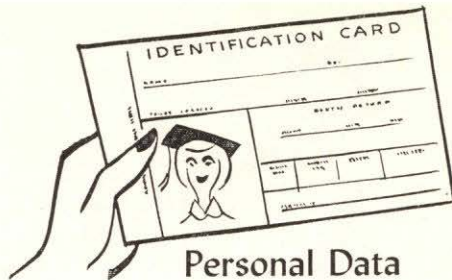


Senior Handbook





Personal Data

My Name Richard Jon Stowell

Address Box 84

City Albion State Iowa

Phone No. 8 on 61

High School Albion High

Name of Parents Mr. + Mrs. Wm Stowell

May this little Handbook be helpful
to you in making your plans; and
may it keep warm in your memory the
stirring events of your Senior year.

Compliments of

KEITH FENTON, President

**AMERICAN INSTITUTE
of BUSINESS**

Grand at Tenth

CH 4 4221

DES MOINES 7, IOWA



MY CLASS

Officers:

Pres. - Mary Alice Blair
 Vice-Pres. - Judy Hunt
 Sec. - Richard Whaley
 Treas. - Ellen Packer

Number of boys:

4

Number of girls:

7

Commencement

Date:

May 18, 1962

Place:

Abdon Gymnasium

Speakers:

Class Advisor:

Mrs. Hutchens

Copyright 1961, E. W. Bassardall



MY OWN RECORD

My High School Course:

Biology

My Average Grade:

C

Offices I Held:

Clubs: S.D.C.

Athletics:

Baseball, Basketball,
 Football,

Music:

Publications:

Class Plays:

Room 13 - 11th
 Whirls Drama? - 12th

Pet Peeve:

Ambition:

To succeed in life

My Biggest Moment:

HOW TO GET WHAT YOU WANT IN LIFE

By

Norman Vincent Peale

Author of

The Power of Positive Thinking



Are you getting what you want from life?

This is a good check-up question everyone should ask himself once in a while.

One reason many people do not get what they want is simply that they do not know what they want. A young man of twenty-one came to me for advice. He bluntly asked, "How can I get somewhere and be somebody?" Questioning him, I found he had absolutely no idea what he wanted to be or even what kind of job appealed to him the most.

Naturally I told him, "Before you can get anywhere or be anybody you'll have to make up your mind where you want to go and what you want to be. You must have a definite goal."

To lead a rewarding life, it is most important to picture clearly in mind what you want and be willing to work for it.

Plato once said, "Take charge of your life; you can do with it what you will." One way to take charge of your life is to set yourself a goal, picture it, pin-point it and steer your course by it.

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YOUR VOCATION

HOW TO SELECT IT

You will want to know the answers to the following questions regarding the occupations which you are considering:

1. What is the nature of the work?
2. What duties are performed during a typical day?
3. Is the work seasonal?
4. What income is it possible to earn in this occupation? (Initial pay, average earnings, and maximum.)
5. What is the social status of a worker in this occupation?
6. What is the outlook for this vocation in the future?
7. What are the advantages of this vocation? Its disadvantages?
8. What is the effect of this type of work on the health of those engaged in it?
9. What preparation is required?
Where can this preparation be secured?
How much will it cost? Time required?
10. What special aptitudes are required?
11. What are the chances for promotion?

HOW MANY JOBS?

FROM U. S. CENSUS REPORT

Men	Women
Accountants and Bookkeepers 485,547	Actresses, Dancers and Dancing Teachers 16,515
Architects 23,823	Bookkeepers, Accountants, and Cashiers 795,475
Artists and Art Teachers 47,907	Nurses 463,495
Clergymen 160,694	Sales Clerks 1,259,526
Dentists 72,810	Factory Operatives 2,214,989
Engineers (Civil, Electrical, and Mechanical) 336,252	Servants in private families 1,334,310
Lawyers and Judges 174,205	Stenographers, Typists, Secretaries 1,501,090
Managers, Officials, and Proprietors 4,340,687	Teachers (including College) 863,903
Physicians and Surgeons 180,233	Waitresses 545,565
Salesmen and Sales Clerks 2,042,229	
Stenographers, Typists, Secretaries 88,390	
Teachers (including Colleges) 381,388	
Bus, Truck and Taxi Drivers, Chauffeurs, and Deliverymen 1,904,151	
Farm Laborers (incl. Foremen) 1,950,458	
Factory Operatives 3,190,517	
Unskilled Laborers 3,290,253	

Future Trend

U.S. Dept. of Labor

White collar workers and professional workers will continue to increase.

Skilled workers will decrease as a percentage of the work force. Semi-skilled workers will probably become the largest group among the Nation's workers. (A larger and larger group will become machine operators.)

Unskilled workers and farmers will decrease.

CAREER BOOKS

ON VOCATIONAL GUIDANCE

U. S. Government Bulletins

(These may be purchased from the Superintendent of Documents, Washington 25, D. C., at the prices shown, or ask your high school librarian.)

"ESTIMATE OF WORKER TRAIT REQUIREMENTS FOR 4,000 JOBS," 1956 edition, 172 pp., \$2.25.

"JOB GUIDE FOR YOUNG WORKERS," 1958-59 edition, 40c.

"OCCUPATIONAL OUTLOOK HANDBOOK," Bulletin 1215, 1959 revised edition, 697 pp., illustrated, \$4.00.

GUIDANCE LEAFLETS ON VARIOUS VOCATIONS, 5c or 10c each. Price List 33a. (Architecture, Engineering, Dentistry, etc.)

Books, Monographs, Magazines

CAREER PLANNING. Leonard J. Smith, Harper and Brothers, 49 E. 33rd St., New York 16, N.Y., 1959. 263 pp., \$3.50.

CHARTING YOUR JOB FUTURE. Helen Prickett, Science Research Associates, Illus., 1957, 72 pp., \$1.50.

CHOOSING A CAREER IN A CHANGING WORLD. Virginia Westervelt. G. P. Putnam's Sons, 210 Madison Ave., New York, N. Y. 1960. 160 pp., \$2.75.

EARNING A BETTER LIVING, THE STRATEGY OF. Jules Z. Willing. Holt Rinehart and Winston, Inc., 383 Madison Ave., New York, N. Y., 1960, \$3.25.

EDUCATIONAL AND VOCATIONAL PLANNING. William D. Martinson. Scott, Foresman and Co., Fairlawn, N. J. 1959. 84 pp., \$1.25.

HANDBOOK OF JOB FACTS, Science Research Associates, 259 East Erie Street, Chicago 11, Illinois, 1959. \$3.95.

PLANNING MY FUTURE. National Forum, 407 S. Dearborn St., Chicago 5, Ill. \$3.95.

VOCATIONAL PAMPHLETS, New York Life Insurance Company, 51 Madison Ave., New York 10, New York. (free)

Also: CURRENT POPULAR AND PROFESSIONAL MAGAZINES.



How To Apply For A Job

First, secure an interview with an employer in the field in which you are interested.

Avenues of Contact

The Employment Department of your school.
Friends and acquaintances.
Letters requesting interviews.
Personal calls at business offices; telephone.
Help Wanted ads. Employment agencies.
Situation Wanted ads.

The Interview

Organize in advance your qualifications for the job, mentally, or on paper.

Learn all you can about the company to which you are applying.

Decide in advance just what you are going to say first.

Look your best. Check your linen, shoes, fingernails, and hair. Dress conservatively.

Be confident, poised, and business-like.

Be definite in answering questions.

Let the employer do some of the talking.

Don't criticize previous employers or schools you have attended, or talk about your troubles.

Explain why you are eager to work for this particular concern.

When leaving, thank the employer for the interview.

If you do not get a definite answer, follow up the interview, by telephone, by letter, or by another call.



GOING ON TO SCHOOL

Your success in life may be based on your choice of a school or college. Select it carefully. Get the answers to questions like these.

In what does the school specialize?

What kind of standards does it maintain?

What type of students attend?

How soon must applications be made?

Are the faculty members experts in their fields?

Does it have up-to-date equipment?

Does it have a reputation for leadership in training for the occupation which you plan to enter?

Where is it located? (Large or small city, distance from home.)

Are you sure that you can see your way clear to finish the course at this college?

How much does it cost to attend?

How successful are its graduates?

Does it assist graduates in securing positions?

Visit the schools in which you are interested. Study their literature. Ask your high school teachers and principal for suggestions.



Six Ways to Make People Like You

By DALE CARNEGIE



Rule 1: Become genuinely interested in other people.

Rule 2: Smile.

Rule 3: Remember that a man's name is to him the sweetest and most important sound in the English language.

Rule 4: Be a good listener. Encourage others to talk about themselves.

Rule 5: Talk in terms of the other man's interest.

Rule 6: Make the other person feel important —and do it sincerely.



From *"How to Win Friends and Influence People,"* by DALE CARNEGIE. Reprinted by special permission.

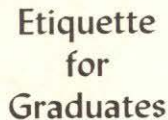


How to Drive and Stay Alive

—from *"Sportsmanlike Driving,"* published by the American Automobile Association.

Ten Rules for Safe Driving

1. Avoid foolish chances. Never pass over a hill or on a curve.
2. Keep your eyes on the road. At 60 m.p.h. a car travels 88 feet per second.
3. Know the traffic laws and obey them. Practically every traffic collision involves at least one violation.
4. Take care of your car. Brakes and tires are key safety factors.
5. Drive in accordance with conditions. Slippery road surfaces and bad weather conditions increase the need for cautious driving.
6. Drive defensively. Anticipate. Be ready for the mistakes of other drivers.
7. Signal your driving intentions, either by hand signal or directional lights.
8. Slow down *before*, not after entering a curve.
9. Be a courteous driver. You'll be respected for it.
10. Drive as though your life depended upon it. It does.

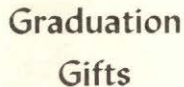


Graduation brings the necessity for observing many details of courtesy, which should be emphasized. A note of thanks written by hand and on note paper must go to everyone who has sent a present either to a young man or to a young woman. This note need not be long, but it should express appreciation and be written as promptly as possible.

"I can't thank you enough, dear Aunt Agatha, for the check you sent me, which will be a wonderful help toward—" whatever it is to be used for; or "Dear Aunt Martha: Thank you for the beautiful flowers you sent me. They could not take your place, but they are an ever-present reminder of your loving thought of me." Or "Dear Uncle John: Your letter was the finest thing possible to receive. And I shall certainly try to be worthy of your belief in me by doing my best in the job you are offering me."

Since invitations to graduation exercises are usually limited to a very small number for each student, the impropriety of sending announcements that say So-and-So will be graduated on such-and-such a day must be stressed. To send them out afterwards, as all other announcements are sent, would be entirely proper.

*From "Etiquette" by Emily Post, copyright
by Funk & Wagnalls Company, New York.*

12



BIRTHDAYS

NAME

MONTH DAY

[illegible]

DATES

When

Where

With Whom

[illegible]



PHONE NUMBERS

NAME	Number
Dick Stowell	7 on 61
Ellen Parker	4090 M'lane
Paul Keoppel	7 on 17
Sarmela Harding	22924
Mary Anderson	
Richard Whaley	62 on 15
Pauline Trapp	7 on 17
Mary Alice Blair	4 on 11
Larry Long	11 on 9
Judy Hunt	



AUTOGRAPHS

Dick Stowell

ELLEN PARKER

Paul Keoppel

"Sarm"

Mary Anderson

Pauline Trapp

Mary Alice Blair

Judy Hunt

"Our friends write their names in our albums, but they do more, they help to make us what we are."—HULBURD.

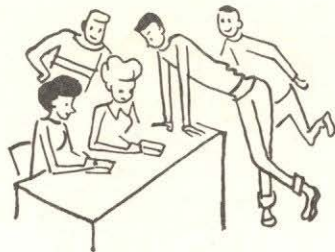


Autographs

*Always be
good for your class*

Fanny Dean Long

"The secret of success in life is for a man to be ready for his opportunity when it comes."—DISRAELI.



*To a very nice
looking boy. Remember
to smile. I will never
forget you.
Lots of love
to a swell boy
Judy*

You are the trip I did not take; You are the pearls I cannot buy; You are my blue Italian lake; You are my piece of foreign sky.—Autograph written by a mother.



ADDRESSES

Name Dick Stouff
 Address Box 84; Albion, Iowa
 Name Ellen Winifred Tucker
 Address Route # 3, Marshalltown
 Name Saul Keassel
 Address Box 104, Albion, Iowa
 Name Norman Ann Stalder
 Address Rural Route # 3, Marshalltown
 Name Mary Anderson
 Address Albion, Iowa
 Name Pauline Trappell
 Address Box 104 Albion, Iowa

The world is waiting to pay your price if you can but deliver what it needs.—ANGELO PATRI.

ADDRESSES

Name Mary Alice Blair
 Address Box 131 - Albion, Iowa
 Name Larry Long
 Address Box 130.3 - Albion, Iowa
 Name Judith Ann Hunt
 Address Box 132 - Albion, Iowa
 Name _____
 Address _____
 Name _____
 Address _____
 Name _____
 Address _____
 Name _____
 Address _____
 Name _____
 Address _____
 Name _____
 Address _____

"No man can ever rise above that at which he aims."

A. A. HODGE.



Memoranda

* Prom - April 6
 Track meet - May 1
 Senior Ball - April 27
 Class Play - May 2
 Picnic - May 4
 Bacc. - May 13
 Comm. - May 18
 April 19 - Track meet

Of 100 students who start high school as Freshmen, only 60 continue through to graduation. — U. S. OFFICE OF EDUCATION.

Mark IMPORTANT DATES here

1962 ★ CALENDAR ★ 1962

JANUARY	FEBRUARY	MARCH
S M T W T F S	S M T W T F S	S M T W T F S
— 1 2 3 4 5 6	— — — — 1 2 3	— — — — 1 2 3
7 8 9 10 11 12 13	4 5 6 7 8 9 10	4 5 6 7 8 9 10
14 15 16 17 18 19 20	11 12 13 14 15 16 17	11 12 13 14 15 16 17
21 22 23 24 25 26 27	18 19 20 21 22 23 24	18 19 20 21 22 23 24
28 29 30 31 — — —	25 26 27 28 — — —	25 26 27 28 29 30 31
— — — — — — —	— — — — — — —	— — — — — — —
APRIL	MAY	JUNE
1 2 3 4 5 6 7	1 2 3 4 5	— — — — 1 2
8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
29 30 — — — — —	27 28 29 30 31 — —	24 25 26 27 28 29 30
— — — — — — —	— — — — — — —	— — — — — — —
JULY	AUGUST	SEPTEMBER
1 2 3 4 5 6 7	— — — 1 2 3 4	— — — — — 1
8 9 10 11 12 13 14	5 6 7 8 9 10 11	2 3 4 5 6 7 8
15 16 17 18 19 20 21	12 13 14 15 16 17 18	9 10 11 12 13 14 15
22 23 24 25 26 27 28	19 20 21 22 23 24 25	16 17 18 19 20 21 22
29 30 31 — — — —	26 27 28 29 30 31 —	23 24 25 26 27 28 29
— — — — — — —	— — — — — — —	30 — — — — —
OCTOBER	NOVEMBER	DECEMBER
— 1 2 3 4 5 6	— — — — 1 2 3	— — — — — 1
7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8
14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15
21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22
28 29 30 31 — — —	25 26 27 28 29 30 —	23 24 25 26 27 28 29
— — — — — — —	— — — — — — —	30 31 — — — — —



CAREERS IN BUSINESS

High School graduates frequently decide upon a business position as their best career choice.

The need is great for YOUNG WOMEN who are trained as Secretaries, Stenographers, Bookkeepers and Clerical Workers. Nationally, they now receive an average of 6 job offers when they finish business school.

For YOUNG MEN, opportunity and excellent salaries await in the fields of Accounting and Business Administration. Business-trained young men are eagerly sought after.

Young people in business offices enjoy steady, well-paid and interesting employment, and promotion opportunities. They work in pleasant surroundings, with successful people.

For more facts about Business Careers, how you can train rapidly and inexpensively at our School and then enjoy free job placement, you are invited to write, phone, or visit the School. No obligation.

KEITH FENTON, *President*

AMERICAN INSTITUTE of BUSINESS

Grand at Tenth CH 4 4221
DES MOINES 7, IOWA

*Richard
Jon
Stowell*