



## ● clerical staff

● The main office is the "control tower" of Withrow. Through this nerve center pass all records, telephone calls, and notices which have to be filled or sent to the proper recipient. This clerical work is skillfully handled by Withrow's efficient office staff, including **Miss Martha Allen**, **Miss V. Shafer** and student assistants.

● Among the numerous, tedious, and complicated tasks which are taken on in the daily routine of the office staff are maintaining the telephone system, issuing the daily bulletin, and answering the varied inquiries of bewildered students. Each member of the office staff is an important cog in the organizational machinery of Withrow. **Laverne Bolmer** takes over the clerical work in "Little Withrow" where her duties are similar to those of Miss Allen and her competent corps. These people perform all the clerical work in Withrow.

