

INCLOSURE.

Refer in reply to the following:

EDUCATION.

84857/07

File 162

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, Oct. 24, 1907. 162

Miss Alice A. VanDeman,
Benzonia, Mich.

Madam:-

You are hereby appointed, under the conditions printed hereon, to the position of Assistant Matron at the Carlisle Indian School, Penn., at a salary of \$480 per annum.

Your salary will begin when you take the oath of office and enter upon duty. The oath of office may be taken before a notary public, or other officer qualified to administer oaths, and should be forwarded at once to this office. A blank form of oath is herewith inclosed.

As this appointment is by virtue of the Civil Service law, it is probationary until the expiration of six months from the date of your entrance upon duty. If your services are satisfactory you will then receive a permanent appointment. Board in employees' mess will cost about \$ 12.00 per month.

Please telegraph the "Commisssoner of Indian Affairs, Washington, D. C.," at once whether you accept or decline.

If you accept, report for duty as soon as possible to Supt. Mercer.

The railroad station is Carlisle, Pa., on Cumberland Valley Rwy.; distance from school, 1 mile.

Very respectfully,

T. F. H.

(Signed) C. F. Larrabee.

Acting Commissioner,

(See other side.)

**Read carefully these sections from Rules for Indian School
Service before accepting appointment.**

143. Employees at Government boarding schools must understand when they accept the appointment that the conditions of life in an Indian boarding school differ from ordinary school or home life; that the work will be difficult and confining, with little opportunity for recreation or social pleasure; that long hours of service are required, and that every employee must be willing to work night or day if special emergencies arise; that the duties of an employee do not end at a given hour, but may be continued indefinitely.

144. It must also be understood by anyone entering this service that additional duties or duties entirely different from those usually attached to the position to which he or she is regularly assigned may be required. Efficiency and success can come only to those who are interested in the education of the Indian, who are physically able for the arduous duties to be performed, and willing to do whatever is necessary for the good of all concerned. No person should offer himself for a position in this service who is encumbered with the care of children or invalids, or is in any way hampered in giving to the Government full time and best service.

145. Employees pay their own traveling expenses to and from the school and for their board while there, but quarters will be provided at the school.

146. The furnishing of quarters must not be considered as a matter of right, and therefore in their assignment of rooms to employees superintendents will understand that legitimate dormitory space must not be encroached upon. If necessary, two or more persons must occupy one room, and employees with families must content themselves with the same space, unless otherwise ordered by the Commissioner of Indian Affairs.

147. The salary of a teacher has no relation whatever to the grade or class of pupils intrusted to his or her care. If a teacher is promoted in salary it does not imply a change in work. The teacher who has the highest class may have the lowest salary, and vice versa. Assignment to any class must be based only upon the teacher's skill and availability. Increase of salary will rest upon proved efficiency in the work, and, other things being equal, upon successful experience.

SPECIAL NOTE.

Address your answer, either by telegraph or letter, without any personal designation, as follows:

COMMISSIONER OF INDIAN AFFAIRS,
WASHINGTON, D. C.

A failure to do this may result in the revocation of this appointment.

INCLOSURE.

Refer in reply to the following:

EDUCATION.

84863/07

File 162

Department of the Interior,

OFFICE OF INDIAN AFFAIRS,

Washington, Oct. 30, 1907. 162

Mr. Wm. C. Terry,
14 Joy Street,
Boston, Mass.

Sir:

You are hereby appointed, under the conditions printed hereon, to the position of Teacher of Mechanical Drawing at the Carlisle Indian School, Penn., at a salary of \$600 per annum.

Your salary will begin when you take the oath of office and enter upon duty. The oath of office may be taken before a notary public, or other officer qualified to administer oaths, and should be forwarded at once to this office. A blank form of oath is herewith inclosed.

As this appointment is by virtue of the Civil Service law, it is probationary until the expiration of six months from the date of your entrance upon duty. If your services are satisfactory you will then receive a permanent appointment. Board in employees' mess will cost about \$12.00 per month.

Please telegraph the "Commisssoner of Indian Affairs, Washington, D. C.," at once whether you accept or decline.

If you accept, report for duty as soon as possible to Supt. W. A. Mercer, Carlisle, Penn.

The railroad station is Carlisle, Pa., on Cumberland Valley Rwy.; distance from school, 1 mile. It is suggested that you correspond with the Superintendent of the school as to the opportunity for advancement in this particular position, and for any other information you may wish.

Very respectfully,

T. F. M.

(Signed) F. E. Leupp.

Commissioner.

(See other side.)

**Read carefully these sections from Rules for Indian School
Service before accepting appointment.**

143. Employees at Government boarding schools must understand when they accept the appointment that the conditions of life in an Indian boarding school differ from ordinary school or home life; that the work will be difficult and confining, with little opportunity for recreation or social pleasure; that long hours of service are required, and that every employee must be willing to work night or day if special emergencies arise; that the duties of an employee do not end at a given hour, but may be continued indefinitely.

144. It must also be understood by anyone entering this service that additional duties or duties entirely different from those usually attached to the position to which he or she is regularly assigned may be required. Efficiency and success can come only to those who are interested in the education of the Indian, who are physically able for the arduous duties to be performed, and willing to do whatever is necessary for the good of all concerned. No person should offer himself for a position in this service who is encumbered with the care of children or invalids, or is in any way hampered in giving to the Government full time and best service.

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146. The furnishing of quarters must not be considered as a matter of right, and therefore in their assignment of rooms to employees superintendents will understand that legitimate dormitory space must not be encroached upon. If necessary, two or more persons must occupy one room, and employees with families must content themselves with the same space, unless otherwise ordered by the Commissioner of Indian Affairs.

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