

# FELLOWSHIPS

The University of Chicago

The Division of the Biological Sciences

*Burbridge, Charles*  
*by telephone*

OFFICE OF THE DEAN OF THE DIVISION  
OFFICE OF THE DIRECTOR OF  
UNIVERSITY CLINICS

May 2, 1942

MOB	5/5	Wet	6/15

Dr. M. O. Bousfield  
Julius Rosenwald Fund  
4900 Ellis Avenue  
Chicago, Illinois

My dear Doctor Bousfield:

Charles Burbridge informed me that your endeavors to have him assigned to the Army Hospital that you are organizing had been unsuccessful and that he was therefore desirous of proceeding with his training in hospital administration and arranging for an administrative internship.

In an endeavor to develop an internship that would be of greatest value to Burbridge it has been suggested that an effort be made to arrange the following schedule for him, namely that he spend three months here with Drs. West and Wilburn at Provident Hospital; then three months with Dr. Wallace B. Christian at the Homer G. Phillips Hospital in St. Louis; the following three months with Mr. William M. Rich at Lincoln Hospital, Durham, North Carolina; and the final three months with Mr. Louis Procope at the Flint-Goodridge Hospital in New Orleans. While it might probably be preferable to have him spend the entire year at one institution, it is believed that the plan suggested would be of greater educational value for none of these hospitals would offer the broad training and experience that could be obtained by spending a period in each of those mentioned.

The Provident Hospital is a well functioning unit with efficient heads of departments who are well acquainted with their functions and the departmental interrelationships that are so essential to efficient operation. We feel his contacts with Dr. West would give him some knowledge of the efforts that are being made to develop a comprehensive health center.

At the Homer G. Phillips Hospital in St. Louis he would have an opportunity to learn how a large municipal hospital is administered and learn also something of the budgetary problems under municipal management.

The Lincoln Hospital is reported to be an outstanding small hospital and Mr. Rich is, I understand, an excellent administrator from the business point of view. Here he would obtain experience in a smaller institution which is <sup>well</sup> organized and doing a different type of community service than either of the former two.



At the Flint-Goodridge Hospital we have the best plan for hospital care for the negro public that is in existence and there is a splendid public health program under way.

It is believed that a program of this type would provide a broad background for Mr. Burbridge's future work. There has been no correspondence with any of the administrators mentioned, and I am submitting the proposal to you for your consideration and advice. A program of this type would probably require a larger measure of financial support for Burbridge because of the travel from institution to institution that is involved than would an internship in one hospital. You are probably better acquainted with Burbridge's financial situation than I am and have probably given consideration to the continuation of the scholarship which he has held during the past year.

Inasmuch as there are less than two months remaining of study in residence here at the University for him and as some time will be required to communicate with these various hospitals to see whether their administrators would accept him as an intern, I would appreciate it if this matter could have your early consideration and shall gladly discuss the matter with you at further length if you so desire.

With kindest personal regards and best wishes also for success in the new venture which you are undertaking, I remain .

Very sincerely yours,



A. C. Bachmeyer

Report  
FELLOWSHIPS  
(200)

August 19, 1941

Dear Mr. Burbridge: Doctor Bousfield has asked me to acknowledge your application for a grant to permit you to take a course in hospital administration at the University of Chicago this coming fall. It will not be possible to give you a definite answer on this application until Doctor Bousfield returns from his vacation on September 8. I am sure that you will hear from him at that time.

Very truly yours,

RUTH L. HOBBS

Secretary to  
Doctor Bousfield

Mr. Charles Burbridge  
1928 Louisiana Avenue  
New Orleans, Louisiana

FISK  
UNIVERSITY

# FELLOWSHIPS

Air Mail

September 10, 1941

My dear Dent: Let me have immediately from you a fairly concise summing up of Burbridge. I think I can get \$1,200 for him but not the seventeen hundred and better for which he is applying. If he can make it on that figure, and you think he is really the next man who should be trained for hospital administration, let me know by air mail before Saturday.

Sincerely yours,

M. O. BOUSFIELD

M. O. Bousfield, M.D.

MOB:RH

Mr. A. W. Dent, President  
Dillard University  
New Orleans, Louisiana

FISK  
UNIVERSITY

FELLOWSHIPS  
COPY

JULIUS ROSENWALD FUND

*Handwritten initials*

*Green checkmark*

September 23, 1941

Dear Mr. Burbridge: I have the privilege of  
informing you that the  
Julius Rosenwald Fund will make a grant of  
One thousand two hundred dollars (\$1,200) toward  
your expenses in connection with a course in  
Hospital Administration at the University of  
Chicago. We would prefer to pay your tuition of  
\$424 directly to the University and give you the  
balance in monthly stipends spread over the school  
year. If this arrangement meets with your approval,  
I hope you will notify us at once.

Very truly yours,

M. O. Bousfield, M.D.

MOB:RH

Mr. Charles Burbridge  
1908 Louisiana Avenue  
New Orleans, Louisiana

Blind cc Dr. A. C. Bachmeyer  
Mr. A. W. Dent

FISK  
UNIVERSITY



# CROSS REFERENCE RECORD

**FIRM NAME OR SUBJECT** FELLOWSHIPS BURBRIDGE CHARLES **FILE NO.**

**DATE** 9-23-41

**REMARKS** MOB to Mr. Burbridge granting him \$1,200 toward his expenses in connection with a course in Hospital Administration at University of Chicago.

**SEE** BACK OF MOST RECENT FOLDER **FILE NO.**

**DATE** **SIGNED**

FILE CROSS REFERENCE RECORD UNDER NAME OR SUBJECT LISTED AT TOP OF THIS SHEET, AND IN PROPER DATE ORDER.

THE PAPERS REFERRED TO SHOULD BE FILED UNDER NAME OR SUBJECT LISTED UNDER "SEE"

**YAWMAN AND ERBE MFG. CO.**

ROCHESTER, N. Y.



# FELLOWSHIPS

## The University of Chicago

The Division of the Biological Sciences

OFFICE OF THE DEAN OF THE DIVISION

OFFICE OF THE DIRECTOR OF  
UNIVERSITY CLINICS

MOB	9/26	met	o
DE		SE	o
September 25, 1941			

Dr. M. O. Bousfield  
Julius Rosenwald Fund  
4900 Ellis Avenue  
Chicago, Illinois

My dear Dr. Bousfield:

I have a copy of your note to Mr. <sup>Chas</sup> ~~Burbridge~~ under date of September 23 and am pleased to know the action which the Rosenwald Fund has taken in granting him a scholarship.

I should like to call your attention to the fact, however, that tuition payments will not total \$424. Studies in residence at the University carry through three quarters only and the tuition per quarter approximates \$105 or \$106. During the second year, which is spent in internship, no tuition is charged and the student should be able to obtain maintenance from the hospital in which he serves his internship.

Sincerely yours,



A. C. Bachmeyer

NOB	9/29	Mkt	0
DE		DE	10/3

FELLOWSHIPS

1928 Louisiana Ave.  
New Orleans, Louisiana  
September 26, 1941

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

Dear Dr. Bousfield:

This is to acknowledge your letter of 9-23-41. The suggested arrangement regarding the payment of the grant is completely satisfactory.

I am planning to leave New Orleans on the 30th of September. In Chicago my mailing address will be the University of Chicago until such time as I have obtained permanent living accomodation.

I would like to take this opportunity to express my sincere appreciation for the favorable action taken on my application for a grant from the Julius Rosenwald Fund.

Very truly yours,

*Charles Burbridge*  
Charles Burbridge,

FISK  
UNIVERSITY

# FELLOWSHIPS

Barbridge, Charles

10/1/41

DE: No - I think it makes little difference. Section, or other details are more important to see into consideration. I mentioned it in the letter just to meet such a situation.

	MoB		MoB	%
	DE		DE	0

Remarks:

Will this change in the amount due for fees alter your total of \$1200 for <sup>char.</sup> Barbridge?

Under the original estimates he would receive 9 payts of \$86.<sup>22</sup> with only \$315 due for fees. he will receive \$98.<sup>33</sup>. a first payment ought to go toward that with.

# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

## FELLOWSHIPS

To

Mr. Charles Burbridge

Faculty Exchange

University of Chicago

Chicago, Illinois

Payment Voucher No. 3595

Date October 2, 1941

First installment on grant -in-aid for study at

the University of Chicago during 1941-42 - - - - - \$98.00

Ck. #25744

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grant-in-Aid	41-11	\$98.00	

Prepared by  
**AM**

Checked by

Posted by

Comptroller

FISK UNIVERSITY

~~mob~~ →

# FELLOWSHIPS

October 3, 1941

Dear Mr. Burbridge:      The enclosed check for \$98 covers the first monthly installment on the grant of \$1,200 toward your expenses at the University of Chicago this term. Your tuition will be paid directly to the University upon receipt of an invoice from them.

When you are settled in Chicago we shall need to know your permanent address so that future monthly installments will not be delayed in reaching you.

Very truly yours,

DOROTHY A. ELVIDGE

DAE:RW

Mr. Charles Burbridge  
Faculty Exchange  
University of Chicago  
Chicago, Illinois



# FELLOWSHIPS

C P 12

CHICAGO, October 7, 19 41

To THE FIRST NATIONAL BANK OF CHICAGO,  
CHICAGO, ILLINOIS.

Please STOP PAYMENT of Check

No. 25744 Dated October 2 19 41

issued to Charles Burbridge

for \$ 98.00 for the following reasons:

Lost in mail

hereby agreeing to hold you harmless for said amount, and all expenses and costs incurred by you on account of your refusing payment of said check, and agreeing further not to hold you liable on account of payment contrary to this request if same occur through inadvertence or accident only.

Respectfully,

Julius Rosenwald Fund

\_\_\_\_\_  
Depositor.

Please note, sign and pass on without delay.

TELEPHONE	TIME	
Bookkeeper		Payer-3rd Asst.
Auditing-Vault		Payer-4th Asst.
Ctf. Teller		
Payer		Burlingame
Payer-1st Asst.		
Payer-2nd Asst.		Filed by



# FELLOWSHIPS

CP 116

## THE FIRST NATIONAL BANK OF CHICAGO

100

THE CHECK DESCRIBED BELOW DOES NOT APPEAR TO HAVE BEEN PAID BY US SINCE THE LAST STATEMENT OF YOUR ACCOUNT WAS RENDERED. IF A REPLACEMENT CHECK IS ISSUED, PLEASE USE NEW DATE AND NUMBER, AND DO NOT MARK "DUPLICATE." ALSO, IF AT ANY TIME STOP ORDER MAY BE CANCELLED, KINDLY ADVISE.

ADVICE TO:

CHICAGO, ILLINOIS, 10/7/41, 19  

JULIUS ROSENWALD FUND

4901 ELLIS AVE.

CHICAGO ILL.

IT IS UNDERSTOOD THAT THE DRAWER AGREES TO HOLD THE FIRST NATIONAL BANK OF CHICAGO HARMLESS FOR SAID AMOUNT AND FOR ALL EXPENSES AND COSTS INCURRED BY IT ON ACCOUNT OF REFUSING PAYMENT OF THE CHECK HEREIN DESCRIBED, AND FURTHER AGREES NOT TO HOLD THE FIRST NATIONAL BANK OF CHICAGO LIABLE ON ACCOUNT OF PAYMENT CONTRARY TO THIS REQUEST IF SAME OCCUR THROUGH INADVERTENCE, ACCIDENT OR MISTAKE.

YOUR REQUEST OF 10/7/41 TO STOP PAYMENT ON CHECK NO. 25744 DATED 10/2/41  
FOR \$ 98.00 ISSUED TO CHAS. BURBRIDGE

WILL HAVE OUR ATTENTION SUBJECT TO THE TERMS AND CONDITIONS PRINTED ABOVE.

# FELLOWSHIPS

October 10, 1941

Dear Mr. Burbridge: I am sending to the Bursar's office today a check for \$100 covering your fees for the autumn quarter.

Yesterday I called the Faculty Exchange at the University of Chicago to inquire about your check. They looked through the mail. Later they called me back to say they had found a letter from Baton Rouge for you which they now have in their "hold" box. I feel pretty sure that the other letter is there too although they did not come across it yesterday. If I were you, I would stop in each day asking them about the lost envelope, and if it is found call me immediately so that I can release the stop payment order which we have placed against the check.

Very truly yours,

DAE:RH

DOROTHY A. ELVIDGE

Mr. Charles E. Burbridge  
c/o Mrs. Golden  
2607 Prairie Avenue  
Chicago, Illinois

FISK  
UNIVERSITY

# FELLOWSHIPS

October 10, 1941

Gentlemen:      The enclosed check for \$100  
                     has been issued to pay the  
fees of Mr. Charles E. Burbridge, 2607 Prairie  
Avenue, Chicago. Kindly send a receipt  
directly to Mr. Burbridge.

Very truly yours,

DOROTHY A. ELVIDGE

DAE:RH

The Bursar's Office  
University of Chicago  
Chicago, Illinois

# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

# FELLOWSHIPS

To

The University of Chicago  
Office of the Bursar  
5758 Ellis Avenue  
Chicago, Illinois

Payment Voucher No. 3629

Date October 10, 1941

Fees for the autumn quarter, 1941 (October 7 - December 19, 1941)

For Mr. Charles E. Burbridge, 2607 Prairie Avenue, Chicago - - - - \$100.00

Chk. #2579

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by

AM

Checked by

Posted by

# FIISK

Comptroller

# UNIVERSITY

THE UNIVERSITY OF CHICAGO

10/9/41

Office of the Bursar  
5758 Ellis Avenue

3629  
25779

Julius Rosenwald Foundation

4901 South Ellis

Chicago, Illinois

Fees for the Autumn Quarter, 1941  
(October 7 - December 19, 1941)

a/c Charles E. Burbridge  
2607 Prairie Avenue

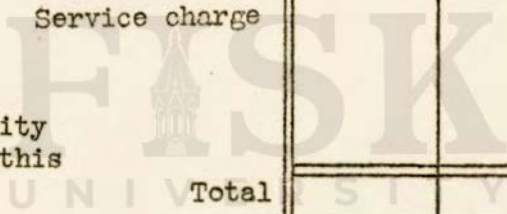
DOROTHY A. ELVINCE

Regis. Fee  
Tuition  
Residence Halls  
Commons  
Laboratory Fee  
Library Fee  
Health Service  
Interest  
Apartment Rent  
Bookstore  
Service charge

100.00

Make checks payable to The University  
of Chicago. Please bring or send this  
notice with your remittance.

Total



FELLOWSHIPS

Form H-22

ACKNOWLEDGMENT OF COMMUNICATION

OCT 15 1949

POSTMARKING

STAMP HERE

United States Post Office

Inquiry Section--Mailing Division

P. O. Chicago, Ill.

OCT 15 1949

Your communication of {Initials }  
{File No:} -----

relative to Mr. Chas. Burbudgr Faculty  
exchange, University of Chicago, City  
has been received and will have prompt attention.

In future correspondence Respectfully,

ERNEST J. KRUEGER

POSTMASTER

POSTMASTER.

U. S. GOVERNMENT PRINTING OFFICE 5-1323a

Refer to case No. ....

59414

ORDINARY UNIVERSITY

Post Office Department

OFFICIAL BUSINESS



PENALTY FOR PRIVATE USE TO AVOID

PAYMENT OF POSTAGE, \$300

BUY

DEFENSE SAVINGS

BONDS AND STAMPS

Julius Rosenwald Fund  
4901 - Ellis Ave.

CHICAGO, ILL.

## United States Post Office

INQUIRY SECTION

59414  
OCT 30 1943Chicago, Ill.  
(Office and State)

Letter

19

After investigation of your inquiry concerning the \_\_\_\_\_  
 mailed by you on 10/21, 1943

addressed to Mr Charles Burbidge, Faculty Psych

you are advised in accordance with the paragraph checked below:

- The mail described has been received by addressee  
 The mail described cannot be located, but the matter has been referred  
 to a post-office inspector for consideration. (See note below.)

If a money order was enclosed in letter, make application at post office for  
 duplicate.

POSTMASTER.

NOTE.—As the above-mentioned article was not registered or insured, indemnity cannot be paid if the article is not found. Insure parcels; indemnity up to \$200. Register valuable articles for protection; indemnity up to \$1,000. Purchase postal money orders as safe, cheap, and convenient method of making remittances. All reports by the public of loss, rifling, delay, or damage of mail are of the greatest value to the Post Office Department in locating and correcting faults in the Postal Service.

Post Office Department

OFFICIAL BUSINESS



PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300

BUY  
DEFENSE SAVINGS  
BONDS AND STAMPS

Julius Rosenwald Fund

4901 Ellis Av.

Chicago, Ill.

# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

## FELLOWSHIPS

To

Mr. Charles Burbridge

2607 Prairie Avenue

Chicago, Illinois

Payment Voucher No.

3661

Date

October 31, 1941

Third payment on grant-in-aid - - - - - \$102.00

Chk. #25813

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$102.00	

Prepared by

AM

Checked by

Posted by

Comptroller



# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

## FELLOWSHIPS

To

Mr. Charles (Burbridge)  
6142 South Parkway  
Chicago, Illinois

Payment Voucher No. 3829

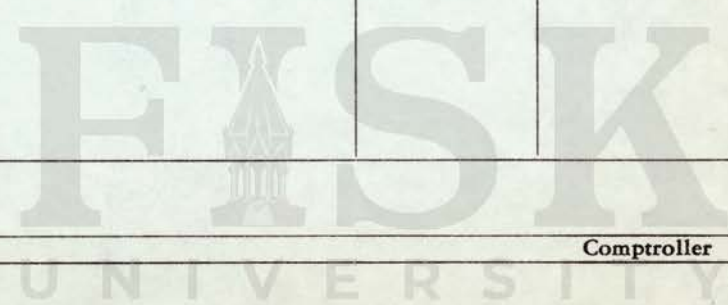
Date November 28, 1941

Fourth payment on grant-in-aid - - - - - \$100.00

Ch. #26000

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by AM	Checked by	Posted by
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Comptroller

# CROSS REFERENCE RECORD

**FIRM NAME OR SUBJECT** FELLOWSHIPS BURBRIDGE CHARLES **FILE NO.**

DATE	REMARKS
12-11-41	MOB suggests to Mr. Green of Clara Frye Hospital in Tampa the possibility of obtaining Mr. Burbridge for post in this hospital in June, 1942.

**SEE** TAMPA (FLA) NEGRO HOSPITAL **FILE NO.**

**DATE** **SIGNED**

FILE CROSS REFERENCE RECORD UNDER NAME OR SUBJECT LISTED AT TOP OF THIS SHEET, AND IN PROPER DATE ORDER.  
THE PAPERS REFERRED TO SHOULD BE FILED UNDER NAME OR SUBJECT LISTED UNDER "SEE"



# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

FELLOWSHIPS

To

Mr. Charles Burbridge  
6142 South Parkway  
Chicago, Illinois

Payment Voucher No. 3955

Date December 31, 1941

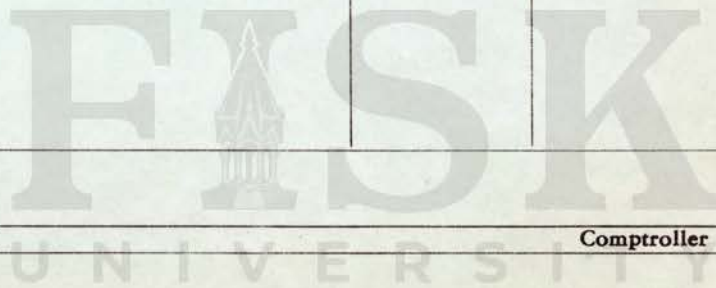
Fifth installment on grant-in-aid - - - - - \$100.00

Chk. #26161

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by AM	Checked by	Posted by	Comptroller
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# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

# FELLOWSHIPS

To

The University of Chicago

Office of the Bursar  
5758 Ellis Avenue  
Chicago, Illinois

Payment Voucher No. 4057

Date January 13, 1942

Tuition for the winter quarter, 1942 (1/5/42 thru 3/20/42) for

Mr. Charles E. Burbridge, 6142 South Parkway, Chicago - - - - - \$100.00

Chk. #26267

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by AM	Checked by	Posted by	Comptroller
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THE UNIVERSITY OF CHICAGO

Office of the Bursar  
5758 Ellis Avenue

January 6, 1942

Julius Rosenwald Fund

4901 South Ellis Avenue

Chicago, Illinois

A/C Charles E. Burbridge  
6142 South Parkway  
Chicago, Illinois

Winter Quarter, 1942  
(1-5-42 thru 3-20-42)

Regis. Fee  
Tuition  
Residence Halls  
Commons  
Laboratory Fee  
Library Fee  
Health Service  
Interest  
Apartment Rent  
Bookstore  
Service charge

100.00

Make checks payable to The University  
of Chicago. Please bring or send this  
notice with your remittance.

Total

DOROTHY A. ELVIDGE

UNIVERSITY

# FELLOWSHIPS

January 15, 1942

Dear Mr. Burbridge:      A check for \$100 has been  
sent to the University of  
Chicago to pay your fees for the current quarter.  
The Bursar's Office will probably mail a receipt  
directly to you.

Very truly yours,

DOROTHY A. ELVIDGE

DAE:AM

Mr. Charles E. Burbridge  
6142 South Parkway  
Chicago, Illinois

FISK  
UNIVERSITY

# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

FELLOWSHIPS

To

Mr. Charles Burbridge

6142 South Parkway

Chicago, Illinois

Payment Voucher No. 4120

Date January 30, 1942

Seventh installment on grant-in-aid - - - - - \$100.00

Ok. #26346

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by AM	Checked by	Posted by	Comptroller
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# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

# FELLOWSHIPS

To

Mr. Charles Burbridge

6142 South Parkway

Chicago, Illinois

Payment Voucher No. 1258

Date February 27, 1942

Eighth installment on grant-in-aid - - - - - \$100.00

Ch.#26487

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by AM	Checked by	Posted by	Comptroller
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# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

## FELLOWSHIPS

To

Mr. Charles Burbridge

6142 South Parkway

Chicago, Illinois

Payment Voucher No. 4416

4

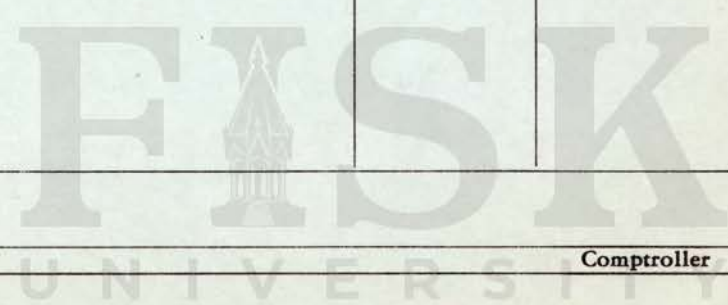
Date March 31, 1942

Ninth installment on grant-in-aid - - - - - \$100.00

Ck.#26663

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by AM	Checked by	Posted by
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Comptroller

# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

# FELLOWSHIPS

To

The University of Chicago  
Office of the Bursar  
5758 Ellis Avenue  
Chicago, Illinois

Payment Voucher No. 4479

Date April 15, 1942


Tuition for Mr. Charles E. Burbridge - - - - - \$100.00

(Spring quarter March 30 thru 19)

Ck. #26743

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by AM	Checked by	Posted by	Comptroller
			

THE UNIVERSITY OF CHICAGO

Office of the Bursar  
5758 Ellis Avenue

April 14, 1942

Julius Rosenwald Fund

4901 South Ellis Avenue

Chicago, Illinois

A/C Charles E. Burbridge  
6044 St. Lawrence Avenue  
Chicago, Illinois

Spring Quarter, 1942  
March 30 thru June 19

DOROTHY A. ELVIDGE

Regis. Fee  
Tuition  
Residence Halls  
Commons  
Laboratory Fee  
Library Fee  
Health Service  
Interest  
Apartment Rent  
Bookstore  
Service charge

100.00

Make checks payable to The University  
of Chicago. Please bring or send this  
notice with your remittance.

Total

4479  
267B



# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

FELLOWSHIPS

To

Mr. Charles Burbridge

6142 South Parkway

Chicago, Illinois

Payment Voucher No. 4504

Date April 30, 1942

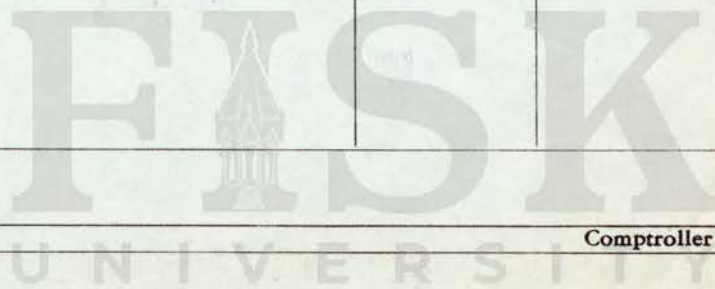
Eleventh payment on grant-in-aid - - - - - \$100.00

Ck.#26768

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by AM	Checked by	Posted by	Comptroller
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# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

To Mr. Charles Burbridge  
6142 South Parkway  
Chicago, Illinois

Payment Voucher No. 4643


Date May 29, 1942

Final payment on fellowship awarded 9/23/41 - - - - - \$100.00

Ck. #26925

Accounts	Appropriation No.	Debit	Credit
Negro Health, Grants-in-Aid	41-11	\$100.00	

Prepared by McK	Checked by	Posted by	 Comptroller
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# FELLOWSHIPS

May 13, 1942

Dear Doctor Ossenfort: I promised to send you the name of Mr. Charles Burbridge, 6044 St. Lawrence Avenue, Chicago, the young man who is just completing his course in Hospital Administration at the University of Chicago and will receive his Master's degree in Hospital Administration on completion of a full year's internship. Burbridge also has his Bachelor's from Talladega College, in Alabama, and has done a year's work in graduate study at the University of Chicago in social work. Except for actual experience in hospital administration, he is unquestionably the best prepared man in the country for such a job.

I have been unable to reach Dr. A. C. Bachmeyer, Dean of the School of Medicine at the University of Chicago and Director of the course in Hospital Administration, as he is in Louisville on a hospital survey. I am sure that Doctor Bachmeyer, who has already set up a recommended internship for Burbridge, will consider favorably the suggestions which you made regarding Baltimore as a part of his training program. I hope to speak with him concerning this before the week is over.

I am anxious to get this much information to you, as my time here is rather uncertain. I cannot tell when I may have to leave for active duty.

Yours very truly,

M. O. BOUSFIELD

M. O. Bousfield, M.D.

MOB:RH

Dr. W. F. Ossenfort  
Assistant Surgeon General  
Hospital Division  
U. S. Public Health Service  
Washington, D. C.

cc: Mr. Charles Burbridge

FISK  
UNIVERSITY

# FELLOWSHIPS

6044 St. Lawrence Avenue  
Chicago, Illinois  
May 29, 1942

MOB	6/1	MOB	6/2
SE		SE	o

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

Dear Dr. Bousfield:

On June 19th I will complete the academic work in hospital administration in compliance with the requirements for the degree of MBA at the University of Chicago. Before the degree can be conferred it will be necessary to complete one year in a hospital as an administrative intern. At this time I would like to make application for an extension of financial aid from the Julius Rosenwald Fund to begin July 1, 1942 and extend over the period to be spent in the hospital.

The hospital in which the internship is to be spent is selected on the basis of agreement arrived at by the student and the director of the hospital administration course, Dr. Arthur C. Bachmeyer. As yet no definite agreement has been reached. The request for aid is being submitted to the Fund, however, so that the matter might be under consideration. This letter will be supplemented, at a later date, by additional information necessary for the Fund to reach a decision.

I would like to take this opportunity to express my sincere appreciation for the financial assistance from the Fund that has made it possible for me to take this work.

Very truly yours,

Charles Burbridge  
Charles Burbridge

FSK  
UNIVERSITY

# FELLOWSHIPS

~~APPROBATION~~

~~186~~

June 2, 1942

Dear Mr. Burbridge: The Julius Rosenwald Fund has today approved a grant of ~~One thousand two hundred dollars (\$1,200) to be paid to you at the rate of \$100 a month in order to aid you in completing your internship in Hospital Administration.~~ It is understood that this internship is to be spent under the direction of the Marine Hospital Division of the United States Public Health Service and that such plans as they make for you shall be approved by Dr. A. C. Bachmeyer, Director of the course in Hospital Administration at the University of Chicago. You will please let us know when payments on this grant should begin.

Yours very truly,

M. O. Rousfield, M.D.

MOB:RH

~~Mr. Charles Burbridge~~  
6044 St. Lawrence Avenue  
Chicago, Illinois

cc: Dr. A. C. Bachmeyer  
Dr. John W. Lawlah  
Dr. W. F. Ossenfort

FISK  
UNIVERSITY

# FELLOWSHIPS

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✓ JCH		W	0
DE		DE	0

6044 St. Lawrence Avenue  
Chicago, Illinois  
June 3, 1942

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

Dear Dr. Bousfield:

Thank you for your letter of June 2nd.

This is to advise you that I would like to have the grant start on July 1st, at which time I will begin the administrative internship under the direction of the Marine Hospital Division of the United States Public Health Service. I will notify the Fund of my new mailing address at a later date.

Please accept my appreciation for the favorable consideration that the Julius Rosenwald Fund gave my application for an additional grant to continue training in hospital administration.

Very truly yours,

Charles Burbridge  
Charles Burbridge

# FELLOWSHIPS



IN REPLYING  
ADDRESS THE SURGEON GENERAL  
U. S. PUBLIC HEALTH SERVICE

FEDERAL SECURITY AGENCY  
U. S. PUBLIC HEALTH SERVICE  
WASHINGTON

June 5, 1942

	MOR 6/10	→	H
		RH	6/11
	cc to MORs		

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

Dear Dr. Bousfield:

I have hesitated making reply to your earlier letter regarding Mr. Burbridge, until after the decks have been cleared somewhat.

Dr. Jones has retired, and Dr. Jackson has resigned. Dr. Lawlah is to assume the duties of Director in Chief at Freedmen's Hospital, in addition to his present ones as Dean of the Medical School.

Appointments of personnel to assist Dr. Lawlah will be made by the Federal Security Agency, in general accordance with his recommendations. I have written Dr. Bachmeyer to this effect, and I am enclosing a copy of my letter. I am inclined to feel that Mr. Burbridge would be of definite value to Dr. Lawlah in the administration of the hospital, but must leave the matter of final decision to him.

I received, in today's mail, carbon copy of your letter of June 2nd to Mr. Burbridge, regarding a grant on the part of the Julius Rosenwald Fund.

If Dr. Lawlah is favorably impressed by Mr. Burbridge and decides that he should enter into duty immediately, there will be, of course, no need for an internship. If he decides that he should have an internship before entering upon duty at Freedmen's, Dr. Lawlah should have a voice in working out the details with Dr. Bachmeyer. If Dr. Lawlah decides Mr. Burbridge is unsuitable for duty at Freedmen's Hospital, then the matter of internship should be left entirely up to Dr. Bachmeyer.

Yours very truly,

*D. J. Ossington*  
Assistant Surgeon General

WFO:OD  
Enc.

UNIVERSITY

June 5, 1942

Dr. A. C. Bachmeyer  
Dean, Division of Biological Sciences  
The University of Chicago  
Chicago, Illinois

Dear Dr. Bachmeyer:

Receipt of your letter of June 3, 1942, concerning the possibility of the appointment of Mr. Charles E. Burbridge at Freedmen's Hospital, is acknowledged.

Since my correspondence with you a few weeks ago, an arrangement has been effected by the Federal Security Agency and the Howard University whereby the Dean of the Medical School would also serve as Director in Chief of Freedmen's Hospital. Dr. John W. Lawlah, the incumbent dean, will assume these new duties on June 22nd.

There will be a number of positions to fill at Freedmen's Hospital and these will be filled by the Federal Security Agency on the basis of recommendations made by Dr. Lawlah. He knows about Mr. Burbridge, and I believe has already made plans to interview him either in Chicago or in Washington. Dr. Lawlah will have the opportunity, of course, of considering others.

While I believe that the chances are fairly good that Mr. Burbridge will be offered a place at Freedmen's, I am in no position to make any promises. Your writing a letter to Dr. Lawlah might clarify the situation somewhat, pending the forthcoming interview. The matter of a planned internship for Mr. Burbridge is of vital concern in this connection, but I believe that Dr. Lawlah can give you more direct advice than I.

Yours very truly,

(Sgd) W.F. Ossenfort

Assistant Surgeon General  
Hospital Division

WFO:GD

ISK  
UNIVERSITY

# FELLOWSHIPS

June 11, 1942

Dear Doctor Ossenfort: Thank you very much  
for your letter  
concerning Mr. Charles Burbridge, which has  
arrived after Doctor Bousfield has left for  
active duty at Fort Huachuca, Arizona.  
Doctor Lawiah has written us that he will be  
in the city this week end and I have notified  
Mr. Burbridge that he is coming and suggested  
that he attempt an appointment. In the meantime,  
our grant to Mr. Burbridge was given with the  
stipulation that any plans for his internship  
must have Doctor Bachmeyer's approval.

Yours very truly,

*M. O. BOUSFIELD*  
RUTH L. HOBBS

Ruth L. Hobbs

Dr. W. F. Ossenfort  
Assistant Surgeon General  
Hospital Division  
U. S. Public Health Service  
Washington, D. C.

cc: Lt. Col. M. O. Bousfield

FISK  
UNIVERSITY

FELLOWSHIPS  
*Burbridge Chas*

*Handwritten initials/signature*

June 12, 1942

Dr. M. O. Bousfield  
9323 Michigan Avenue  
Chicago, Illinois

Dear Doctor Bousfield:

You have already had a letter from Dr. Ossenfort, acquainting you with the turn of events here at Freedmen's Hospital, and pointing out the necessity for my recommending administrative aides. It is desirable, therefore, that I interview Mr. Burbridge in order that I may be in a position to consider him as a possible appointee.

As you know, it is impossible for travel funds to be provided by the governmental agencies to persons other than those receiving compensation from the Government. This definitely rules out the possibility that travel funds could be furnished Mr. Burbridge to make the trip here. At the same time, in order for me to utilize the travel expenses of the United States Public Health Service, my appointment would have to be completed preliminary to such privileges, and this, as I see it, is likely to take some weeks for confirmation.

Since it is desirable that Mr. Burbridge be interviewed in the very near future, and also since it is very unlikely that at the end of his year's training, he is in a position to underwrite his expenses for such a trip, I am hoping that you will be able to make the trip possible from your budget at the Fund.

I am sending a copy of this letter to Mr. Burbridge, and if such a provision can be made, I would like to see him during the middle of next week, for instance, around the 16th or 17th of June.

*f 50. 2*

Hoping that it will be possible for you to carry out my wishes in this connection, I am

Sincerely yours,

John W. Lawlah, M. D.  
Dean

JWL/b  
CC - Mr. Burbridge  
Air Mail Special Delivery



# Julius Rosenwald Fund

4901 Ellis Avenue  
CHICAGO

## FELLOWSHIPS


To

Charles Burbridge  
St. Lawrence Avenue  
Chicago, Illinois

Payment Voucher No. 4744

Date June 15, 1942

Contribution to meet travel expenses to Washington, D.C.,  
for interview with Dr. John W. Lawlah in connection  
with position at Freedmen's Hospital - - - - - \$50.00

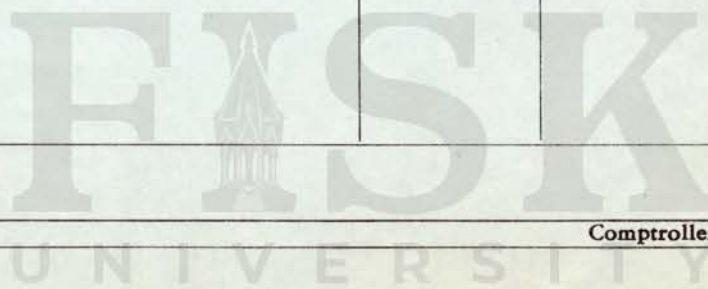


Chk. #27055

Accounts	Appropriation No.	Debit	Credit
Negro Health Administration - Travel	41-12	\$50.00	

Prepared by	Checked by	Posted by	Comptroller
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# FELLOWSHIPS

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6044 St. Lawrence Ave.  
Chicago, Illinois  
June 20, 1942

Miss Dorothy Elvidge, Secretary and Comptroller  
Julius Rosenwald Fund  
4901 Ellis Avenue  
Chicago, Illinois

Dear Miss Elvidge:

This is to confirm our conversation of June 19th.

I have obtained employment as assistant superintendent of Freeman's Hospital, Washington, D. C. to begin on or before July 1st. One year's employment in this capacity will be accepted by the University of Chicago as fulfilling the requirement of an administrative internship. I am, therefore, notifying your office so that the grant of one thousand two hundred dollars (\$1200), that was approved by the Fund to aid me in completing the internship, may be cancelled.

I would like to express again my appreciation for the aid that has been given me by the Julius Rosenwald Fund to obtain training in hospital administration.

Very truly yours,

Charles Burbridge  
Charles Burbridge

# FELLOWSHIPS

## The University of Chicago

The School of Business

June 24, 1942

Mr. Edwin R. Embree  
Rosenwald Fund  
4901 Ellis Avenue  
Chicago, Illinois

ERE	rs	—	rs
RK	—————→		
F. C. H. L.	WJ	o	

My dear Mr. Embree:

It gives me real pleasure to report on the excellent work which Mr. Charles E. Burbridge, holder of a Rosenwald Fellowship, did in the hospital administration course. In a highly selected group of students his work was in my personal opinion the most outstanding.

Aside from this accomplishment, his sincerity, integrity, and gentlemanly conduct at all times impressed me and made many friends for him. I believe that he will serve his profession with distinction, and that his will be a substantial contribution to hospital administration.

Very sincerely yours,

*Charles A. Rovetta*

Charles A. Rovetta  
Associate Director

Hospital Administration Course

CAR:RE

# FELLOWSHIPS

The University of Chicago

The School of Business

*Please send copy to Joe Rowland  
& to Ossiefast  
Done 6/26*

June 24, 1947

	TRAB 6/27	TRAB 6/27
ERE		0
ROME		0
RLH		

Lieutenant Colonel M. O. Bousfield  
Station Hospital  
Fort Huachuca, Arizona

My dear Sir:

It gives me real pleasure to report on the excellent work which Mr. Charles E. Burbridge, holder of a Rosenwald Fellowship, did in the hospital administration course. In a highly selected group of students his work was in my personal opinion the most outstanding.

Aside from this accomplishment, his sincerity, integrity, and gentlemanly conduct at all times impressed me and made many friends for him. I believe that he will serve his profession with distinction, and that his will be a substantial contribution to hospital administration.

Very sincerely yours,

*Charles A. Rovetta*

Charles A. Rovetta  
Associate Director

Hospital Administration Course

CAR:RE



# FELLOWSHIPS

July 3, 1942

Dear Doctor Lawlah:      At Doctor Bousfield's  
request I am sending  
you the enclosed copy of a letter from  
Mr. Charles A. Rovetta.

*letter 6/24  
re  
Bousfield*

Very truly yours,

DE:JW

DOROTHY A. ELVIN

Dr. John Lawlah  
Howard University Medical School  
Washington, D. C.

# FELLOWSHIPS

July 3, 1942

Dear Doctor Ossenfort:      At Doctor Bousfield's  
   request I am sending  
you the enclosed copy of a letter from  
Mr. Charles A. Rovetta.

*Letter 6/24  
cc - Bousfield*

Very truly yours,

DOROTHY A. ELVIDGE

DE:JW

Dr. W. F. Ossenfort  
Assistant Surgeon General  
Hospital Division  
U. S. Public Health Service  
Washington, D. C.

FELLOWSHIPS  
HOWARD UNIVERSITY  
WASHINGTON, D.C.

Burbridge, Charles E  
July 14, 1942

SCHOOL OF MEDICINE  
OFFICE OF THE DEAN

	WDE	7/16	SE	o

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

Dear Miss Elvidge:

Please accept my thanks for copy of letter from Mr. Rovetta concerning Mr. Burbridge's work in the course in Hospital Administration.

I look forward with much pleasure to having Mr. Burbridge work with me in Freedmen's Hospital.

Sincerely yours,

*John W. Lawlah*  
John W. Lawlah, M. D.  
Dean

JWL  
not

FISK  
UNIVERSITY

FELLOWSHIPS

FEDERAL SECURITY AGENCY  
FREEDMEN'S HOSPITAL  
SIXTH AND BRYANT STS. NW.

*Burbidge,  
Ca*

WASHINGTON 25, D. C.

November 18, 1946


*WCH 11/19 WCH 11/21*

Mr. William C. Haygood  
Director for Fellowships  
Julius Rosenwald Fund  
4901 Ellis Avenue  
Chicago, Illinois

Dear Mr. Haygood:

This is in reply to your letter of November 7, 1946 in which you asked for aid in locating individuals who may be promising fellowship material and also requested certain follow-up information for your files.

There are two men that I would like to refer for consideration, both of whom are interested in the health field, one in public health and the other in hospital administration.

The first man, Benson Boutte, has a Master of Arts degree in public health education from the University of Michigan and is currently employed by the District of Columbia Tuberculosis Association. Mr. Boutte would like to do further work in the field of public health administration and public health economics. I have discussed the possibility of a fellowship with Mr. Boutte, who is quite anxious to be given consideration and will write for an application blank.

The other man, Victor J. Jones, has a Bachelor of Arts in business administration from the University of Pittsburgh and would like to get into hospital administration. Mr. Jones is now considering an offer to go to a small hospital in Kansas City, Kansas as business manager. In any event, he is interested in obtaining formal training in hospital administration and plans to apply for fellowship funds.

My reason for recommending these two men is that there is pressing need for trained people for administration in the health field, which, as you know, is rapidly expanding. Many men and women are going into medicine, dentistry, and nursing but practically none, by comparison, are going into hospital and public health administration. This means that we are getting the trained people needed to staff our hospitals, clinics, and medical centers but are getting none to administer them.



Mr. William C. Haygood - 2

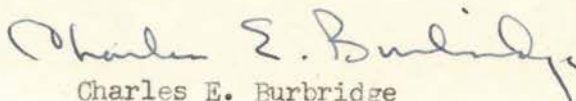
For the purpose of bringing your files on me up to date, I would like to submit the following:

1. In June of 1944 received Master of Business Administration degree in hospital administration, University of Chicago.
2. In 1945 was admitted to membership in the University of Chicago chapter of Beta Gamma Sigma, national honor society, for academic achievement.
3. Article, "Rating Employee Efficiency", published in Modern Hospital in 1945.
4. In September of 1946 was admitted to membership in the American College of Hospital Administrators.
5. Employment remains the same, assistant superintendent, Freedmen's Hospital, Washington, D.C.

I am planning to return to school next Fall and study for the doctorate. The purpose of this program is to prepare myself for the educational side of hospital administration. Because of the great demand for trained hospital administrators there is certain to come an equal demand for people qualified to establish and conduct courses in hospital administration. At present there are very few people in the field with such qualifications.

Please send me an application for fellowship. Thank you for your cooperation.

Very truly yours,



Charles E. Burbridge  
Assistant Superintendent

CEB:hb

  
FISK  
UNIVERSITY

# FELLOWSHIPS

November 21, 1946

Dear Mr. Burbridge: Thank you very much for your reply to my recent letter. I am glad to have the names of the two men you suggest. I shall look forward to receiving applications from them. It's also good to have the personal information, and I congratulate you on your continued honors and achievements. I am enclosing herewith the requested fellowship application which you requested. The procedure for reapplying is identical as the last time, and I hope you'll get it filled out and returned to me by the first of the year. I shall be glad to present it to the Committee, but I think that in all fairness I should point out that renewals and second appointments are somewhat more difficult to come by than are original awards. This is not meant to be a note of discouragement, but is a simple statement of the odds before the race begins. Thanks again for your letter, and all best wishes to you.

Sincerely,

WILLIAM C. HAYGOOD

WCH\*LCM

Mr. Charles E. Burbridge  
Assistant Superintendent  
Freedmen's Hospital  
Sixth and Bryant Streets, N. W.  
Washington 25, D. C.

FISK  
UNIVERSITY

✓ Please fill out and return in order that we may complete our records on former Rosenwald Fellows: <sup>Med</sup>

Name: Mr. Charles E. Burbridge

Present position: Assistant Superintendent, Freedmen's Hospital

Address: Freedmen's Hospital, 6th and Bryant Streets, N.W.,  
Washington 25, D. C.

Significant recent activities:

Received MBA at June 1944 Convocation at the  
University of Chicago.

(Use additional sheet if desired)

FELLSHIP  
FELLOWSHIPS  
UNIVERSITY



THIS SIDE OF CARD IS FOR ADDRESS

Acting Director for Fellowships  
Julius Rosenwald Fund  
4901 Ellis Avenue  
Chicago 15, Illinois

FISK  
UNIVERSITY