The University of Chicago
Office of the Cashier

April 22, 1925.

100 copies multigraphed

to be delivered to
Mr. Mathes

Dear Mr. Wilkins:

This will acknowledge receipt of your note directing
that only undergraduate students be assigned to rooms in Hitch-
cock beginning with next Autumn Quarter. I enclose herewith
notice which we had planned to send today to occupants of rooms
for the Spring Quarter with regard to reservation of rooms for
the Autumn Quarter. I assume that in the case of residents of
Hitchcock a different notice must be substituted.

Since such a notice will undoubtedly raise the issue
regarding rights of graduate students now in Hitchcock, it seems
to me desirable that an executive notice from the President or
yourself should be issued at once regarding the plan. Such no-
tice seems important also because the announcements regarding
halls which have gone out in official documents for next year
make no reference to the fact that Hitchcock is to be limited
to one group of students, and many graduate students have applied
for rooms in Hitchcock.

Inasmuch as it is most important that our reservation
notices referred to, be sent out within a day or two, may we
hear from you very soon?

I am delighted with the prospect of Mr. O'Hara as Head.

Very truly yours,

[Signature]

Dean E. H. Wilkins
Faculty Exchange

WJM-MI
The following letter is to be submitted to the appropriate authority:

To: [Recipient]

Subject: Request for Approval

Dear [Recipient],

I am writing to inquire about the possibility of obtaining approval for a [specific request/permission/assistance]. I believe that this request is in the best interest of [specify purpose or benefit].

Please let me know if there are any additional steps or information required for this process. I am available to discuss further or provide any necessary additional details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
March 17, 1925

My dear Dr. Tufts:

It is the wish of a group of those living in Hitchcock Hall to effect a slightly different organization in regard to the headship of the house. For that purpose they would like to have Mr. Frank O'Hara and his mother appointed to the headship in place of Mr. Mints, the present head. This suggestion is very heartily endorsed by Dean Wilkins and by Mr. Dickerson who, as you know, was formerly head of the house.

I would not trouble you with this excepting that any change in the headship must be approved by the administration of the University. I should be glad to confer with you about this further, if you wish, but if with the background of recommendation I have described you see no objection to this change, will you be good enough to make a memorandum upon this sheet and return it to me through the Faculty Exchange?

Very truly yours,

[Signature]

Professor James H. Tufts
The University of Chicago
September 15, 1924

My dear Mr. Mather:

I understand that so far as the women’s houses are concerned the head of a house receives as compensation room rent and board, and that the assistant head receives room rent only. Will you inform me whether that is the case in regard to the men’s houses?

I remember last Spring when Miss Talbot submitted to this office a suggestion as to routine in connection with the appointment of heads and assistant heads of the women’s houses, I raised the question with you whether her suggestion might be a good one for the men’s houses as well. According to my recollection, you replied that it seemed best for the present not to change the procedure, established in regard to the men’s houses, but I have forgotten what that procedure is. Will you, therefore, tell me just how the heads of the men’s houses are appointed, that is to say who nominates, and is the nomination subject to the President’s approval, and does the head of the house have anything to say as to the choice of an assistant head?

Very truly yours,

Secretary to the President.

Mr. William J. Mather
The University of Chicago

NB/R
September 16, 1925

The Great Move

I hereby certify that on the 12th day of September, 1925, the above-named order was given to me by the

Accountant, as representative of the company, in connection with the removal of office equipment.

I have taken all necessary steps to ensure that the order was carried out as specified and that all items

were removed in good condition. I hereby attest that the contents of the order have been completed to the

satisfaction of the company.

With every good

Secretary to the President

The University of Chicago

[Signature]