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MANICURING 
&
FACIAL MASSAGE

PORO COLLEGE CO.
ST. LOUIS, MO.
MANICURING

After placing a towel on a small table, put out all instruments to be used, including a pillow, on which to rest the hand.

1. Begin with little finger of left hand, and file nails in shape desired (the oval being the most popular).

2. Loosen
   2. Roll a bit of cotton on the pointed end of the orangewood stick, and dip into the cuticle ice, then apply to the nails of the left hand.

3. Loosen the cuticle of each nail of the left hand, that is, push it back gently, with the blunt end of the orangewood stick.

4. Put a small amount of cuticle softener in a finger bowl, nearly filled with water (a good toilet soap can be used instead) and soak the nails of the left hand in this solution, while filing the nails of the right hand. Then treat the fingers of the right hand in the same manner as mentioned in step 2 and 3.

5. While soaking the fingers of the right hand, clean under the nails of the left hand, using the orangewood stick as in step 2 dipped in peroxide and pumice powder, being very careful not to rub the pumice powder on the top of the nails.

6. Treat the nails of the right hand in same manner as left, as mentioned in step 5.

7. With the nail brush in lather wash or scrub the nails of left hand back to the knuckles.

8. Treat the nails of the right hand the same as mentioned in step 7.

9. Finish the nails of the left hand by putting a small amount of rouge on the nails, draw the buffer lightly across the nails five or six times using a backward and forward motion. With the emery board go around the outside of the nails. Examine nails thoroughly and should hang nails appear, cut them away with the cuticle scissors. Then with the second buffer, put on the finishing polish.

10. Finish up nails of right hand the same way as mentioned in step 9.

INSTRUMENTS

Cuticle and Nail Scissors
Flexible steel file
Emery Boards
Orangewood Sticks
Lustr-Ite Nail Whitener
Cake and powder form
Three hand towels
Cuticle Softener (powder)
Five to eleven minutes for one hand.

Smithsonian Institution Transcription Center, National Museum of African American History and Culture
Powered Pumice
Rouge(Pink Paste)
Two Buffers
Cotton
Peroxide
Cuticle Ice
Nail Brush and Bowl
Pitcher
One Pillow 5x8
FACIAL MASSAGE

NOTE:-For each step apply cream to hands. Give all strokes 15 times. Always rest between every 5 strokes.

Place the customer in a reclining position. Place the Massage Cap on the head, so as to conceal all of the hair, in case you have no Massage cap, put a towel around the hand, and fasten tightly, catching up any looseness, by pinning a vertical tuck in the front of the towel just above the forehead.

Apply the cleansing cream to the face and neck with the right hand, and wipe it from them with a towel, using the upward rotary motion. Apply cream again, lightly, then apply three hot towels (towels to be dipped in hot water and wrung dry). Dry the face and neck, apply cream to both hands. You are now ready for the strokes.

With the first three fingers of the right hand, give the rotary motion on the chest 15 times, resting between every 5 strokes.

Begin at the tip of the chin and, using the right and left hand alternately, make 15 downward strokes on the throat. If the customer is very thin under the chin, use the upward strokes instead.

Place the right hand under the chin so that tips of fingers will fall on jaw, and using right and left hand alternately make 15 strokes underneath chin, leading up the the ear. At the completion of every 5 strokes, make 5 circles at the base of ear.

Begin with tips of both thumbs on the right side of chin, and, with a rotary motion, go across the chin to left side, 15 times. From right to left and back to right is considered one stroke.

Place the hands together in front of chin, so that palms of each will rest on each sheek, and the fingers of the right hand will fall between those of the left, forming a basket, and make a rotary motion 15 times with the palms, raising them at the end of every 5 strokes.

Begin with first three fingers of each hand, and, from the bridge of nose stroke upward across the lines of the forehead. Then stroke downward to the temples, 15 times.

With the first three fingers of the right hand, give the rotary motion across the forehead, 15 times, allowing the fingers of the left hand to glide lightly across the forehead in front of the right hand.

With the middle finger of the right hand, give the zig zag motion across the forehead, 15 times, allowing the fingers of the left hand to rest on the head.

Then with the middle finger of the right hand, give the zig zag motion across the forehead 15 times.
Place first two fingers of each hand on the right cheek, and, with tips of thumbs of each, manipulate the cheek, (using alternate motion, first the right thumb then the left etc) Do this 15 times.
With the middle of the right hand, give the rotary motion across the forehead 15 times, allowing the fingers of the left hand to rest on the head.

Then with the middle of finger of right hand, give the zig zag motion across the forehead 15 times.

Place first two fingers of each hand on right cheek with tips of thumbs of each, manipulate the cheek (using alternately the thumbs first thr right, then the left) 15 times.

Circle under the eye, beginning with the middle finger of right hand, at the outer corner, work to the bridge of the nose, then back to the outer corner, letting the fifth stroke go over the eyelid.

Give the rotary motion under the eye with the middle finger of the right hand, 15 times.

Then pat under the eye with the middle finger of right hand 15 times, give the rotary motion on crow-foot corner of eye by placing the first finger of the left hand enclosed in a towel on the right temple, and with the middle finger of the right hand give a rotary motion from the corner of the eye back to the temples 15 times, treat left eye in same manner.

Then give the zig zag motion across the crow-foot 15 times.

With the middle finger of right hand give the rotary motion at each side of the nose (or crevices of nose) 15 times.

Then with middle finger and thumbs of the right hand stroke up the nose 15 times.

From the bridge of the nose to the edge of the hair, give the rotary motion across the forehead.

Place the middle finger and thumb of right hand on sides of chin and draw fingers upward, allowing the first finger to fall on the upper lip. Work the chin in same manner allowing the first finger to fall in center of chin 15 times.

Have the customer fill her jaws full of wind, then pinch the cheek and chin 15 times—lightly.
[preprinted]
Return [[trip in paper]] Days to
PORO COLLEGE
AT "PORO" CORNER
ST. LOUIS, MO.
[[preprinted]]

MB

[[postal stamp]]
ST LOUIS MO
DEC 10 1919
11:30 PM
[[postal stamp]]

[[2 cent postage stamp]]

Mrs. Lucile Brown,
3015 Adams St.,
City.

Poro College Collection
Transcribed and Reviewed by Digital Volunteers
Extracted Mar-04-2020 03:32:49
NEW SCHEDULE OF REDUCED PRICES WITH TAX
For Poro Dealers only.

[[chart with item followed by 5 columns of prices]]

<table>
<thead>
<tr>
<th>Dealers' Gov.</th>
<th>Total</th>
<th>Customers' Total</th>
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<tbody>
<tr>
<td>Hair Preparations:</td>
<td></td>
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<tr>
<td>Hair Grower</td>
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<td>.02</td>
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<td>.06</td>
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<tr>
<td>Sp. Lq. Hair Grower</td>
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<td>.02</td>
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<td>Tatter Relief</td>
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<tr>
<td>Sp. Temple Grower</td>
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<td>.01</td>
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<td>Liquid Shampoo</td>
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<td>.02</td>
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<tr>
<td>Toilet Preparations:</td>
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<tr>
<td>Brilliantine</td>
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<td>.02</td>
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<td>Hair Dye</td>
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<td>.08</td>
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<tr>
<td>Deodorant (Paste)</td>
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<td>.01</td>
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<td>Cold Cream</td>
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<td>Marcel Wax</td>
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<td>Lip Stick</td>
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<td>Powder-Rouge Compacts</td>
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<td>Refills for Compacts</td>
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<tr>
<td>Eyebrow Pencil</td>
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</table>

Skin and Scalp Soap .06 .01/3 .06 1/3 or 7¢ .10 .11

The price of Soap remains the same.)

The new prices and the tax effect the above listed Preparations only.
Hairdressing Supplies such as Irons, Combs Brushes, and so on are
not taxed and the prices remain the same.

Note: Pressing Oil sells 40¢ a box straight to Poro Dealers; of course
the tax is to be added.

PRICE SCHEDULE FOR SOAP WITH TAX TO PORO DEALERS

| 1 bar | 7¢ |
| 2 bars | 13¢ |
| 3 " (ditto for bars) | 19¢ |
| 4 " (ditto for bars) | 25¢ |
| 6 " bars | 32¢ |
| 6 " (ditto for bars) | 38¢ |
| 7 " (ditto for bars) | 45¢ |
| 8 " (ditto for bars) | 51¢ |
| 9 bars | 58¢ |
| 10 " (ditto for bars) | 63¢ |
| 11 " (ditto for bars) | 70¢ |

Smithsonian Institution Transcription Center, National Museum of African American History and Culture
12 " [[ditto for bars]] 76¢
MANICURING TOOLS  
(Sold Only to Poro Dealers)  
Emery Boards (Pkg.) ..........15c  
Small Buffer ..................50c  
Large Buffer ..................75c  
Nail File .......................35c  
Nail Brush .....................50c  
Nail Scissors ..................1.25  
Nail Tint ........................35c  
Nail Polish .....................25c  
Nail Nippers ....................$2.00  
Orangewood Sticks (2 to a set) ..10c  
Cuticle Scissors .................$1.50  
Cuticle Knife ....................50c  
Cuticle Ice ......................15c  
Cuticle Softener ..................75c  
Pumice Powder ...................15c  
Nail Enamel .....................50c  
Rubber Mat ......................50c  
Manicure Containers ...........$2.00  

HAIR WEAVING SUPPLIES  
(Sold Only to Poro Dealers)  
Blockhead (Canvas) ............$2.25  
Loom .............................$1.50  
Hackle ............................$1.50  
Mounting Machine ...............$2.00  
Rooters ...........................$1.25  
Course Weaving Thread ...........50c  
Fine Weaving Thread ...........50c  
Weaving Cards (2 to a set) .....$2.00  
Mounting Tape ...................50c  

ORDERING INSTRUCTIONS  
In ordering supplies be sure to write your full name, complete address, and diploma number on your order.  
When possible to do so, use Order Blanks in ordering goods as there is then less chance of error.  
If it is desired that goods be shipped C. O. D., please write C. O. D. on the order.  
Be very careful to place the figures showing the number of articles wanted on the same line and just to the left of the article wanted.  

[Underline]CONFIDENTIAL[Underline]  
PORO PRICE LIST  
(WHOLESALE)
FOR [BOLD] PORO [BOLD] DEALERS ONLY

PORO COLLEGE, INC.
Anna M. Malone, Pres.
4415 South Parkway
CHICAGO, ILL.

Poro College Collection
Transcribed and Reviewed by Digital Volunteers
Extracted Mar-04-2020 03:32:49
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<tr>
<th>Description</th>
<th>Dealer's Price</th>
<th>Customer's Price</th>
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<tr>
<td><strong>PORO HAIR PREPARATIONS</strong></td>
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<tr>
<td>Hair Grower</td>
<td>25c</td>
<td>50c</td>
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<tr>
<td>Special Hair Grower</td>
<td>75c</td>
<td>$1.00</td>
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<tr>
<td>Liquid Hair Grower</td>
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<td>Special Liquid Hair Grower</td>
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<td>60c</td>
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<tr>
<td>Tetter Relief</td>
<td>75c</td>
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<td>Temple Grower</td>
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<td>2 Special Temple Grower</td>
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<td>50c</td>
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<td>Skin and Scalp Soap</td>
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<td>25c</td>
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<td>Vanishing Cream (Tube or Jar)</td>
<td>25c</td>
<td>50c</td>
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<td>Cold Cream (Tube or Jar)</td>
<td>25c</td>
<td>50c</td>
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<tr>
<td>Face Powder</td>
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<td>50c</td>
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<tr>
<td>Talcum Powder</td>
<td>15c</td>
<td>25c</td>
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<td>Toilet Water</td>
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<td>$1.00</td>
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<td>Bouquet Perfume, Small</td>
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<td>Marcel Wax</td>
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<td>Rouge</td>
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<td>2 Talcum Powder</td>
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<td>(Shades: Holly, Orange, Medium, Dark)</td>
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<td>(Combinations: Brown-Dark, Brunette-Flame, White-Holly, Flesh-Holly)</td>
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<td>Refills for Compact Cases</td>
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<td>Eyebrow Pencil</td>
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<td>American Rubber Comb</td>
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<td>(Fine and Course Teeth)</td>
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<td>American Rubber Comb</td>
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<td>(Course Teeth Only)</td>
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<td>Large Pressing Irons</td>
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<tr>
<td>Extra Large Pressing Irons</td>
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<tr>
<td>Single Burner Oil Stove, &quot;Summer Girl&quot;</td>
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Smithsonian Institution Transcription Center, National Museum of African American History and Culture
Double Burner Oil Stove, "Summer Girl". $2.25
Sterno Stove and 3 Cans Heat ............. 40
Sterno Heat, per can .................... 10
Sterno Heat, 3 Cans for ................ 25
French Marcel Waving Iron "D" ............ $1.00
French Marcel Waving Iron "C" ............ $1.00
German Marcel Iron, Small ............... 60
Curling Irons ............................ 20
Curling Poker ............................ 50
Crimper ................................. 60
Stove Wick .............................. 10
Marcel Comb ............................. 35
Rubber Apron ............................ $2.25
Gas Stove ................................ $3.00
Electric Dryer ........................... $10.00
Stand for Dryer ........................... $5.50

(Note: Straightening Combs are not sold. Pressing Irons give best results.)

HAIR GOODS

Made to Order

Dealer's Price Customer's Price

1 Stem Braid ........................... $2.25 $3.00
2 Stem Braid ........................... $3.25 $4.25
3 Stem Braid ........................... $3.75 $5.00
Bangs ................................. 75c $1.00
Set of Side Curls ...................... $1.15 $1.50
Bob Curls on Comb ........................ $3.75 $5.00
Transformation without Bangs and Sideburns ....................... $4.00 $5.00
Transformation with Bangs and Sideburns ................... $5.00 $6.50
Mixed Grey Hair Transformation with Bangs and Sideburns ............... $7.50 $9.50
Wigs ................................. $10.00 to $35.00
(Price depends on size and quality)
Doll Wigs ........................... $2.50 to $8.00 $3.50 to $10.00
Assorted Hair, per oz .................. 65c
Gray Hair, per oz .................. 2.50
Small Hair Weft (For Practice Marcel) .............. 65c
Large Hair Weft (For Practice Marcel) .. $1.00

(Note: In ordering Hair Goods, please always send a sample of hair to be matched. AS the goods must be made up to order, kindly forward with orders for Hair Goods at least on half of the cost price.)

When made from combings of hair supplied by patron, prices are as follows:

1 Stem Braid ........................... $1.50 $2.00
3 Stem Braid ........................... $2.25 $3.00
1 Set Curls ........................... $1.00 $1.25
HAIR GOODS

Agent's Price  Customer's Price

1 Stem Braid ...................... $2.25   $3.00
2 Stem Braid ...................... $3.25   $4.25
5 Stem Braid ...................... $3.75   $5.00

Bangs .................. 75c   $1.00

Set of Side Curls ........ $1.15   $1.50
Bob Curls on Comb ........ $3.75   $5.00

Transformation without Bangs and Sideburns $4.00   $5.00

Transformation with Bangs and Sideburns $5.00   $6.50

Mixed Gray Hair Transformation without Bangs and Sideburns $7.50   $9.50

Doll Wigs ................ $1.15  to $8.00  $3.50 to $10.00

Assorted Hair, per oz 65c

Gray Hair, per oz .... $2.50

Hair Weft for Practice Marcelling 65c

(Note: In ordering Hair Goods, please always send a sample of the hair to be matched. As the goods must be made up to order, kindly forwards with orders for Hair Goods at least one-half of the cost price.)

(When made from combings or hair supplied by patron, prices are as follows):

1 Stem Braid $1.50   $2.00
3 Stem Braid $2.25   $3.00

1 Set Curls $1.00   $1.25

ORDERING INSTRUCTIONS

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CONFLICTING

PORO

PRICE LIST
(WHOLESALE)

[[end page]][[start page]]
<table>
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<td>6c</td>
<td>10c</td>
</tr>
<tr>
<td>Deodorant (Liquid)</td>
<td>15c</td>
<td>25c</td>
</tr>
<tr>
<td>Deodorant (Paste)</td>
<td>15c</td>
<td>25c</td>
</tr>
<tr>
<td>Vanishing Cream (Tube or Jar)</td>
<td>25c</td>
<td>50c</td>
</tr>
<tr>
<td>Cold Cream (Tube or Jar)</td>
<td>25c</td>
<td>50c</td>
</tr>
<tr>
<td>Face Powder</td>
<td>25c</td>
<td>50c</td>
</tr>
<tr>
<td>(Shades: Poro Brown, Dark Brown, Brown, Medium Brown, Light Brown, Brunette, Flesh, White)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Talcum Powder</td>
<td>15c</td>
<td>25c</td>
</tr>
<tr>
<td>2 Talcum Powder</td>
<td>25c</td>
<td>50c</td>
</tr>
<tr>
<td>Toilet Water</td>
<td>50c</td>
<td>$1.00</td>
</tr>
<tr>
<td>Bouquet Perfume, Small</td>
<td>40c</td>
<td>75c</td>
</tr>
<tr>
<td>Bouquet Perfume, Large</td>
<td>75c</td>
<td>$1.50</td>
</tr>
<tr>
<td>Rouge</td>
<td>25c</td>
<td>50c</td>
</tr>
<tr>
<td>(Shades: Holly, Orange, Medium Dark)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lip Stick</td>
<td>15c</td>
<td>25c</td>
</tr>
<tr>
<td>Powder-Rouge Compacts</td>
<td>60c</td>
<td>$1.00</td>
</tr>
<tr>
<td>(Combinations: Brown-Dark, Brunette-Flame, White-Holly, Flesh-Holly)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refills for Compact Cases</td>
<td>25c</td>
<td>50c</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product</th>
<th>Agent's Price</th>
<th>Customer's Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyebrow Pencil</td>
<td>10c</td>
<td>15c</td>
</tr>
<tr>
<td>American Beauty Rubber Comb</td>
<td>$1.25</td>
<td>$1.50</td>
</tr>
<tr>
<td>(Fine and Coarse Teeth)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Beauty Rubber Comb</td>
<td>$1.25</td>
<td>$1.50</td>
</tr>
<tr>
<td>(Coarse Teeth Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ace Rubber Comb</td>
<td>60c</td>
<td>75c</td>
</tr>
<tr>
<td>No. 1 Hair Brush</td>
<td>$1.00</td>
<td>$1.25</td>
</tr>
<tr>
<td>No. 2 Hair Brush</td>
<td>$1.15</td>
<td>$1.50</td>
</tr>
<tr>
<td>No. 3 Hair Brush</td>
<td>$1.50</td>
<td>$2.00</td>
</tr>
</tbody>
</table>
(White Bristles)

**HAIRDRESSING SUPPLIES**
(Sold Only to Poro Agents)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Pressing Irons.................</td>
<td>50c</td>
</tr>
<tr>
<td>Large Pressing Irons.................</td>
<td>75c</td>
</tr>
<tr>
<td>Extra Large Pressing Irons...........</td>
<td>$1.00</td>
</tr>
<tr>
<td>Single Burner Oil Stove, &quot;Summer Girl&quot;</td>
<td>$1.50</td>
</tr>
<tr>
<td>Double Burner Oil Stove, &quot;Summer Girl&quot;</td>
<td>$2.25</td>
</tr>
<tr>
<td>Sterno Stove and 3 Cans Heat.........</td>
<td>$4.00</td>
</tr>
<tr>
<td>Sterno Heat, per can..................</td>
<td>10c</td>
</tr>
<tr>
<td>Sterno Heat, 3 cans for.............</td>
<td>25c</td>
</tr>
<tr>
<td>Marcel Waving Iron...................</td>
<td>$1.00</td>
</tr>
<tr>
<td>Curling Irons.........................</td>
<td>20c</td>
</tr>
<tr>
<td>Curling Poker..........................</td>
<td>50c</td>
</tr>
<tr>
<td>Crimper..................................</td>
<td>60c</td>
</tr>
<tr>
<td>Stove Wick..............................</td>
<td>10c</td>
</tr>
<tr>
<td>Marcel Comb.............................</td>
<td>35c</td>
</tr>
<tr>
<td>Rubber Apron............................</td>
<td>$2.25</td>
</tr>
<tr>
<td>Gas Stove...............................</td>
<td>$3.00</td>
</tr>
<tr>
<td>Electric Dryer.........................</td>
<td>$10.00</td>
</tr>
<tr>
<td>Stand for Dryer.......................</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

(Note: Straightening Combs are not sold. Pressing Irons give best results.)

[[column 3]]

**MANICURING TOOLS**
(Sold Only to Poro Agents)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emery Boards (pkg.)...................</td>
<td>15c</td>
</tr>
<tr>
<td>Small Buffer..........................</td>
<td>50c</td>
</tr>
<tr>
<td>Large Buffer.........................</td>
<td>75c</td>
</tr>
<tr>
<td>Nail File.............................</td>
<td>35c</td>
</tr>
<tr>
<td>Nail Brush............................</td>
<td>50c</td>
</tr>
<tr>
<td>Nail Scissors.........................</td>
<td>$1.25</td>
</tr>
<tr>
<td>Nail Tint.............................</td>
<td>35c</td>
</tr>
<tr>
<td>Nail Polish............................</td>
<td>25c</td>
</tr>
<tr>
<td>Nail Nippers.........................</td>
<td>$2.00</td>
</tr>
<tr>
<td>Orangewood Sticks (2 to a set).......</td>
<td>10c</td>
</tr>
<tr>
<td>Cuticle Scissors......................</td>
<td>$1.50</td>
</tr>
<tr>
<td>Cuticle Knife.........................</td>
<td>50c</td>
</tr>
<tr>
<td>Cuticle Ice............................</td>
<td>50c</td>
</tr>
<tr>
<td>Cuticle Softener......................</td>
<td>75c</td>
</tr>
<tr>
<td>Liquid Nail Polish.....................</td>
<td>50c</td>
</tr>
<tr>
<td>Pumice Powder..........................</td>
<td>15c</td>
</tr>
<tr>
<td>Nail Enamel............................</td>
<td>50c</td>
</tr>
<tr>
<td>Rubber Mat.............................</td>
<td>50c</td>
</tr>
</tbody>
</table>

**HAIR WEAVING SUPPLIES**
(Sold Only to Poro Agents)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blockhead (Canvass)...................</td>
<td>$2.25</td>
</tr>
<tr>
<td>Loom.................................</td>
<td>$1.50</td>
</tr>
<tr>
<td>Hackle..................................</td>
<td>$1.50</td>
</tr>
</tbody>
</table>
Mounting Machine............. $2.00
Rooters......................... $1.25
Coarse Weaving Thread .......... 50c
Fine Weaving Thread .......... 50c
Weaving Cards (2 to a set) .......... $2.00
Mounting Tape..................... 50c
$10.00
51
(2-28-19)
Received from Mrs. Lucile Brown
Ten Dollars
(For Diploma for Mrs. Ida Miller C. Kennedy
Annie M. Malone Sec.)

[stamped] Department 3 [stamped]
PORO COLLEGE

Annie M. Malone
The Founder
Foreword

In less than a quarter of a century we have built up an institution nationwide in its scope. The name "Poro" has come to stand as a mark of our service to the Race; a service that is economic, inspirational, religious.

PORO COLLEGE

Poro College

Calendar

Founded . . . . 1900

LOCATIONS

Lovejoy, Illinois . . From 1900 to 1902

St. Louis, Missouri
2233 Market Street . From 1902 to 1911
3100 Pine Street . . From 1911 to 1918
PORO CORNER, Pendleton at St. Ferdinand
Main Building Dedicated, Nov. 24-30, 1918
Annex Dedicated, . . Nov. 24-28, 1920

Poro College Collection
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Table of Contents

Chapter I--The Physical Growth of the Institution
Chapter II--The Employed Force
Chapter III--Poro Agents
Chapter IV--Welfare Work at the Institution
Chapter V--Our Larger Service to the Community and the Nation
The Story of Our Growth

Commensurate with the growth of the business of Poro College has been its building growth. From the extremely small quarters in Lovejoy, shown in the initial cut, to the great buildings now at St. Ferdinand and Pendleton, is told a story of steady and substantial growth. Everywhere in these improvements can be seen the splendid conceptions of the founder of this great business - strength, elegance in design, and provision for comfort. Mr. and Mrs. Malone live in their business home and yet their quarters cause no slight in the requirements of their working force. The comforts they have are shared by all their employees and guests, for in the erection of these buildings there was no selfish design, but instead an idea of service - a service that extends to employees, agents and the public.

The Main Building, known as Poro Corner, erected three years ago at a cost of three hundred thousand dollars exclusive of its equipment, compares favorably with other modern
fireproof and wind-resisting buildings in St. Louis, and is the greatest owned by the race today. The Annex, completed in 1920 at a cost of one hundred and eighteen thousand dollars, is designed strictly for commercial purposes and is entirely of reinforced concrete and steel construction. It contains the new Mailing Room, Laundry, Laboratory, Finishing Room, Storage, Press Room, Bakery, and three vaults supplied with refrigeration from our six-ton ice plant in the main building. The Laundry and Bakery are provided to take care of our constant and ever-increasing demands for service from these industries and to give employment to our people who are proficient in their management - but who are not given opportunity to advance where the business is owned and operated outside of their racial group.

There are separate elevators in each building, the one in the Main Building being entirely automatic and requiring no operator.

To the rear of our main buildings there is a new garage built at a cost of twelve thousand dollars and containing two sections for the parking of cars, as well as a fully equipped work shop. There is also an office for the mechanic in charge, toilet, lavatory, and shower bath. This garage houses the Poro automotive equipment, which includes a Pierce-Arrow limousine, a Locomobile touring car, a Chandler sportster, a Federal truck and a Ford truck.

In order to provide for our future growth, and to protect our institution against nuisance, it has been found necessary to acquire neighborhood property to the north, south, east, and west of our buildings. This will eventually be improved and provides well for our further expansion.
Poro College

[[Image: 3 Gentlemen standing in front of Poro Garage with open doors and exposed cars]]

The Garage

[[image]]

[[End Page]]

[[Start Page]]

Poro College

[[Image: 3 part art picture set in the past]]

Genesis Apotheosis Exodus
The beginning in old Africa of the BLACK RACE -- carrying the burdens that are part of a nomadic life, camp equipage, indicating changing abode -- primitive huts in background.
The Apotheosis shows what has been done thru constant application and sacrifice. Three heroic figures of beautiful Negro womanhood personify Liberty, Music and Art. The presence of the Lyre on the side of Fine Arts and of Books on the side of Liberal Arts shows that in Literature and Music, the Race has made its most wonderful progress. Coming Out from a bondage of ignorance and hopelessness to a place in the sun of modern civilization -- still bearing burdens, but burden earned and worked for -- as a part of the big modern life about them.

[[image]]
Poro College
Chapter 2

The Employed Force

With a force number two hundred fifty or more, interspersed with men and women, girls and boys, from sixteen to eighty years. PORO COLLEGE today ranks foremost in the employment of its own people. This represents a growth from the time when the Founder, Mrs. Malone, was the sole employee and when one room served as Office and Operating Room.

The method of employment has always been to take the inexperienced girls and train them as necessity demands, to fill the various positions. Incidentally, this is how the PORO AGENCY originated, for many of the girls who were trained by Mrs. Malone to assist her, subsequently left for various parts of the country, and in their fields created a desire here and there among other women to learn the PORO SYSTEM of scalp and hair treatment. In her relations with her employees Mrs. Malone has always show extreme kindness, patience and thoughtfulness, taking each employee's welfare to her heart and continually encouraging.

Where We Learned the Lessons of Big Business

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THE OFFICE - With its girl employees uniformed in black skirts and white waists, and men with black office coats, is divided into a Filing Department, a Complaint Department, a Registration Department, a Computing and Billing Department, an Accounting and Distribution Department, a Department of General Correspondence, a Checking Department, an Outgoing Mail Department, and Department 3-J, which handles all correspondence concerning the making of new agents.

"A satisfied, contented and healthy working force, enthusiastic in cooperating with the management and working with only one aim, the welfare of the business as a whole, is a most valuable asset of an employer."

THE FINISHING DEPARTMENT is uniformed in blue dresses, and it is here that the PORO PREPARATIONS are
placed in the lithographed tin boxes, then in the little green and yellow carton, which is both made and sealed right here. This Department affords employment for a number of elderly people, whose work is but little short of that of the younger employees. In the MAIL ROOM, which is a branch Post Office, goods are packed for shipment, weighed, routed, insured, and thrown by states. Two shipments are made daily. The employees here are also uniformed in blue.

Our Present Mail Room

Every employee who has seen five years of service is given a diamond ring in token of appreciation of faithful service, and there are now nine senior employees.

Conference Room

A unique figure among the employed force is an old soldier of 80 years— a member of the G.A.R.—whose work consists of the raising and lowering of Old Glory and our Poro Flag.
PORO COLLEGE
[[image-map including the United States, Canada, and Cuba]]

CHAPTER 3
[[end page]]
[[start page]]

PORO COLLEGE
[[image-black & white photograph of woman near sink]]

PORO AGENTS

One cannot realize the magnitude of Poro as an institution unless he carries away some idea of the vast number of Poro agents who take care of the demand for our products - a demand which reaches from ocean to ocean and from the Dominion of Canada across the Gulf into Cuba.

There is no state or territory in the Union that has not been touched and in many of the important cities the number of agents runs well into the hundreds. As no large expenditure is necessary to begin the Poro work, many women have found in it the opportunity to start a business right in their own homes and many have been able later on

[[image-black & white photograph of women working on files]]
Registration Clerks at Work
Chiropody Booth

to buy those very homes with the profits from the work. Poro stands
unique among businesses of similar character in its policy of absolute
protection of its agents. No person can buy any of its products except
through an authorized agent and every order that goes through our plant
must first be O. K.d. in the Registration Department, which keeps a
visible card system record of a capacity of 70,000, showing at a glance
the name and address of any agent, and her rating. And here it must be
remembered that it has ever been the policy of Poro to treat every agent
with the same consideration and courtesy, whether her order be small or
large.

The Baths

Poro College Collection
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Instruction Room

The agent's course of instruction is thorough, but is often supplemented by additional work taken in person at the College. As an inducement to keep abreast of the latest practices, review courses with ten days' free board and lodging are offered each agent once a year, and those who take the courses are shown every courtesy during their stay at the college. Where several agents are located in the same city, Poro Clubs are organized. The meetings of these clubs give the workers a chance to exchange valuable ideas and to work together as a group in community upbuilding. Periodical visits by Special Representatives and by Mr. and Mrs. Malone serve to keep these agents in close touch with the parent institution and with their fellow workers in other cities.

Quarters for Visiting Agents

Diploma Day at Poro
In the minds of those who know of the life and work of Mrs. Malone, the Founder of Poro College, there can be no doubt that her efforts have been divinely led. And so the worker at Poro learns from the very start that a recognition of God's power is an attribute of his success. The day's work begins with a devotional service inspirational in its nature. The magnificent auditorium was purposely built that the em-

Beginning the Day's Work

Poro College Collection
Transcribed and Reviewed by Digital Volunteers
Extracted Mar-04-2020 03:32:49
ployees might be comfortably accommodated at these services. Here, too, the working force is given opportunity to see and hear men and women of note.

Every effort is made to provide for the comfort and health of employees. A spacious cloak room provides places for hats and wraps and all workers are furnished with uniforms which materially aid in saving of wear and tear on clothing.

Adequate provision is always made for those employees who are kept from work on account of illness. A visiting committee keeps in touch with them and Mrs. Malone personally sees to it that they do not want for care and attention.

A realization that the health of the worker is closely linked up with his food led Mrs. Malone to make provision for a dining room where employ-
PORO COLLEGE

When Santa Comes to Poro

cer Club and the employees assisted at the many political meetings which were held at the building.

The employees' Xmas Dinner is an annual affair that is looked forward to with great joy. At this time the workers come to partake of the season's bounty and to receive the gifts that old Santa brings.

No less important is the annual Parents' Day at which time the parents and guardians of the force are entertained and brought into closer touch with the institution that is furnishing employment to their kin.

The summer season brings the Annual Outing, for which occasion work is suspended the entire day. The Outing of 1920 was a gala affair. The entire force, with visiting and city agents and a few friends, numbering in all about three hundred and fifty, were carried in gaily decorated cars to Carondelet Park. Organdie dresses of all colors for the women and white outing costumes for the men were provided by Mr. and Mrs. Malone, a sumptuous dinner was served, and later in the day a raffle was held at which every person drew some worth-while prize. The presence of a band, a miniature circus, races and games of all sorts, with prizes for the winning contestants, helped in the merry-making. Various comments from persons outside the College pronounced it the most wonderful picnic ever held in St. Louis.
PORO COLLEGE

Our Larger Service To The Community And The Nation

PORO COLLEGE is not only the greatest business of which the race can boast, but it is also a community center. Here meet boards and committees that plan larger community enterprises. Our dining room is regularly used for luncheons where are launched social and charitable undertakings embracing the needs of the great city of Saint Louis.

The Y.W.C.A., the Y.M.C.A., and Orphans' Home, in their campaigns for collection of funds, have largely used Poro College and have felt her touch not only in the personal gifts of Mr. and Mrs. Malone, but also in the support which has been given by the employed force following the teachings and example of the heads of the institution.

At our Information Booth monthly gas bills may be paid, express money orders and postage stamps purchased, and information secured concerning the arrival and departure of trains. This is all done as an accommodation to the public. The Auditorium is used for community interests as well as our own, and recitals and entertainments of an elevating nature are held here for the benefit of local charities.

It is the purpose of the College to enter into the home life and needs of its employees and community and to provide well for their comfort and pleasure. Plans are now being made for the erection of a modern sanitarium to accommodate the cases of sickness among employees and such of the community as may desire to use it. In the matter of community service, Poro College contemplates a larger program than ever attempted by our people. Our scheme of modern homes for employees has been only temporarily delayed because of unstable conditions in the labor and building market, but will find place early on our calendar.

This service is not confined to our immediate surroundings, but reaches out to other parts of the United States. Our various departments furnish employment for...
PORO COLLEGE

hundreds of men and women and give opportunities to graduates of schools in all parts of the country. Scores of boys and girls in the St. Louis schools are enabled through part time work to assist in paying for their education. Our facilities for providing rooms and board for visitors and travelers make it possible for one to feel assured that in St. Louis he will find comfortable and agreeable surroundings.

There is a desire on the part of the majority of the employees to increase their efficiency to the institution. To assist in this we have an Employees' Extension School which meets twice a week. Here courses are given in modern business practice. These courses are open, by special permission, to applicants for positions and it is from these students that we recruit our workers.

To the thousands of Poro agents the College has always been looked upon as a shrine and those who have visited it never tire of telling of its wonders. It is our hope that it will be so regarded by the thousands of friends throughout the United States and abroad, and that their pilgrimage here, either in person or through the pages of this booklet, will give a renewed inspiration for the future.
PORO COLLEGE

Poro Preparations

[[image: drawing of several hair products]]

[[end page]]

[[start page]]

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"Poro" Corner

[[image: building]]
March 25, 1915.

Mrs. Elder Brown,
P.O. Box 81,
Weir, Miss.

Dear Mrs. Brown,

Your esteemed favor of the 22nd inst reached our Office on the 24th and in reply will say that we are indeed delighted to know that you are in receipt of papers which we sent you a few days ago.

For shampooing the scalp and hair use a good toilet soap—Saymans', Palmer's Skin Success Soap, Harfina, or Cuticura. For rinsing the hair use the PORO Rinse after the shampooing. This rinse takes the place of the pure water.

We are enclosing order blanks for which you asked and a few envelopes also. Kindly put full name and address on all letters and orders, as they go thru different departments, and we handle hundreds of letters daily.

We will be pleased to address your mail as Mrs. Elder Brown if you will put same on each and every letter and order.

With best wishes for your success, we are,

Very truly yours,

[[signature]] Mrs. AM Pope Turnbo

PROP.

A.H.

enclosures.
Mrs. A. M. POPE-TURNBO
Mrs. L. L. ROBERTS
“PORO”
Hair [image: quartered diamond shaped logo] Growers
[[line]]
We Grew Our Hair, Now Let Us Grow Yours With
“PORO”
Mrs. A. M. POPE-TURNBO
3100 PINE STREET

We Grew Our Hair, Now Let Us Grow Yours With
“PORO”
Mrs. A. M. POPE-TURNBO
3100 PINE STREET

St Louis, Mo. ^[[March 19]] 1915

DEAR MADAM:

We are delighted to have the pleasure of enrolling your name with us as an agent for “PORO” and herewith send to you your Diploma, trusting that it may assist you in accomplishing all that has been promised you, which is an established business. Now, I am quite sure that it will, if you will always do your work thoroughly. Be sure to get all the Dandruff off the scalp good before attempting to shampoo the hair. It is well to look over your work for this purpose. Then divide the hair into four twists and shampoo each one carefully, making the parts very close together and keeping the hair combed well, so as not to allow it to tangle, then use plenty soap, so as to get it perfectly clean. When each twist is clean, use plenty water and rinse all suds out good, and dry the hair perfectly dry before attempting to press it. Do not use the irons too hot, and press the hair good at the scalp and ends, so as not to leave any roughness.

Never rush so much as to slight any of these points, not even if a customer should be in a hurry and ask you to do so, for they will be the first to say that you are half doing your work and soon stop taking the treatment and keep their friends from coming to you.

Do not try to treat too many in one day, our rule is: If we only treat one scalp in a day we do that one thoroughly, thus we are sure to have plenty to do - It is better to have them call another day. Never sell a box of “PORO” Hair Grower to any one unless you treat their scalp and hair for them, and do not sell a box of the “PORO” Hair Grower and “PORO” Pressing Oil, at all, as the people would try to treat their scalps and not come to you, thus leaving you without any business. Keep to the rule and prices that the other agents have for the work. By so doing we succeed, otherwise we fail.

In making another agent the first thing to do is to send for the application blanks. Have her read them, then fill correctly. If territory is satisfactory, Mrs. A. M. Pope-Turnbo will sign and return one to you with contracts. If at any time you should wish any information just write me, and I will willingly aid you. Following are agents prices:

“PORO” Hair Grower, 25c per box, or $3.00 per dozen
"PORO" Temple Grower 25c "[[ditto for: per box]] 3.00 "[[ditto for: per dozen]]"
"PORO" Temple Grower, Double Strength for thin and bald temples (two boxes equal one of regular size) 25c 1.50 "[[ditto for: per dozen]]"
"PORO" Hair Grower (Liquid form for oily hair) 25c per bottle, or "[[dollar]] 3.00 "[[ditto for: per dozen]]"
"PORO" Pressing Oil "[[60c]] [[strikethrough]] 75c [[strikethrough]] per box, or "[[dollar6]] [[strikethrough]] 8.00 [[strikethrough]] "[[ditto for: per dozen]]"
Large Irons, 75c.
Small Irons, 35c.
Will be glad to hear from you often, and wishing you much success in the work.
I am, very truly yours

"[[Anna M Pope Turnbo]]
"[[Poro Special Hair Grower 40c]]
"[[Poro Tetter Cure 75c]]

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Poro College
of Scalp Treatment and Hair Culture
St. Louis, Mo.
Established in the Year of Our Lord Nineteen Hundred
Know all Parties by these Presents, That
\[Lucile Brown\]
has completed a full course of instruction in the treatment of the scalp
and the culture of the hair as prescribed by the Poro System.

And has passed such examinations as to satisfactorily demonstrate her
ability to properly apply the intricate methods thereto.

Now, therefore, by virtue of the power vested in us, we have granted this
DIPLOMA
with all of the privileges attendant thereupon.
\[purple and gold seal\]
In Witness Whereof, We, the President and Secretary, have subscribed
our names and caused the seal of the College to be affixed hereunto,
this \[Nineteenth\] day of \[March\] 19\[15\].

\[Annie M. Pope Turnbo\] President.
\[Maudelle McMurray\] Secretary.
Territory \[Weir & McCool, Miss.\]
OFFICE OF
MRS. ANNIE M. POPE-TURNBO
NO. 3100 PINE STREET, ST. LOUIS, MO.

The “PORO” System of Hair Treatment and Instruction

THIS CONTRACT, made and entered into this ______ day of 191__, by and between Annie M. Pope-Turnbo, of the city of St. Louis, State of Missouri, party of the first part, and __________, of __________, party of the second part, WITNESSETH THAT

WHEREAS, said Annie M. Pope-Turnbo has knowledge of a certain system or method of treating the scalp and hair having for its object the production or increase of a growth of hair, and general suitable treatment of the scalp and hair and for use in which said party of the first part has adopted certain preparations known as “Poro” Temple Grower, “Poro” Hair Grower, “Poro” Pressing Oil, etc., which said preparations the party of the first part has found by experience to be especially suitable for and adapted to her aforesaid system or method of treatment of the scalp and hair:

NOW, THEREFORE, in consideration of the said part of the first part instructing said party of the second part in said “Poro” system or method of treatment of the scalp and hair and in the use and application of said “Poro” remedies and hair applications, said part of the second part hereby agrees as follows:

1. That the party of the second part will pay to the party of the first part the sum of thirty-five dollars ($35).
2. That the party of the second part will not use in the practice of said system or method of scalp or hair treatment so taught the party of the second part as aforesaid any temple grower, pressing oil, or other application or preparation except the above-mentioned “Poro” preparations of the party of the first part, and said party of the second part agrees not to mention having learned the system or method of treatment of the scalp and hair of the party of the first part except in connection with the use by the party of the second part of said “Poro” preparations of the party of the first part and not in connection with the use of any other hair or scalp applications or treatments and not until said party of the second part shall have received from said party of the first part a diploma duly signed by said party of the first part stating that the party of the second part has fully completed the course of instruction prescribed by the party of the first part in said system or method of treating the scalp and hair, and not to teach or attempt to teach such system or method until after having received such a diploma.
3. Said party of the second part, furthermore, agrees that if the party of the second part teaches said system or method of hair and scalp treatment of the party of the first part wholly or in part to anyone else, it shall be only on the following terms: (a) that said third party shall pay to said second party the sum of thirty-five dollars ($35), of which amount the party of the second part shall immediately pay ten dollars ($10) to the party of the first part out of the first payment made by the said third party; (b) that the said third party shall in advance agree in writing, by signing in the presence of witnesses the agreement appearing below entitled “Subsequent Pupil’s Agreement,” not to teach said “Poro” system or method of scalp or hair treatment to any subsequent pupil for a less tuition fee than thirty-five dollars ($35), and to pay ten dollars ($10) of said amount immediately to the party of the first part out of the
first payment thereon made by such pupil, not without in advance
requiring the signature, in the presence of witnesses, of such pupil to the
agreement below entitled "Subsequent Pupil's Agreement," and (c) that
said third party shall forward by mail, postage prepaid, to Annie M.
Pope-Turnbo, addressed to her at her above address, each of said
contracts entitled "Subsequent Pupil's Agreement" as soon as signed.
4. Said party of the second part agrees to forward by mail to said Annie
M. Pope-Turnbo, addressed to her above address, postage prepaid,
each contract of the kind entitled "Subsequent Pupil's Agreement" taken
from a pupil by the party of the second part and as soon as signed.
5. No agreements or contracts between the parties have been made
except as expressed in writing herein.

"PORO"
Trade Mark, Registered in U.S. Patent Office, Jan. 8, 1907. Preparation
for Treatment of the Hair
IN TESTIMONY WHEREOF, The parties hereto have hereunto affixed
their signatures and seals at St. Louis, Missouri, the day and year
aforesaid.

[Seal] [Seal]

WITNESSES:

________________

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SUBSEQUENT PUPIL’S AGREEMENT

WHEREAS, Annie M. Pope-Turnbo, of the City of St. Louis, State of Missouri, first instituted the "Poro" system or method of treating the scalp and hair, which I am desirous of learning; and

WHEREAS, It has become possible for me to learn same from one having obtained knowledge of same (directly or indirectly) from said Annie M. Pope-Turnbo by reason of instruction originally imparted by said Annie M. Pope-Turnbo to one of her immediate pupils under the terms of a written contract of which the foregoing is substantially a copy, to which contract I hereby admit my privity; and

WHEREAS, It is to the interest of all practitioners of the "Poro" system or method of treating the scalp and hair, that the quality of said treatments be maintained and that the said "Poro" system or method of treating the scalp and hair, be practiced only by those who have been competently and fully instructed in said system or method of treating the scalp and hair, and also, that only a suitable preparation or suitable preparations shall be used in administering said treatments:

NOW THEREFORE, in consideration of receiving instruction in said system or method of treatment of the scalp and hair and in the use and application of the above-mentioned "Poro" remedies and hair applications, I, as a subsequent pupil, hereby agree as follows:

1. That I will pay to my instructor the sum of thirty-five dollars ($35).

2. That I will not use in the practice of said system or method of scalp and hair treatment so taught me any temple hair grower, pressing oil, or any other application or preparation except the above-mentioned "Poro" preparations of said Annie M. Pop-Turnbo, and that I will not mention having learned her said system or method of treatment of the scalp and hair except in connection with the use by me of said "Poro" preparation of said Annie M. Pop-Turnbo and not in connection with the use of any other hair and scalp applications and treatments and not until I shall have received from said Annie M. Pope-Turnbo a diploma duly signed by her and stating that I have taken the full course of instruction in said system or method of scalp and hair treatment, and that I will not teach or attempt to teach said system or method until I have received such diploma.

3. That I will not teach said system or method of hair and scalp treatment to any one else without first requiring such person to sign a printed agreement identical with this and without requiring full payment of said tuition fee of thirty-five dollars ($35), and that I will immediately pay ten dollars ($10) of this amount to said Annie M. Pope-Turnbo out of the first payment made me by said pupil; and I will send such printed agreement as soon as signed to said Annie M. Pope-Turnbo by mail, postage prepaid, addressed to her at her above address.

4. I, furthermore, agree that if I teach said system or method of hair or scalp treatment wholly or in part to anyone else it shall only be on the following terms: (a) That said pupil shall pay me the sum of thirty-five dollars ($35), and that I will pay ten dollars ($10) to said Annie M. Pope-Turnbo immediately out of the first payment made me by said pupil; (b) that the said pupil shall in advance agree in writing by signing in the
presence of witnesses an agreement identical with this entitled
"Subsequent Pupil's Agreement," not to teach said "Poro" system or
method of scalp or hair treatment to any subsequent pupil for a tuition
fee of less than thirty-five dollars ($35), and to pay ten dollars ($10 of
said amount to said Annie M. Pope-Turnbo immediately out of the first
payment thereon made to said subsequent pupil by the pupil of said
subsequent pupil, nor without in advance requiring the signature, in the
presence of witnesses, of such pupil to a "Subsequent Pupil's
Agreement" such as this, and not to attempt to teach said system or
method until after receiving a diploma signed by said Annie M. Pope-
Turnbo stating the completion of a full course of instruction in said
system or method; and (c) that I will forward by mail, postage prepaid, to
said Annie M. Pope-Turnbo as soon as signed each of the contracts of
my pupils entitled "Subsequent Pupil's Agreement."

5. No agreements or contracts between the parties have been made
except as expressed in writing herein.
This agreement on my part is made with my instructor and with said
Annie M. Pope-Turnbo, and either or both of them may proceed for its
enforcement, the consideration for my agreement with said Annie M.
Pope-Turnbo being that it was the privilege of said Annie M. Pope-
Turnbo either to teach or to refuse to teach said "Poro" system or
method of said scalp and hair treatment to her said immediate pupil from
whom I will (directly or indirectly) receive my knowledge of said system
or method and said knowledge was thus imparted by said Annie M.
Pope-Turnbo only upon the execution of the agreement that all
subsequent pupils should be obligated in advance of instruction by
contract as I am by this agreement, said system and series of contracts
being necessary to prevent unqualified persons from undertaking to
administer such treatments and in order to prevent the substitution of
deleterious or inefficacious or less efficient preparations for said "Poro"
preparations.

"PORO"
Trade Mark, Registered in U.S. Patent Office, Jan. 8, 1907, Preparation
for Treatment of the Hair.
IN TESTIMONY WHEREOF, said instructor and said subsequent pupil
have hereunto affixed their signatures and seals at ...[[Weir and
McCool Miss.]]. this .^[[15th]]. day of .^[[March]]. 191\^[[5]].
..^[[Mrs. Grozelia B. Maxwell]]. [SEAL]
..^[[ditto for: Mrs.]] Lucile Brown]. [SEAL]

WITNESSES:
..^[[Prof. Elder Brown]].
..^[[Rev. C.H. Maxwell]].

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FILED [[March 7, 1919]]
No. [[13098]]

"PORO" COLLEGE COMPANY
ANNIE M. POPE-TURNBO-MALONE
FOUNDER
Trade-Mark "Poro" Registered in U.S. Patent Office
January 8, 1907
OFFICE AND LABORATORY
"PORO CORNER"
ST. LOUIS, MO.

Poro College Company
By ^[[Lucile Brown]] Secretary.

^[[Mrs Ida Miller C Kennedy]]
Party of the Second Part, Pupil

Form 7-10M-1-19.
CONTRACT.

THIS CONTRACT made and entered into at.... [[[Weir]]] State of....[[Miss]]...between the PORO COLLEGE COMPANY, a corporation organized under the laws of the State of Missouri, party of the first part, and[[Miss Ida C. Kennedy]]...of....[[Muskogee]]... State of....[[Okla.]]...party of the second part, WITNESSETH: That,

WHEREAS, the said PORO COLLEGE COMPANY enjoys the exclusive use and control of a certain method or system of treating the scalp and hair, invented and designed by Annie M. Pope-Tumbo-Malone, which said system is designated the “PORO SYSTEM,” and,

WHEREAS, the said PORO COLLEGE COMPANY, in its laboratory at St. Louis, Missouri, manufactures from certain formulae owned by it, a number of hair preparations intended to produce a healthy scalp and a luxurious growth of hair, which said preparations bear as a trade-mark the word “PORO,” and which said trade-mark has been duly registered in the patent office of the United States, and,

WHEREAS, the said PORO COLLEGE COMPANY has an agent with offices in the City of....[[Weir]]... State of....[[Miss]]... who is equipped to teach said PORO SYSTEM of treating the scalp and hair and to give full instructions in the application and use of said PORO preparations, and,

WHEREAS, the said party of the second part desires to receive instructions in said method or system of treating the scalp and hair, and in the application and use of said PORO preparations, and,

WHEREAS, the said party of the second part desires to become an agent of the said PORO COLLEGE COMPANY, to teach said method or system of treating the scalp and hair and to give instructions in the use and application of said PORO preparations and to sell said preparations manufactured by the said party of the first part as aforesaid.

It is therefore stipulated and agreed by and between the parties hereto that the said PORO COLLEGE COMPANY, party of the first part, through its agent whose name is hereto attached, shall give to the party of the second part a course of instructions prescribed by said Company covering said system or method of treating the scalp and hair and in the use and application of said PORO preparations and that when said party of the second part shall have completed said course of instruction in a manner satisfactory to the party of the first part, she shall have and receive of and from the said party of the first part a diploma, evidencing the completion of said course of instruction.

It is further stipulated and agreed by and between the parties hereto that such diploma shall entitle the party of the second part to establish a PORO agency in such territory as the party of the first part may designate and to give instructions in said PORO SYSTEM or method of treating the scalp and hair, and in the use and application of said PORO preparations.

It is further stipulated and agreed by and between the parties hereto that the party of the first part shall supply the party of the second part, at such agency when established, with PORO preparations, at prices to be fixed by the party of the first part; that said party of the first part shall not
knowingly sell, directly or indirectly to any other person that the party of
the second part, during the life of this contract, PORO preparations in
the territory allotted to said party of the second part, except when
persons residing in such territory shall apply therefor, either in person or
by letter, to the party of the first part at its home office in St. Louis, then
and in that event such person shall not be permitted to purchase such
preparations more than once.

It is further stipulated and agreed by and between the parties hereto that
in consideration of the foregoing provisions, the party of the second part
agrees:

FIRST: That upon and immediately after the execution of this contract,
she, the said party of the second part, shall pay to the said party of the
first part, the sum of Thirty-five Dollars ($35.00).
SECOND: That no part of said sum of Thirty-five Dollars ($35.00) shall be refunded by the party of the first part or its said agent after the course of instruction hereinabove provided for has been commenced.

THIRD: That the party of the second part shall not use, in connection with the agency hereinabove provided for, other otherwise, any preparations, ingredients or drugs other than PORO preparations, nor shall she sell PORO preparations in bottles or packages with broken seals.

FOURTH: That the party of the second part during the life of this contract shall not sell, use or advocate the use of any other scalp or hair preparations than the PORO preparations prepared by the party of the first part.

FIFTH: That the party of the second part shall not establish any agency or attempt to give any treatment or instructions pertaining to the scalp or hair until she shall have completed her course of instruction given by the said agent of the party of the first part, and shall have received a diploma as evidence thereof, and that she shall not mention having learned said system of scalp and hair treatment, except in connection with the use of PORO preparations.

SIXTH: That the party of the second part shall not teach or attempt to teach said PORO SYSTEM of scalp and hair treatment, or the use and application of said PORO preparations to any person whatsoever, until such person shall first have signed an agreement, prepared by the party of the first part, between said party of the first part and such person desiring such instructions, containing substantially the same provisions as herein contained; that such agreement shall be signed by the parties thereto in the presence of witnesses, and that the tuition fee in the sum of Thirty-five Dollars ($35.00) shall be collected by the party of the second part as agent of the party of the first part herein before the instructions provided in such a contract shall be commenced.

SEVENTH: That immediately after the collection of said sum of Thirty-five Dollars ($35.00) the party of the second party herein shall pay to the party of the first party herein, at its office in St. Louis, Missouri, the sum of Ten Dollars ($10.00) of the amount so collected, and that she shall forthwith send the agreement so executed, between the party of the first part and such person desiring instruction, with postage prepaid, to the PORO COLLEGE COMPANY, at its offices in St. Louis, Missouri.

EIGHTH: That the party of the second part shall not supply to such pupil or person desiring such instruction under the terms of such contract or agreement, any PORO preparations to be sold or disposed of by her, but that the said party of the second part shall supply such pupil with PORO preparations necessary for teaching said PORO SYSTEM of treating the scalp and hair without any extra charge whatsoever.

NINTH: The said party of the second part further agrees that upon the receipt of a diploma issued by the party of the first part, she will establish an agency in a territory hereinafter designated, in which she shall teach the PORO SYSTEM of treating the scalp and hair, and in which she shall give instructions in the use of PORO preparations, and that she shall not teach or attempt to teach said system or method, nor shall she give or attempt to give instructions in the use of said preparations, nor shall she sell, directly or indirectly, any PORO preparations at any place outside of the territory herein designated.
without first having and receiving permission so to do, from the said party of the first part.

TENTH: That the party of the second part shall abide by all rules and regulations now existing or hereafter prescribed by the party of the first part for the conduct of PORO agents in the discharge of their duties as such agents, and that she shall not instruct any one in said system of scalp and hair treatment, nor give said treatment nor sell said preparations, except at such prices as shall have been fixed by said PORO COLLEGE COMPANY.

ELEVENTH: That she shall not solicit the customers of any other PORO agent.

TWELFTH: That she shall co-operate with said PORO COLLEGE COMPANY, and its agents and representatives, and that she shall use her utmost ability to make the PORO SYSTEM a success and to insure the establishment and maintenance thereof.

THIRTEENTH: That the said party of the second party shall not supply PORO preparations to any person who shall not take treatment under the PORO SYSTEM at least once each month from the party of the second part.

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FOURTEENTH: That party of the second part further agrees that upon and immediately after the receipt of the diploma herein provided for, she will establish a PORO agency in the City of ....[[Muskogee]]... County of ........., State of ...... *[[Okla.]]...

It is further stipulated and agreed by and between the parties hereto that all existing or prior contracts or agreements between them are hereby abrogated and for naught held, and the following rights are hereby reserved to the said PORO COLLEGE COMPANY, party of the first part, to-wit: Whenever its officers become convinced that the party of the second part has violated any of the provisions of this contract, or that she shall have failed or refused to comply with the rules and regulations now existing or hereafter prescribed by the party of the first part governing the conduct of PORO agents in the discharge of their duties, or whenever, in the judgment of the officers of the party of the first part, the good of the service requires, said officers may cancel this contract, and the terms and provisions herein set out shall thereafter be of no force and effect.

It is further stipulated and agreed that except as hereinafore provided, this contract shall be and remain in force for a period of twenty-five (25) years from and after the date of the execution hereof.

IN TESTIMONY WHEREOF, the parties hereto have hereunto attached their hands and seals at the City of ...[[Weir]]. State of ...[[Miss.]]. on this, the ...[[7]]. day of ...[[March]]., 19 *[[19]]

PORO COLLEGE COMPANY,
By ..[[Lucile Brown]]. ..[[Agent.]]
M*[[rs Ida Miller C. Kennedy]] Party of the Second Part, Pupil.

WITNESSES:
1. M*[[rs Edw Brown]]. ..[[Weir, Miss]].
2. M*[[rs [[Jonnie?] H Miller]]. ..[[Ackerman, Miss]].
Pressing oil
1 pt vaseline
Jar Fords ox marrow
oil geranium
Stir 3 ingredient.
together
enough oil to perfume.
Hair Grower

1 pt vaseline white.
2 tsp Sulphur
2 1/2 tsp. orris root
1 tsp quinine
Bergamont oil
Sift the dry ingredient four times then mix with vaseline and stir as
making cake
Oil for flavour [[underlined]] (perfume [[underlined]] to suit taste.
white vaseline 25
irish root 10
Quinine 25
sulphur 10
oil of Bergamont 10
Ford's ox marrow 25
oil Geranium 10
The mission of the Smithsonian is the increase and diffusion of knowledge - shaping the future by preserving our heritage, discovering new knowledge, and sharing our resources with the world. Founded in 1846, the Smithsonian is the world's largest museum and research complex, consisting of 19 museums and galleries, the National Zoological Park, and nine research facilities. Become an active part of our mission through the Transcription Center. Together, we are discovering secrets hidden deep inside our collections that illuminate our history and our world.

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