRESIDENT  
JOHN W. HARRIS, SECRETARY & TREASURER

HENRY M. MINTON, M. D., SUPERINTENDENT  
F. D. TUCKER, ASST. SUPERINTENDENT

		13.		
	Mo	February 11th,	1935	

Dr. M.O. Bousfield  
Julius Rosenwald Fund,  
4901 Ellis Avenue,  
Chicago, Ill.

My dear Dr. Bousfield:

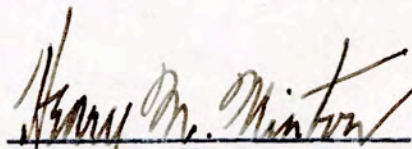
I am writing you in regard to Mrs. Henrietta Hubbell Butler and her desire to spend about two weeks in the Record Department of Provident Hospital, Chicago. I spoke to you about her when you were here February 2nd, and said that "I would write you later".

Mrs. Butler is a graduate of our School for Nurses. She has been our record librarian for the past year and a half. She is very progressive and anxious to become thoroughly acquainted with the routine of hospital record keeping. There are no available opportunities for such study in Philadelphia for our group.

She approached me some time ago. I promised to take the matter up with you to find out if this were possible, and if the Julius Rosenwald Fund would offer her some financial assistance. My interest in this matter is that this work on her part would be beneficial to the hospital in that she would be more competent to direct her department here. We would appreciate very much this help on the part of the fund and yourself.

It was a great pleasure to have you here. The conference seems to have been well worthwhile. The nurses' organization profited greatly as well as Mercy Hospital. Thank you for your kind remarks concerning our institution.

With best wishes to the personnel of the Fund and yourself, I remain

  
Henry M. Minton M.D.  
Superintendent

21 1935



# SCHOLARSHIP

February 20, 1935

My dear Dr. Minton: I am enclosing a scholarship application blank for Mrs. Butler. It is my understanding that she expects to be here only a very short while. My first inclination is to help her if it is at all possible. This is a result of my appreciation of your work in Mercy Hospital.

I would like to know how you keep your hospital so nearly filled? What percentage of occupancy is due to relief funds and upon what basis are these indigent patients received? How nearly are you able to meet costs on these relief cases?

Another equally important question concerns Boston, Barnes, and yourself, who were to constitute a committee to work on the admission of colored physicians into post-graduate schools in Philadelphia. I hope you have not abandoned work along this line. I feel pretty certain that unless you take an active interest in this kind of thing nothing will be done about it. This is the penalty of a strong leadership, such as yours, which precludes other men taking the initiative because of their respect for your leadership. I say this feeling pretty certain that it is true in every sense of the word.

Yours very truly,

M. O. BOUSFIELD

M. O. Bousfield, M. D.

FEB 21 1935

MOB:VH

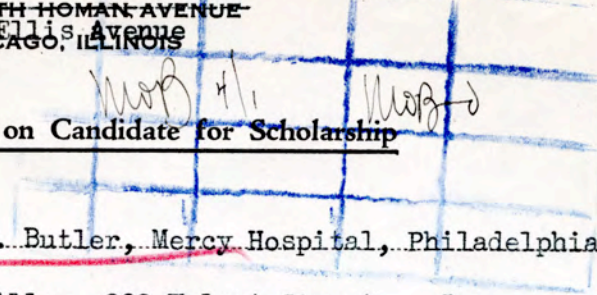
Dr. Henry M. Minton, Superintendent  
Mercy Hospital  
Philadelphia, Pennsylvania

FISK  
UNIVERSITY

# JULIUS ROSENWALD FUND

SCHOLARSHIP

900 SOUTH HOMAN AVENUE  
4901 Ellis Avenue  
CHICAGO, ILLINOIS



## Confidential Report on Candidate for Scholarship

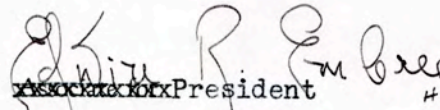
Name of Candidate Mrs. Henrietta H. Butler, Mercy Hospital, Philadelphia

Report Requested of Mr. Herbert E. Miller, 908 Walnut Street "

The above-named candidate has applied to this foundation for a scholarship to enable her to secure further training in Hospital record keeping and has given your name as a reference.

We should appreciate a frank statement of your opinion of this candidate's abilities and personal characteristics. In what way and when have you known the candidate and her work?

Your reply will be held in strictest confidence.

  
~~Associate~~ President

### REPORT:

Mrs. Henrietta Hubbell Butler is a graduate of the West Philadelphia High School and also the Mercy Hospital and School for Nurses, and at the present time is employed as Record Clerk at the Hospital. From my observation of her, she has a splendid personality, is thoroughly interested in her work and is absolutely capable in the performance of her duties. I have known her since childhood and have had an opportunity to observe her work as a member of the Board of Managers of the Hospital. In my opinion this candidate is worthy of scholarship which will enable her to secure further training along lines in which she is presently employed.

Very truly yours,

  
Herbert E. Miller

HEM:P

APR 2 1935



V.H.

# JULIUS ROSENWALD FUND

999 SOUTH HOMAN AVENUE  
4901 Ellis Avenue  
CHICAGO, ILLINOIS

SCHOLARSHIP

## Confidential Report on Candidate for Scholarship

Name of Candidate <sup>Bu files</sup> Mrs. Henrietta Hubbell, Mercy Hospital, Philadelphia

Report Requested of Dr. Frederick M. Hopkins, 107 N. 57th St., "

The above-named candidate has applied to this foundation for a scholarship to enable her to secure further training in Hospital record keeping and has given your name as a reference.

We should appreciate a frank statement of your opinion of this candidate's abilities and personal characteristics. In what way and when have you known the candidate and her work?

Your reply will be held in strictest confidence.

Edwin R. Gubee  
Associate for President

### REPORT:

I have known Mrs. Henrietta Hubbell for a number of years and observed her work in High School, as a student nurse and Record Keeper of Mercy Hospital.

Mrs. Hubbell has always been earnest & conscientious in her work and as record keeper has brought ~~order~~ order out of chaos by her efficiency.

Her personality, disposition & high character are also responsible for her success.

I feel qualified to express the above opinions because of my knowledge of Mrs. Hubbell and her family. As Surgeon to Mercy Hospital I have had personal contact during her student nursing period and as record keeper.

APR 4 1935

Incl. to W. Hopkins

FAWK  
UNIVERSITY

JULIUS ROSENWALD FUND

SCHOLARSHIP

4901 Ellis Avenue  
900 SOUTH TIGAN AVENUE  
CHICAGO, ILLINOIS

M 6B 4/3 Mrs

Confidential Report on Candidate for Scholarship

Name of Candidate *B. Hubbell* Mrs. Henrietta Hubbell, Mercy Hospital, Philadelphia

Report Requested of Mr. John C. Osbury, 501 S. 16th Street "

The above-named candidate has applied to this foundation for a scholarship to enable her to secure further training in Hospital record keeping and has given your name as a reference.

We should appreciate a frank statement of your opinion of this candidate's abilities and personal characteristics. In what way and when have you known the candidate and her work?

Your reply will be held in strictest confidence.

*John C. Osbury*  
President

REPORT:

I have known Mrs. Henrietta Hubbell since her early childhood. Her father who was a station engineer died when she was very young leaving a widow and six children. The eldest child was then sixteen (16) years of age and came to work for me as clerk in my law office. All of these children have been exceptionally industrious and of good moral character. Henrietta the youngest is industrious and eager to learn. She is doing good work at the Mercy Hospital. I recommend her as being worthy of the scholarship for which she applies.

*Osbury*

APR 4 1935



VH

JULIUS ROSENWALD FUND

4901 Ellis Avenue  
900 SOUTH HOMAN AVENUE  
CHICAGO, ILLINOIS

SCHOLARSHIP  
4/10 Mrs

Confidential Report on Candidate for Scholarship

Name of Candidate..... Mrs. Henrietta Hubbell, <sup>B. Hubbell</sup> Mercy Hospital, Philadelphia.....

Report Requested of..... Mrs. Edith M. Hurley, 707 S. 19th St., ".....

The above-named candidate has applied to this foundation for a scholarship to enable her to secure further training in Hospital record keeping and has given your name as a reference.

We should appreciate a frank statement of your opinion of this candidate's abilities and personal characteristics. In what way and when have you known the candidate and her work?

Your reply will be held in strictest confidence.

Edith M. Hurley  
President

REPORT:

Henrietta Hubbell I have known of all her life, I heard of her frequently during her studies in training - as a young woman of fine character, trustworthy and interested in her work.

APR 10 1935

She was employed as social service worker for the "Women's Union Day Nursery" of which I am President. She remained with us for a year leaving for a position with greater promise of advancement. During that period she was beloved by the staff and the children. She was interested, helpful and efficient and ever ready to give service. Our Board would be happy indeed to know she had received recognition from your fund.

Edith M. Hurley

JULIUS ROSENWALD FUND

900 SOUTH HOMAN AVENUE  
CHICAGO, ILLINOIS

SCHOLARSHIP

Confidential Report on Candidate for Scholarship

Name of Candidate..... <sup>Buxler</sup> Mrs. Henrietta Hubbell, Mercy Hospital, Philadelphia

Report Requested of..... Dr. Lester D. Freelon, 2023 Bambridge Street,"

The above-named candidate has applied to this foundation for a scholarship to enable her to secure further training in Hospital record keeping and has given your name as a reference.

We should appreciate a frank statement of your opinion of this candidate's abilities and personal characteristics. In what way and when have you known the candidate and her work?

Your reply will be held in strictest confidence.

*Lester D. Freelon*  
~~Associate~~ President

REPORT:

March 31<sup>st</sup> 1935

I have known the above-named candidate for ten or more years and have always found her to be an alert, intelligent young lady. Both classroom and ward work during her training days in Mercy Hospital was of the same high quality.

Since graduation she has, I understand, taken post graduate work at Temple University.

I believe this applicant to be a worthy one for a scholarship.

Respectfully yours

L. D. Freelon, M.D.

APR 10 1935



Scholarship

SCHOLARSHIP

3334-28

to Dr

April 22, 1935

My dear Mrs. Butler: The Julius Rosenwald Fund is prepared to grant you the \$100 which you request for study of hospital record keeping at Provident Hospital in Chicago.

Have you made arrangements with Provident Hospital and if so, when do you expect to arrive in Chicago?

I would be pleased if you would have Dr. Minton write me a letter confirming such arrangements as you may indicate in your reply.

Yours very truly,

M. O. BOUSFIELD

M. O. Bousfield, M. D.

APR 24 1935

MOB:VH

Mrs. Henrietta H. Butler  
Mercy Hospital  
Philadelphia, Pennsylvania





MERCY HOSPITAL  
AND SCHOOL FOR NURSES  
50TH STREET AND WOODLAND AVENUE  
PHILADELPHIA

SCHOLARSHIP

REV. HENRY L. PHILLIPS, D. D., PRESIDENT  
JOHN W. HARRIS, SECRETARY & TREASURER

HENRY M. MINTON, M. D., SUPERINTENDENT  
F. D. TUCKER, ASST. SUPERINTENDENT

May 10th, 1935

M. O. Bousfield, M. D.  
4901 Ellis Avenue,  
Chicago, Ill.

MMS	14	MMS	0
ERE		ERE	0
MMP		MMP	0
CAR			0

My dear Dr. Bousfield:

I wish to thank you and the Rosenwald Fund for the grant of \$100.00 for my expenses while studying the hospital record system at Provident Hospital.

I expect to leave here Saturday June 1st, 1935 arriving in Chicago on Sunday, and will take up the work on Monday morning.

Assuring you of my appreciation of your great kindness, I am,

Sincerely yours,

*Henrietta Hubbell Butler*  
Henrietta Hubbell Butler

*If she shows up all that she gets the 100.00  
5/17/35 - MMS*

MAY 20 1935

FISK UNIVERSITY

8CHS: ARSHIP

MERCY HOSPITAL  
5000 WOODLAND AVENUE  
PHILADELPHIA

MRB	MRB	MRB
MRB	MRB	MRB
MRB	MRB	MRB

May 20, 1935

OFFICE OF  
SUPERINTENDENT

Butler, Henrietta

Dr. M. O. Bousfield,  
Julius Rosenwald Fund,  
Chicago, Illinois.

My dear Dr. Bousfield:

Everything seems to have gone along nicely in regard to Mrs. Butler and her observance stay at Provident Hospital. As she has already informed you, I believe, Admiral Blackwood has granted her permission to come to the hospital, the matter having been previously endorsed by Mr. Jackson. I want to thank you for taking up the matter with the Admiral.

We are very grateful to the Rosenwald Fund. Mrs. Butler is planning to leave here on Saturday, June 1st, arriving in Chicago on Sunday. She will report at Provident Hospital at nine o'clock Monday morning. As she does not have in hand funds for her car fare she would appreciate receiving from the Fund a check so as to buy her ticket and traveling expenses. She has engaged accomodations at Poro College.

Thanking you for your interest in this,  
I remain

Sincerely yours,  
*Henry M. Minton*  
Henry M. Minton, M. D.  
Superintendent

MAY 29 1935



# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

## SCHOLARSHIP

To

Mrs. Henrietta H. Butler  
Mercy Hospital  
Philadelphia, Pennsylvania

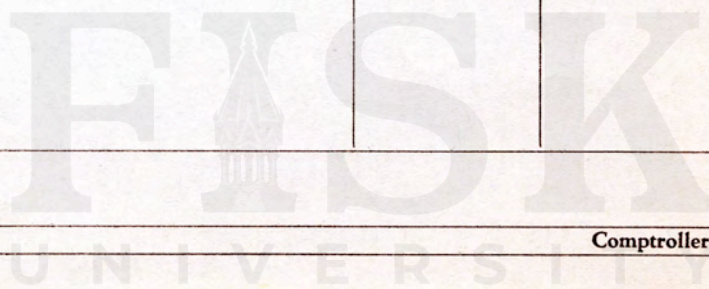
Payment Voucher No. 1578

Date May 23, 1935

Payment in full of fellowship granted 4/22/35 - - - - - \$100.00

Chk. #13223

Accounts	Appropriation No.	Debit	Credit
Scholarships & Fellowships	3334-28	\$100.00	
MAY 27 1935			
Prepared by MVG	Checked by	Posted by	Comptroller



# SCHOLARSHIP

May 24, 1935

Dear Mrs. Butler: I am enclosing our check  
for \$100. in full payment  
of your fellowship award to enable you to study  
hospital record keeping at Provident Hospital in  
Chicago, Illinois.

Very truly yours,

DOROTHY A. ELVIDGE

DAE:MVG  
encl.

Mrs. Henrietta H. Butler  
Mercy Hospital  
Philadelphia  
Pennsylvania

MAY 29 1935

FISK  
UNIVERSITY

MERCY HOSPITAL  
AND SCHOOL FOR NURSES  
50TH STREET AND WOODLAND AVENUE  
PHILADELPHIA

**SCHOLARSHIP**

REV. HENRY L. PHILLIPS, D. D., PRESIDENT  
JOHN W. HARRIS, SECRETARY & TREASURER

HENRY M. MINTON, M.D., SUPERINTENDENT  
F. D. TUCKER, ASST. SUPERINTENDENT

May 28th, 1935

Miss Dorothy A. Elvidge  
Julius Rosenwald Fund,  
4901 Ellis Avenue,  
Chicago, Illinois.

	DE	5/31	DE	0

Dear Miss. Elvidge:

I acknowledge receipt of check for \$100. on account of fellowship award for my study in hospital record keeping at Provident Hospital in Chicago, Illinois.

Kindly accept my thanks for same.

Will arrive in Chicago, Illinois Sunday June 2nd, 1935.

Very truly yours,

*Henetta Hubbell Fuller*

JUN 3 1935

FISK  
UNIVERSITY  
MADE IN U.S.A.

SCHOLARSHIP

December 11, 1935

My dear Miss Butler: Reference is made to  
your letter of

December the 5th. At the present time, funds are not available for scholarship assistance. I do not know of any other source to which I may refer you. Our own program here at the Fund is being pretty rigidly confined within limits which give us very little scope for grants of the sort you request.

Very truly yours,  
M. O. BOUSFIELD

MOB:RH

M. O. Bousfield, M. D.

Miss Henrietta H. Butler  
#17 North Ruby Street  
Philadelphia, Pennsylvania

DEC 16 1935

FISK  
UNIVERSITY