

**HAND-BOOK FOR
FRIENDLY VISITORS
AMONG THE POOR**

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Hand-book for Friendly Visitors Among the Poor by Charity Organization Society

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CHARITY ORGANIZATION SOCIETY

**HAND-BOOK FOR
FRIENDLY VISITORS
AMONG THE POOR**

HAND-BOOK
FOR
FRIENDLY VISITORS
AMONG THE POOR.
COMPILED AND ARRANGED BY THE
Charity Organization Society
OF THE CITY OF NEW YORK.

CHARITY MUST DO FIVE THINGS :

1. Act only upon knowledge got by thorough investigation.
2. Relieve worthy need promptly, fittingly, and tenderly.
3. Prevent unwise alms to the unworthy.
4. Raise into independence every needy person, where this is possible.
5. Make sure that no children grow up to be paupers.

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PREFATORY.

THIS Hand-Book has been prepared for the guidance of all persons who are engaged in efforts to elevate the character of the poor, to stimulate their forethought and self-reliance, and to aid them in the unusual and unavoidable emergencies that befall them. It is drawn largely from the experience of those, both in Europe and America, who have for years been earnest seekers after the wisest methods of dealing with the poor.

Its suggestions and directions to Friendly Visitors are reproduced from the publications of the Associated Charities of Boston, the Charity Organization Societies of Philadelphia and Newport, and the writings of Miss Octavia Hill, Rev. J. W. Kramer, M.D., Rev. S. Humphreys Gartecken, Mr. Robert Treat Paine, Jr., Prof. Robert Ellis Thompson, Ph. D., and others of authority in this branch of social research.

The Domestic Suggestions (reproduced by permission), are the same which were prepared by Miss Juliet Corson for the Manual of the Philadelphia Society for Organizing Charity and which she sees no reason to alter or enlarge. Should the proper time come, within the experience of this Society, when it will feel justified in supplying to the working classes a guide to cheap and wholesome cookery, it has the promise of the requisite matter from the same excellent source.

Our thanks are due to Dr. Chas. D. Scudder for the Sanitary Suggestions, kindly and carefully prepared by him ex-

pressly for this little volume; and also to Messrs. J. Van Vechten Olcott, Charles De H. Brower, Chas. W. Dayton, Walter D. Edmonds, Wheeler de F. Edwards, for their laborious service in the preparation of the compact digest of many of the laws of the State of New York which pertain to the protection and discipline of the dependent classes, and also largely affect the welfare and condition of all grades of society.

By order of the Committee,

CHAS. D. KELLOGG,
Organising Secretary.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document describes the different types of reports and dashboards that are generated from the data. It explains how these tools provide valuable insights into the organization's performance and trends over time.

4. The fourth part of the document discusses the challenges and risks associated with data management and analysis. It identifies key areas such as data security, privacy, and quality that require careful attention and mitigation.

5. The fifth part of the document provides a summary of the key findings and recommendations. It offers practical advice on how to improve data management practices and leverage data for strategic growth.

6. The sixth part of the document includes a list of references and sources used in the research. It provides a clear and concise way to cite the information used in the document.

7. The seventh part of the document contains a list of appendices and supplementary materials. These materials provide additional details and data that support the main findings of the document.

8. The eighth part of the document includes a list of figures and tables. These visual aids help to present complex data in a clear and easy-to-understand format.

9. The ninth part of the document contains a list of footnotes and endnotes. These notes provide additional information and context for the content of the document.

10. The tenth part of the document includes a list of glossary terms and definitions. This helps to ensure that all readers have a clear understanding of the terminology used in the document.

GENERAL SUGGESTIONS

TO

FRIENDLY VISITORS AMONG THE POOR.

1. The best means of doing good to the poor is found in friendly intercourse and personal influence. The want of money is not the worst evil with which the poor have to contend; it is in most cases itself but a symptom of other and more important wants. Gifts or alms are, therefore, not the things most needed,—but sympathy, encouragement, and hopefulness.

2. In a scheme of systematic visitation, experience has shown that the best results are obtained by limiting the number of families to be visited by one person; from three to five being enough to exhaust the time for attention and friendly care that any one visitor has to bestow. Experience is sure to curtail rather than enlarge this number.

3. Never state the object of a visit as being to see whether any *relief* is wanted, for the visits of one who is regarded only as a person from whom something is to be got are rather worse than useless. Let it be seen that your visit is intended to establish friendly relations, and is prompted by a neighborly interest.

4. Be on your guard against encouraging idleness, improvidence, or grosser misconduct, directly or indirectly. Injudicious procurement of alms for the family of a drunkard, or a dissolute, idle, or shiftless person, will invariably do more harm than good.

5. The best method of assisting deserving people when in need, is to help those who are able to work to find employment. In seeking employment for the poor, care should be