

PERMANENT IMPROVEMENTS NEEDED FOR PHYSICAL EDUCATION

1. Tennis Backstop (back of gymnasium, for women)	\$200.00
2. Grade, roll and seed women's hockey field	500.00
3. Replace gym mats	200.00
4. Skating rink, using intramural field: (Lighting and flooding)	460.00
5. Metal bookcase for women's office	70.00
Concrete Tennis Court (unit construction) (A double court would cost approximately \$2500)	1680.00
Concrete Handball Court (unit construction)	1000.00
Graduate assistantship (to assist with intramurals)	500.00

DEPARTMENT Physical Education

BUDGET ALLOWANCE	1938-39	1939-40	Requested 1940-41
Towel room assistance	800.00	800.00	
Assistant instructor	400.00	400.00	
TOTAL	1200.00	1200.00	

EXPENDITURES*

[illegible]

Kindly use reverse for remarks

* NOTE: Do not include irregular pay roll charged against Department Fee Income or Maintenance Fund.

BUDGET RECOMMENDATIONS FOR 1940-1941

DEPARTMENT OF VII. C. Physical Education

NAMES	Months of Service	DATA FOR CURRENT YEAR		RECOMMENDATIONS OF COMMITTEE		CHANCELLOR'S RECOMMENDATIONS	REMARKS
		Position	Salary	Position	Salary		
1. F. C. Allen	9	Prof.	2200				
		Inter.Ath.	900				
		Ath. Assn.	2100				
			5200				
2. B. R. Elbel	9	Assoc Prof.	2800				
		Ath. Assn.	50				
			2850				
3. Ruth Hoover	9	Asst. Prof.	2350				
4. Joie Stepleton	9	Asst. Prof.	1835				
		Education	365				
			2200				
5. E. B. DeGroot	9	Asst. Prof.	2400				
6. Vic Hurt	10	Asst. Prof.	300				
		Inter. Ath.	1700				
		Ath. Assn.	4000				
			6000				
7. H. G. Allphin	9	Instr.	1755				
		Education	365				
			2120				
8. Jim H. Report	9	Instr.	1500				
		Ath. Assn.	100				
			1600				
9. Jane Byrn	9	Asst. Instr.	1200				
10.	9	Asst. Instr.	400				
11. Alberta Hulteen	12	Secy.	900				
12. Towel room assistance			800				
TOTAL SALARIES FOR DEPARTMENT			18,440				
MAINTENANCE	Regular		1,900				
	Special		450				

JOB ESTIMATE

DEPARTMENT BUILDINGS AND GROUNDS UNIVERSITY OF KANSAS

Date November 16, 1939

Department Physical Education

Description of job Installation of lighting for skating at field south of hill.

2000 feet #4 weatherproof wire	\$61.64
15 boiler tubes 20 feet long	-----
15 secondary racks	11.25
1 No. 97314 Sq. D. safety switch 200 amperes, 125/250 volts, 3 poles solid neutral	15.13
Electricians labor	20.00
	<u>\$108.02</u>

1-No. 8508-DXL-1 Sq. D. mechanically held contactor
200 amperes, 250 volts, 60 cycles, 2 poles \$111.76

1-No. 9001-320-D Sq. D. push button station \$2.50

Job number.....

Cost:

Labor.....

Matl..... \$.....

Date completed.....

Total estimated cost \$.....

Foreman Raymond L. Crow

RECREATION BULLETIN SERVICE

ISSUED BY THE

NATIONAL RECREATION ASSOCIATION

Formerly named Playground & Recreation Association of America
315 FOURTH AVENUE, NEW YORK

File Heading: Winter Sports

ICE SKATING AREAS

Results of Preliminary Questionnaire

The National Recreation Association has received so many requests for information on types, surfaces and methods of creating ice skating rinks that a questionnaire on the subject was sent out recently to a limited number of executives in the states of Connecticut, Massachusetts, Pennsylvania, New York, New Jersey and Rhode Island. Such a wide diversity of fact and opinion was shown in the replies that few conclusions of distinct value can be formulated on the most satisfactory method or on the conditions under which ice can be made most efficiently. A few facts, however, will be of interest.

Where can we build an ice skating rink? How big shall it be? The questionnaire showed that skating rinks have been made on playgrounds and playfields with sod or soil surfaces and on tennis courts, concrete, clay and bituminous. (Most of the data on tennis courts relates to clay surfaces.) An important factor in creating ice skating rinks is the stipulation that the ground to be flooded or sprayed should be level and smooth; weeds should be cut close to the ground and all twigs and leaves should be removed. The question on the minimum size of a rink drew many different estimates. Most replies stated that a tennis court comprised sufficient area for a children's rink, but other figures ran as high as a 40,000 square feet minimum.

Construction

An important point brought out is that banks should be constructed around artificial rinks. While clay embankments (from 8 to 36 inches high) were advocated in some instances; the consensus is that planks backed by dirt or clay are best. The boards may vary from 4 to 14 inches in height. It was suggested that they be sunk at a 45° angle, covered with tar paper, and banked with dirt. One superintendent reported that the board bank may be held upright with 2 x 4 inch stakes.

Ground and Temperature Conditions

Flooding. There should be several inches of frost in the ground before areas are flooded. The correct temperature for flooding, as indicated by the questionnaires, varies from 15 to 30° (average 26°). The temperature should be 26 and falling, however. It was suggested that the ground be sprayed first, in order to establish a base of ice, and then flooded.

If a hose is used in flooding, it is advised that the hose should not be placed on the ground, as such procedure results in a hole and the water will drain from the rink.

Spraying. A satisfactory temperature for spraying was recorded in answers from 15 to 30° (average around 20° -- and falling). Those questioned on spraying used anything from a $\frac{1}{2}$ -inch garden hose to a 3-inch fire hose, but the 1-inch garden hose, spray nozzle, was generally thought to be the most efficient. It is best to spray at night, letting one layer freeze before applying the next. The answers on

the thickness of ice for tennis courts before skating is permitted varied from 1 to 4 inches (average 2 inches); for playgrounds, 1 to 3 inches (average $1\frac{1}{2}$). It was stated that ice should be maintained by spraying to remove cracks and bumps.

Removing Water from Areas

The executives reported drainage from outlets, dams and valves, and natural drainage and evaporation.

Difficulties

Flooding. In the lack of cold weather (when the ground is not solidly frozen) the water may seep through the ground. This would indicate precaution in determining proper ground and temperature conditions before flooding.

Spraying. The difficulties with spraying seem to be mainly in regard to temperature--as one superintendent said, "One warm day can undo three nights' work." All agreed that something must be done to prevent skaters from using the ice while it is soft or before it is sufficiently thick. Rough surfaces result from this practice. Attendants are necessary or the area must be fenced.

Resultant Damage to Areas

The executives were unanimously agreed that flooding playfields does no damage to the ground, whether turf or soil.

In most cases there was no harm done to tennis courts. Exceptions: Water sometimes seeps under concrete courts, causing cracks in the concrete. The problem is to close the expansion joints. One official reported that, in addition to delayed opening of clay courts for regular use in the spring, they required more work after they had been converted into ice skating rinks.

Advice from the Executives

If possible, the rink should be in a sheltered place. If it can be sheltered from the sun, the ice stays in better condition. When feasible, permanent curbing should be constructed. One executive suggested that there will be 75% more skating at night than during the day if lights are installed. On the other hand, do not allow night skating unless the area is well lighted.

This is a pertinent question, for even those who reported unsuccessful attempts in creating ice skating rinks want to continue experimenting. Because of widespread interest, the Association hopes to follow up this preliminary questionnaire with more complete information. Executives are urgently requested to submit to the Association their experiences in the preparation, construction, and maintenance of ice skating areas in order that more detailed information may be made available.

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

February 28, 1940.

Dr. Forrest C. Allen,
Director of Physical Education,
University of Kansas.

Dear Doc:

There are a few points regarding the administration of the Intramural program which I feel should come to your attention.

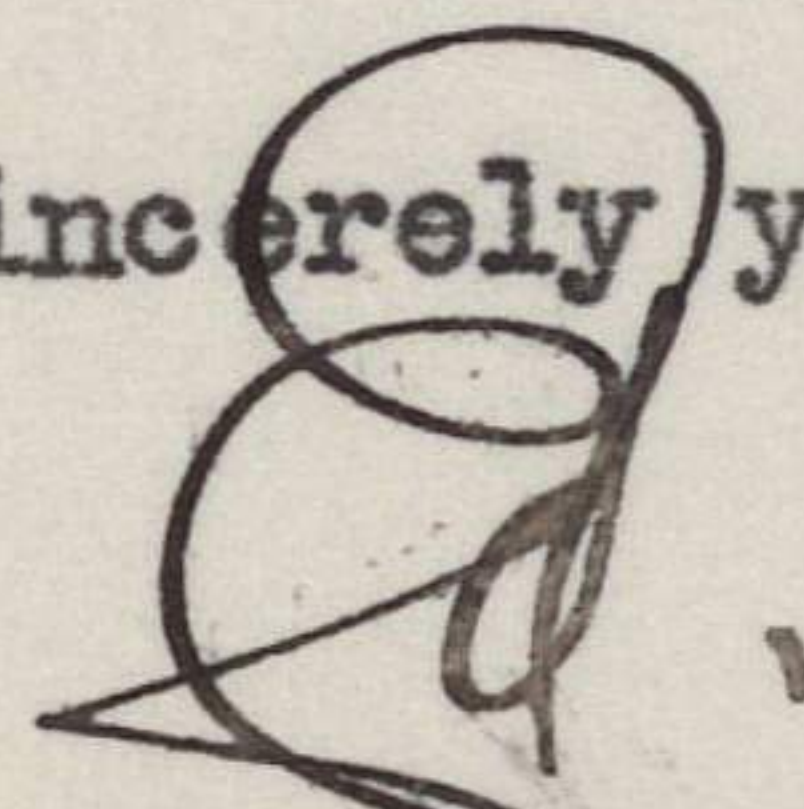
The first of these items I consider of greatest importance, and I will confine this letter to that one point. It is the question of adequate help. Last summer we talked the situation over and it was decided that Burt should help on the intramurals. Since that time the addition of equitation classes and the placing of practice teachers in the public schools along with other duties finds Burt pretty well occupied.

While I can count upon considerable help from the Intramural Managers, they cannot assume enough responsibility to take much of the load off my shoulders. You will recall that one year we had Ernie Vanek and for a semester Gordon Gray to help in assigning officials, handling postponements, and taking care of the general mechanics of the program. Jay Plumley did a fine job of that phase of his work.

If we could secure some graduate student about the type of Gordon Clucas or some well-known senior who has completed his competition, one who has tact and personality, I am confident it would help our situation greatly. At the present time with Johnson in the office but a couple of hours a day, I find that I am so occupied with the mechanics of the thing that I can do little else. I am sure that you understand that this is in no way a complaint or that I am unwilling to do my share, but that I am making this suggestion in the interest of departmental progress.

Although this is an immediate problem, I realize that we can perhaps make no different adjustments until next fall. If you consider it advisable I shall be pleased to mention the problem to Dean Schwegler or other members of the budget committee.

Sincerely yours,



E. R. Elbel,
Assoc. Professor, Physical Education.

Revised

BUDGET CONFERENCE SCHEDULE
for 1940-'41

Monday, March 4

9:30--Registrar
10:30--Advanced Standing
11:00--Graduate Adm.
2:00--Adviser of Men
Food Lab.
3:00--Adviser of Women

Tuesday, March 5

~~10:30--Bursar~~
~~11:30--Marshal~~
2:00--Law

Wednesday, March 6

9:30--Architecture
10:30--Machine Constr.
11:30--Engineering Dr.
2:00--Applied Mech.
3:00--Petroleum Engr.
4:00--Electrical Engr.

Thursday, March 7

10:30--Chemical Engr.
2:00--Min. & Met. Engr.
3:00--Mechanical Engr.
4:00--Sanitary Engr.
Water Lab.

Friday, March 8

9:30--Civil Engr.
10:30--Engineering Adm.
2:00--Pharmacy
Drug Lab.

Saturday, March 9

9:30--Geological Survey

Monday, March 11

9:30--Journalism
11:00--Journ. Press
2:00--Romance Lang.
3:00--Latin & Greek
Humanistic Series
4:00--~~German~~ *Bursar*

Tuesday, March 12

10:30--Sociology
Soc. Field Serv.
11:45--Soc. Sci. Series
2:00--History
3:00--Political Sci.
Bur. Govt. Res.

Wednesday, March 13

9:00--Speech & Dr. Art
10:00--Physics & Astron.
11:00--Entomology
Entom. Field
Entom. Museum
Science Bulletin
2:00--Anatomy
3:00--Biochemistry

Thursday, March 14

10:30--Home Economics
2:00--Psychology
3:00--Mathematics
Aids & Awards
4:00--Philosophy

Friday, March 15

9:30--Zoology
10:30--Geology
11:30--Botany
2:00--Chemistry

Saturday, March 16

9:00--Educ. Clinic
9:30--Oread Tr. School
10:00--Education
Education Series

Monday, March 18

9:00--Violin
9:30--Public Sch. Mus.
10:30--Military Science
2:00--Band
3:00--Orchestra
9:30--Drawing & Paint.

Tuesday, March 19

10:30--Psychol. Exams
11:00--Appointment Bur.
2:00--Voice
2:30--Design
3:30--Organ

Wednesday, March 20

9:00--Piano
10:00--Fine Arts Adm.
2:00--Bacteriology
3:00--Physiology

Thursday, March 21

~~10:30--College Adm.~~
~~2:00--Physical Educ.~~

Tuesday, March 26

10:30--Athletics
2:00--Extension

Thursday, March 28

10:30--Libraries
2:00--Health Service

Friday, March 29

9:30--Museum of Mammals
10:30--Museum of Paleon.
11:30--Thayer Museum
2:00--Wilcox Museum
2:30--Endowment Assn.
2:45--NYA Office
3:15--News Bureau
4:00--Alumni Office
4:30--Chancellor's Office

Saturday, March 30

9:30--Corbin Hall
10:30--Weights & Meas.
11:00--College Adm.

Monday, April 8

2:30--Buildings & Grounds
2:00--German
10:30--Physical Education

Tuesday, April 9

10:30--Economics
Business Studies
2:00--English

Wednesday, April 10

9:00--Medicine, at K. C.

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

February 22, 1940

To Heads of Departments:

Enclosed is the schedule for the budget conferences for 1940-41.

The budget is to be considered by the Central Budget Committee, composed of Dean Stouffer, Chairman, Dean Lawson, Dean Stockton and Mr. Nichols, with the dean of the school or director of the division, and the head of the department concerned.

Department heads are urged to consult members of the permanent staff of the department for suggestions, and to bring to the conference any information or material bearing on the situation. It is important to present departmental needs in order of importance.

The maintenance and assistance report forms which were mailed to you recently should be filled in and brought to the conference.

The conferences will be held in Mr. Nichols' office.

Sincerely yours,

DEANE W. MALOTT,

Chancellor

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The University of Kansas
Lawrence

Office of
The Chancellor

February 6, 1940

TO DEPARTMENT AND DIVISION HEADS:

Attached you will find the forms to be used in making your departmental maintenance and assistance reports to the Budget Committee this spring. The forms are being mailed out somewhat ahead of the budget conference schedule in order that you may have sufficient time to prepare your reports. We plan to start the conferences about March 1.

Please fill out the forms in detail. The reports are intended to show three things: (1) the ~~exact~~ departmental income and expenditures for 1938-39; (2) the income and expenditures for 1939-40 to date and the estimated totals for the entire year; and (3) the income estimated, budget allowances requested and expenditures recommended for 1940-41. If you do not keep office records along the lines of the two forms, you can easily compile the data called for from your office files, the Assistance Fund Report from your Irregular Payroll records and the Maintenance Fund Report from the monthly statements mailed to you by the Business Office.

The classifications of expenditures given on the forms are merely suggestive, and you may need to add to the lists to give an accurate picture of your department.

Additional copies of both forms are available at the Chancellor's Office and will be sent on request. If you have questions about preparation of any phase of the reports please feel free to call on this office for assistance.

Sincerely yours,

RAYMOND NICHOLS,

Secretary, Budget Committee

Fee Income	Other Income		
1.00	21.50		
4.25	.90		
132.00	<u>22.40</u>		
971.25			
28.00			
33.50			
19.00			
2.25			
6.35			
1.50			
1.00			
4.20			
1204.30			
770.00			
2.25			
<u>1976.55</u>			

man. l

man. l

Office Supplies	Postage	Repairs	Class Supplies	Athletic Assoc.	Ransom Subscr.	Misc.	Films	Tr. Cks.
.40	6.00	5.75	25.00	213.18	3.06	4.67	6.00	
3.05	5.00	2.99	2.08	6.50	3.06 ✓	2.04	1.90	
24.65	3.00	16.17	.17	219.68 ✓		6.12	4.25	
4.80	11.00	6.42	.28			3.01	12.15 ✓	
.80	6.00	5.25	8.35			18.20		
1.15	7.50	4.14	2.00			6.70		
.15	3.50	5.95	37.88 ✓			11.40		
3.42	9.50	18.78				.75		
3.87	6.00	37.59				10.00 (Hinner)		
.50	1.50	3.66				12.15 (Films)		
1.25	3.00	3.30				75.04 ✓		
2.58	1.50	17.21						
3.65	11.00	7.64						
14.90	3.00	30.00 (clean)						
.55	6.00	164.85 ✓						
1.50	3.50	6.11						
2.00	3.00	110.96 mar. 1 ✓						
6.35	9.00							
.65	1.50							
2.00	2.00							
3.30	6.00							
4.55	1.50							
8.20	9.00							
2.40	11.00							
2.62	130.00 ✓							
.80								
1.89	1.50							
1.20	1.00							
.10	132.50 mar. 1 ✓							
2.80								
.25								
.65								
1.80								
4.34								
.75								
2.00								
1.90								
1.25								
1.00								
2.04								
3.05								
9.35								
.60								
134.98 ✓								

Office
Supplies

Feb. + Feb.

Fr. + Exp.

Income from
~~Corbin Hall~~

.55
1.85
3.05
1.60
1.31
.65
3.85
1.95
4.10
6.10
6.05
.37
1.80
4.30
.95
2.50
5.45
1.00
2.40

1.30
3.70
1.85
2.71
1.30
2.80
2.95
.65
10.45

.50
1.45
3.90
3.55
1.39
1.62
3.73

~~34.35~~

27.71 ✓

15.14 ✓

4.15

31.86 man. 1. ✓

49.83

134.98

184.81 ✓

Feb. 22

2.55
2.00
3.30
2.00

194.66 man. 1 ✓

.50
2.50

1938-39

Fee Income

Other Rec.

Fees

16.50
1.25
3.75
30.00
678.50
4.00
1.75
19.35
76.50
30.60
948.50
137.00

1946.10
71.85

450.

1900

4368.55
- 135.91

4232.64

Other

10.85
1.40
1.10
7.56
12.04
6.30
32.60

71.85

Teaching ^{✓T} Assistance

	8
1W	2.45
	6.30
	2.10
	5.17
	4.20
	1.05
	2.45
	2.80
	5.78
	6.30
	5.60
	3.50
	3.15
	2.50
	2.10
	3.50
	8.93
	5.60
	8.05
	5.25
	2.10
	4.20
	5.95
	5.25
	5.25
	9.28
	10.33
	3.50
	5.60
	3.85
	5.95
<hr/>	
	145.94 ✓

Clerical ^{Xc} Assistance

	9
3	21.44
	3.90
	20.83
	9.98
	2.10
	21.09
	9.98
	3.90
	8.93
	26.95
	8.40
	11.03
	1.58
	22.58
	1.75
	8.10
	16.45
	10.33
	30.00
	3.15
	15.30
	4.80
	13.65
	9.89
	9.10
	18.55
	3.30
	35.00
<hr/>	
	330.22

Intramural

20.83
19.60
21.00
22.93
20.30
<hr/>
104.66 ✓
145.94
330.23
<hr/>
580.83

939-40
to mail

1938-39

Teaching
assistance

Clerical

Intramurals

		July
3.50	10.50	
2.62	3.85	
3.50	1.75	44.00
3.33	5.95	34.65
8.75	20.65	19.95
10.85	2.10	19.95
3.85	4.73	19.95
9.45	6.21	19.95
8.05	4.55	20.30
1.20	.90	19.95
11.90	2.80	19.95
19.95	3.15	19.95
2.54	3.15	
9.45	1.05	
3.15	6.04	
8.50	6.65	
8.75	3.50	
1.50	.90	
7.35	3.50	
12.43	4.20	
12.60	8.05	
3.85	2.28	
10.07	7.87	
10.80	8.14	
9.92	3.50	
3.85	3.50	
9.80	4.20	
1.50	9.90	
8.40	7.35	
3.50	8.75	
4.20	1.05	
.70	5.78	
4.11	6.30	
	2.10	
	6.30	
	9.54	

(218.65)

(393.84)

9.45
4.05
11.55
9.00
3.94
3.30
13.55
8.14
10.50
8.70
24.50
10.80
9.72
8.25
11.03
5.10
10.07
4.80
12.15
4.20
10.59
3.00
6.30
12.85
1.80
9.95
9.00
24.76
2.70
9.22
9.30
18.99
11.64
5.10
6.90
1.50
3.15

49.08
30.63
28.00
30.22
29.75
30.10
31.85
31.50
31.50

262.63 ✓

2332.88
Total for 1938-39

2332.88
1200.
1132.88
332.88

612.49 ✓

329.55 ✓