

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

February 14, 1941

Dr. F. C. Allen
Department of Physical Education
University of Kansas

Dear Dr. Allen:

The equipment requests and dealing with the budget of next year has been turned into Mr. DeGroot as he requested. I am enclosing the general repair and need request.

I do want also to add this to the budget - increases in salaries for the staff in the Women's Department. I know those are hard to obtain but I feel we have all given as conscientious service as anyone in the department and are worthy of increases. We may not "crab" about the work we have to do, and in that way are not bothersome to you. But we are on the job just the same. Thank you.

Sincerely,

Ruth I. Hoover

Ruth I. Hoover

RIH:ek

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

Repairs and Needs for 1941-42

4 new toilet seats in the Women's Basement toilets.
1 new toilet seat in the faculty dressing room.
These seats are of the old automatic type that are a disgrace to this day and age.

Hockey field - If the hockey field were rolled many times this spring before the ground becomes dry or the heavy bunches of grass push up, I believe it would be in fair condition. The path across the field needs to be filled in. There has been no fence or barrier put up at the southeast corner of the field to prevent people using that path.

Tennis courts - The tennis courts were in fair condition last fall because there was little rain. There, of course, is still need of better drainage, and the courts need to be rolled more often. There is one net tightener broken which needs to be replaced.

Tennis backboard - This board needs to be 10' - 12' high to be of any use. There should be no opening in the middle. The ground must be rolled and hardened.

Swimming Pool - The lower part of the wall needs to be repainted, as well as the pipes.

Cage - The cage for equipment, towels and swimming suits should be rebuilt with more racket and cupboard space put in. The basement floor and dressing booths need repainting.

Running Track - The entire running track should be recovered from the balcony. An archery range for winter practice should be set up in the east end.

Horseshoe courts - The ground should be leveled off and new horseshoe boxes made for the six courts.

Halls - Refinish floors and repaint bulletin boards.

April 3, 1941

Chancellor Deane W. Malott
and Central Budget Committee;

Gentlemen;

I am herewith sending you a report regarding the expenditure for stamps and for the special fund of \$450.00 for the Department of Physical Education. I have broken both these items down into various allocations so it may be clearly seen how the money was spent. You will recall these matters were discussed in Budget Conference, April 2.

Stamps
1939 - 1940

Intramurals & men's department - - -	\$52.50
Women's department- - - - -	15.00
Physical Education Office - - - - -	129.60
Research, airmail, special, etc. -	6.55
	<u>\$203.65</u>

\$450 special fund
1940-1941

Repair mats and vaulting horse - - -	114.90
Tennis backstop repairs, softball backstop repairs, maintenance of courts, etc. - - - - -	197.15
	<u>\$312.05</u>

This leaves us a balance of \$137.95 in this fund which we expect to use for the purchase of a filing case and maintenance of the tennis and softball courts.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach



THE WORLD'S LARGEST FLEET OF STREAMLINED TRAINS

Stamps

1939-40

Men + Intramurals — 52.50
 $\begin{array}{r} 49.50 \\ 3.00 \text{ summer} \\ \hline 52.50 \end{array}$

Women — 15.00

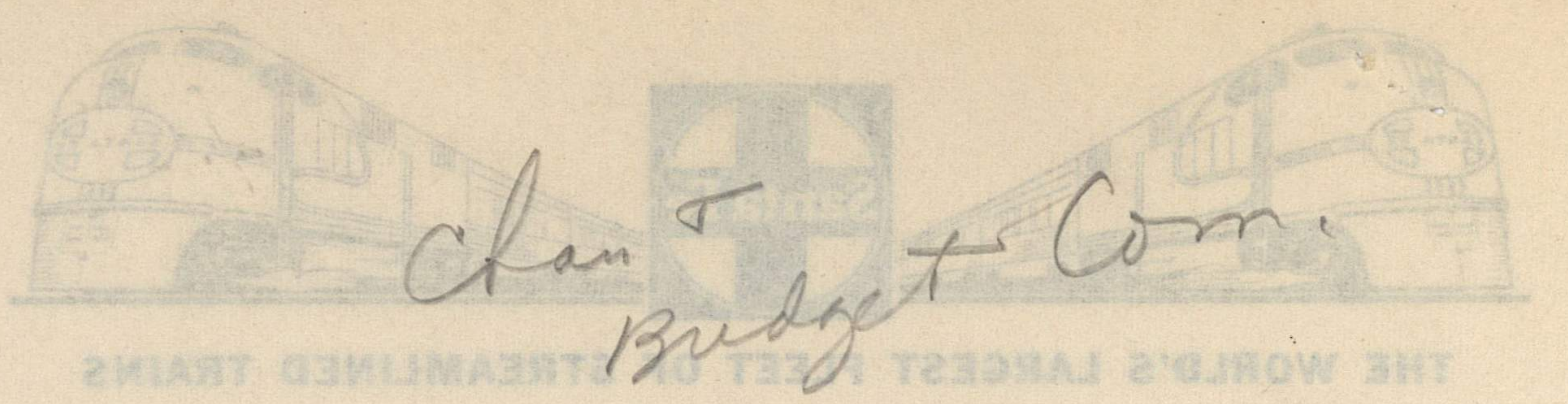
Phy. Ed. office — 129.60

Airmail + special, etc. — 6.55

203.65

1940-41

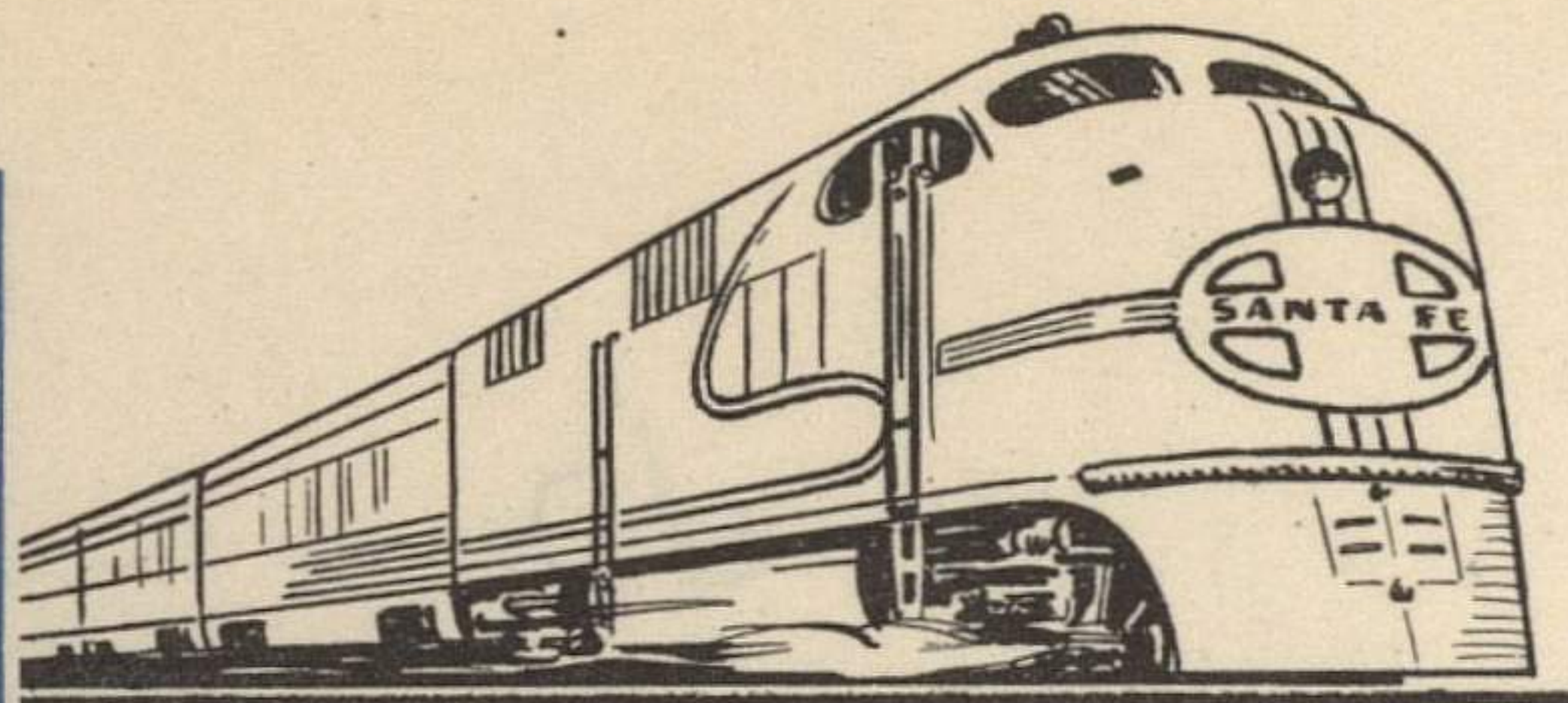
We allowed \$15.00 for postage this year to Dr. Ebel for carrying on the high school Intramural questionnaire. This is extra.



Chan & Co.
Budget & Comm.

Go to ...
...
...
...
...
...

...
...
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...
...



THE WORLD'S LARGEST FLEET OF STREAMLINED TRAINS

12/900
80
60

~~200.00 mats~~

~~50.00~~

~~200.00~~

\$450 special fund

Am't. allowed

Am't. spent

mats → 200.00

———— 114.90

Filing Case → 50.00

Travis repairs → 200.00

* 10.00 (wire)
* 187.15 (main.)

4.50

3 12.05

1 37.95 left over

4 50.00

312.05

* after Mar. 1

Estimated Postage
(Monthly)
Men's Intramural Office

50 Intramural Managers must be written about ⁴ times monthly @	\$1.50	3.00 (1 1/2¢)
Three men in department (Elbel, DeGroot, and Raport) average		
50 letters per month @ \$.03		1.50
Intramural officials correspondence @ \$.03 per letter x 20		.60
Postage expense on High School Intramural questionnaire	2.00	
Miscellaneous (extraneous items not covered above)		.40
TOTAL.....	<u>\$ 6.00</u>	

This is average for a month. Taken times nine school months the department probably uses \$55.00 in postage each year. This is minimized at every opportunity, but postal regulations being so strict work a hardship.

15
 6 days
 90 letters a week
 3¢ stamp
 2.70
 4 weeks
 10.80 a mo.
 12 mos.
 216.00
 108.00
 129.60 allens' office a yr.
 58.00 Intra. (winter + summer session)
 187.60
 15.00
 202.60
 1.05 airmail + special
 203.65

203.65
 202.60
 1.05

January 30, 1941

Mr. Raymond Nichols
Chancellor's Office
University of Kansas

Dear Mr. Nichols:

I find that we will need an additional \$400.00 added to our budget; \$200.00 because of the adjustments we are making regarding Miss Dunkel and \$200.00 regarding the adjustment concerning Mr. Allphin.

I trust that this will be agreeable.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

December 30, 1940

Mr. Raymond Nichols
Chancellor's Office
University of Kansas

Dear Mr. Nichols:

Enclosed is a list of equipment needed
by the Department of Physical Education for the
next biennium, which was requested in your letter
of December 16.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

Enc.

DEPARTMENT OF PHYSICAL EDUCATION

10	No. 126	5 x 10 2 in. gym mats (estimate)	@ \$27.50	\$275.00
2	pr. No. 94,	adjustable flying ring	@ 40.00	80.00
1	No. 54	Vaulting horse (raised neck)	@ 200.00	200.00
1	No. 52	Vaulting buck	@ 110.00	110.00
1	No. 7	Parallel Bar	@ 210.00	210.00
2	No. 35	Gym Springboards	@ \$40.00	80.00
1	No. 2001	14 ft. laminated fir diving board	@ 70.00	70.00
1	No. 229	Grip Dynamometer	@ 17.00	17.00
6	No. L116	Tournament tennis nets (Lowe & Campbell)	@ 20.00	120.00
1	set	two-inch brass stencil letters (a to z)	@ .25	6.50
1	set	two-inch brass stencil numerals (0 to 9)	@ .25	2.50
12	sets	softball bases	@ 5.00	60.00
10	rubber	home plates	@ 5.00	50.00
1	new complete filter for swimming pool, cost must be obtained from contractor		(estimate)	1500.00
6	wood and wire	backstops for softball diamonds	@ 20.00	120.00
				\$2901.00

Equipment needed for 1941

- | | | | |
|----|---|-----------|-------------------|
| 6 | No. L116 Tournament tennis nets (Lowe & Campbell) | @ \$20.00 | \$60.00 |
| 1 | set two-inch brass stencil sets letters (A to Z) .25 | | 6.50 |
| | brass stencil numerals (0 to 9) .25 | | 2.50 |
| 1 | set two-inch brass stencil | | 60.00 |
| 12 | sets softball bases | @ \$5.00 | 50.00 |
| 10 | rubber home plates | @ 5.00 | |
| 1 | new complete filter for swimming pool | | estimated 1500.00 |
| | Cost must be estimated ^{obtained} from contractor | | |
| 6 | wood and wire backstops for softball diamonds @ \$20.00 | | 60.00 |

1500
 220

 1280

Dr. Ebel

no 126

gym

10₁ - 5x10 - 2 in mats (estimated) 27⁵⁰ - 275.⁰⁰

2 pr no 94 adjustable flying ring 40⁰⁰ 80.⁰⁰

1 # 54 Vaulting horse (raised neck) — 200.⁰⁰

1 # 52 Vaulting bench — 110.⁰⁰

1 # 7 Parallel Bar — 210.⁰⁰

2 # 35 gym springboards — @40 - 80.⁰⁰

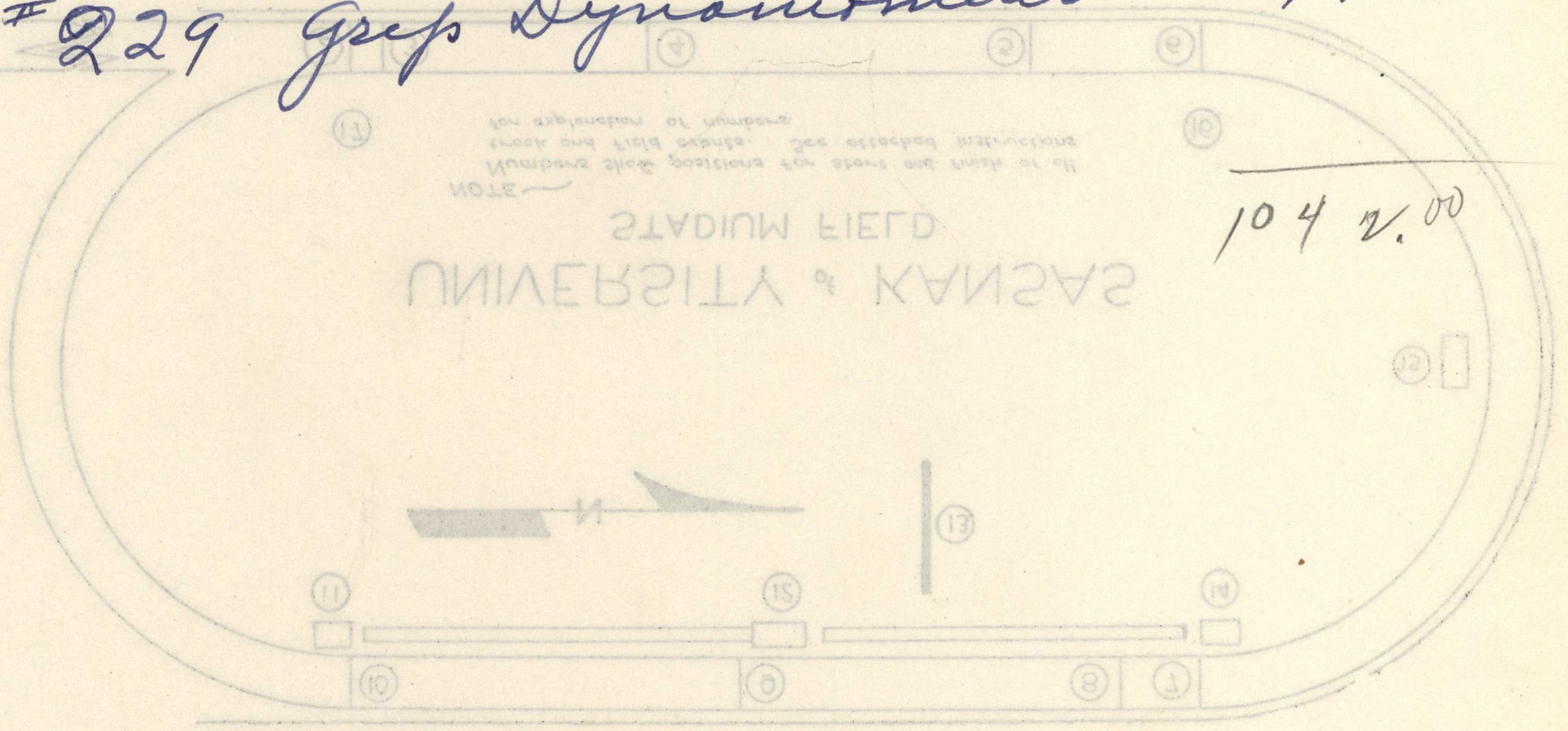
1 # 2001 - 14 ft laminated fir diving board 70.⁰⁰

Immediate

1 # 229 grip Dynamometer — 17.⁰⁰

7

1042.⁰⁰



Numbers for Starts and Finishes Refer to Printed Chart of Stadium Track

Instructions for Placement of Runners

1938

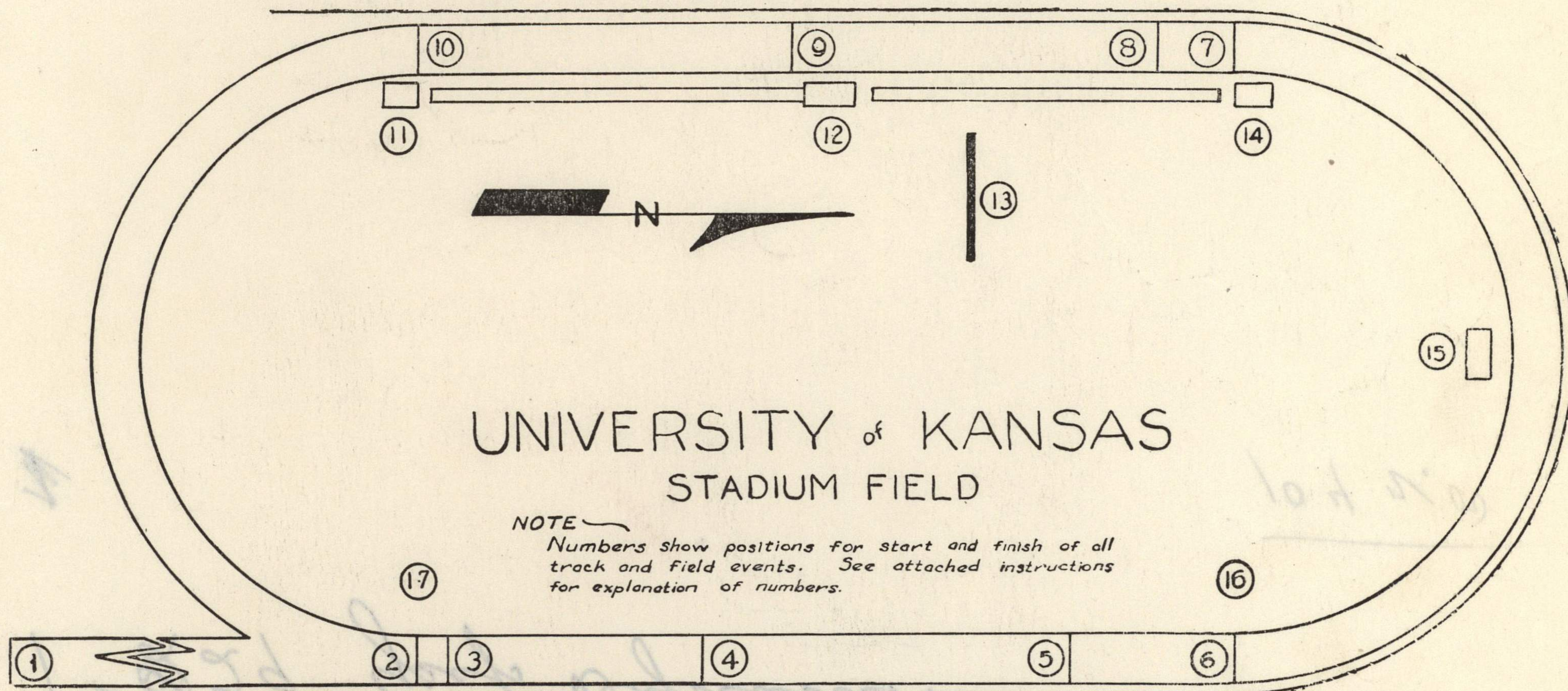
KANSAS BELLYS

KANSAS RELAYS

1938

Instructions for Placement of Runners

Numbers for Starts and Finishes Refer to Printed Chart of Stadium Track



120-YD. HIGH HURDLES (trials and finals). Start at No. 3; finish at No. 6.

100-YD. DASH (trials and finals). Start at No. 10; finish at No. 8.

880-YD. COLLEGE RELAY. First runner starts at No. 1, second at No. 6, third at No. 10, and fourth starts at No. 6 and finishes at No. 10.

880-YD. UNIVERSITY RELAY. The same as the 880-yard College Relay above.

TWO-MILE COLLEGE RELAY. All runners start and finish at No. 9.

TWO-MILE UNIVERSITY RELAY. All runners start and finish at No. 9.

SPECIAL 1-MILE RUN. Starts at No. 9 and finishes at No. 9.

480-YARD SHUTTLE HURDLE RELAY. Starts and finishes at No. 6.

ONE-MILE UNIVERSITY TEAM RACE. All runners start and finish at No. 9.

440-YARD UNIVERSITY RELAY. First runner starts at No. 1, second at No. 2, third at No. 6, fourth at No. 7 and finishes at No. 10.

KANSAS CITY HIGH SCHOOL 880-YARD RELAY. First runner starts at No. 1, second at No. 6, third at No. 10, fourth at No. 6 and finishes at No. 10.

COLLEGE DISTANCE MEDLEY RELAY. First runner starts at No. 1, second, third, and fourth start and finish at No. 10.

UNIVERSITY DISTANCE MEDLEY. Same as the College Medley above.

3000-METER STEEPLECHASE. Starts between No. 6 and No. 15 and finishes at No. 10.

UNIVERSITY SPRINT MEDLEY RELAY. First runner starts at No. 1, second at No. 10, third at No. 6, fourth at No. 10 and finishes at No. 10.

JUNIOR COLLEGE SPRINT MEDLEY RELAY. First runner starts at No. 3; second at No. 7; third at No. 10, fourth at No. 10 and finishes at No. 10.

ONE-MILE COLLEGE RELAY. All runners start and finish at No. 9.

ONE-MILE UNIVERSITY RELAY. All runners start and finish at No. 9.

POLE VAULT. At No. 12.

SHOT PUT. No. 17.

BROAD JUMP. No. 11 or No. 14.

DISCUS THROW. No. 17.

HIGH JUMP. No. 15.

JAVELIN THROW. No. 13.

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

December 16, 1940

Dr. F. C. Allen
University of Kansas

Dear Dr. Allen:

Will you kindly send me before the first of the year a detailed list of equipment needed by your department during the next biennium which you cannot reasonably be expected to purchase from your regular maintenance allotment. Your list will, no doubt, be larger than we shall be able to provide, but it is important that we have this information on hand to document our legislative requests for an increase in the maintenance appropriation item.

Sincerely yours,

Raymond Nichols

Executive Secretary

RN:R

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

March 6, 1941

To Heads of Departments:

Enclosed is the schedule for the budget conferences for 1941-'42.

The budget is to be considered by the Central Budget Committee, composed of Dean Stouffer, Chairman, Dean Lawson, Dean Moreau, 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.

All indications point to a smaller enrollment next year as a result of various activities connected with the National Defense Program. Since between a fourth and a third of our income comes from fees, and since every drop of a hundred students curtails our income some \$10,000, we are faced with a serious economy problem.

If each chairman faces squarely the opportunities to curtail expenses in his department, I am hopeful that we can successfully adjust ourselves to meet changing conditions.

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

BUDGET CONFERENCE SCHEDULE
for 1941-'42

Wednesday, March 12

9:30 -- Museum of Mammals
10:30 -- Museum of Paleo.
11:30 -- Thayer Museum
2:00 -- Journalism
3:00 -- Pharmacy
 Drug Lab.
4:00 -- Mathematics

Thursday, March 13

10:30 -- Business Office
11:30 -- Appointment Bur.
2:00 -- Libraries
3:30 -- Psych. Tests
4:00 -- Marshal

Friday, March 14

9:30 -- Corbin Hall
10:30 -- Adviser of Women
11:15 -- Men's Adviser
 Food Lab.
2:00 -- Registrar
 Advanced Standing
3:00 -- NYA Office
3:30 -- Endowment Assn.
4:00 -- News Bureau

Saturday, March 15

10:30 -- Bur. of Printing
11:30 -- Military Science
2:00 -- Health Service

Monday, March 17

9:30 -- Mech. Engr.
10:30 -- Chem. Engr.
11:30 -- Engr. Drawing
2:00 -- Extension
4:00 -- Aids and Awards

Tuesday, March 18

10:30 -- Elec. Engr.
11:30 -- Architecture
2:00 -- Petrol. Engr.
3:00 -- Civil Engr.
4:00 -- Mach. Constr.
4:30 -- Engr. Adm.

Wednesday, March 19

9:30 -- Mining Engr.
10:30 -- Water Lab.
 Sanitary Engr.
11:30 -- Applied Mech.
2:00 -- Anatomy
3:00 -- Biochemistry
4:00 -- Photographic Bur.

Friday, March 21

10:30 -- Drawing & Paint.
 Exhibits
11:30 -- Fine Arts Adm.
2:00 -- Design
3:00 -- Law
4:00 -- Science Bulletin

Saturday, March 22

10:30 -- Violin
11:00 -- Orchestra
11:30 -- Organ and Theory

Monday, March 24

9:30 -- Voice
10:00 -- Piano
10:30 -- Public Sch. Music
11:30 -- Band
2:00 -- Romance Languages
3:00 -- German
3:30 -- Latin and Greek
 Wilcox Museum

Tuesday, March 25

10:30 -- Geology
 Geol. Museum
11:30 -- Philosophy
2:00 -- History
3:00 -- Alumni Office
4:00 -- College Adm.

Monday, March 31

10:00 -- Geol. Survey
2:00 -- Sociology
 Soc. Field Ser.
 Arch. Field Ser.
3:00 -- Entomology
 Entom. Museum
 Entom. Field Ser.
4:00 -- Zoology

Tuesday, April 1

10:30 -- English
2:00 -- Business
 Bus. Studies
3:30 -- Physics & Astron.

Wednesday, April 2

9:30 -- Speech
10:30 -- Phys. Educ.
2:00 -- Bacteriology
3:00 -- Physiology
4:00 -- Chancellor's Off.
4:30 -- Graduate Adm.

Thursday, April 3

10:30 -- Home Economics
2:30 -- Chemistry
3:30 -- Botany
4:30 -- Humanistic Series
5:00 -- Weights & Meas.

Friday, April 4

9:30 -- Athletics
10:30 -- Bldgs. & Gr.
1:30 -- Psychology
2:30 -- Pol. Science
 Bur. Govt. Res.
 Soc. Sc. Series

Thursday, April 24

10:30 -- Educ. Clinic
11:15 -- Oread Tr. School
2:00 -- Education

Wednesday, April 23

9:00 -- Medicine, at
 Kansas City

EXPLANATION OF FORMS TO BE USED BY DEPARTMENTS IN MAKING
REPORTS AT BUDGET CONFERENCES ON MAINTENANCE AND IRREGULAR PAYROLLS

Maintenance Fund Report

Under "Resources", list all departmental maintenance income, whether it is derived from budget allotments, student laboratory fees, commercial receipts, departmental transfer checks, or other sources. Some items for the current year and for 1941-42 will be estimates, as in the case of laboratory fees. The column for 1941-42 should be filled out completely; the budget allowance necessary to cover the items proposed under "Expenditures" should be inserted. Please be sure that the estimated resources for 1941-42 are equal to the proposed expenditures.

Under "Expenditures", show actual expenditures for last year, estimates for the current year, and recommendations for next year, following the classification used in your departmental records. The classification given on the report form under "General Maintenance" is merely suggestive, and you may want to add to the list. The larger departments will doubtless find it necessary to give a more detailed breakdown. The figures to be inserted on the "Payroll" line will be secured from item 3b of the Irregular Payroll Report.

Irregular Payroll Report

Under "Budget Allowance", list only the allotments made to your departmental salary budget for use on the irregular payroll. Do not list fee income or maintenance funds used for payroll purposes. Please give for 1941-42 the items you are requesting; they should not be less than the figure you will report on line 3a, near the bottom of the page.

Under "Expenditures", classify for each year all irregular payrolls, regardless of what fund or allowance they are paid from. Include irregular payrolls charged against the salary budget allowances, fee income, maintenance funds, or other income.

Under item 3, show (a) how much of each year's expenditure is paid from the budget allowances listed at the top of the sheet, and (b) how much is paid from the departmental maintenance account (which includes income from fees and other sources as well as the regular maintenance allotment). Carry item "b" forward to the line marked "2. Payroll" on the Maintenance Fund Report.

- - - - -

It is planned that the budget conferences will start on March 13. A complete schedule of the conferences will reach you in a few days.

The necessary forms for your departmental reports are attached. Three copies are sent for each fund, one for use as a work sheet and two for presentation at the budget conference. Additional copies of both forms are available at the Chancellor's Office and will be sent on request.

If you have any questions about preparation of any phase of the reports, please feel free to call on the Chancellor's Office for assistance.

RAYMOND NICHOLS,

Secretary of the Budget Committee

MAINTENANCE FUND REPORT
Expenditures for 1939-40, Estimates for 1940-41, and Requests for 1941-42

DEPARTMENT OF Physical Education

RESOURCES :	1939-40	1940-41	Requested 1941-42
Regular budget allowance	1900.00	2100.00	
Balance forward from previous year	- 99.48	- 22.24	
Special budget allowance	450.00	450.00	
Fee income	2012.35	1447.95 +	
Other receipts	28.70		
TOTALS.....	4291.57	3975.71	

EXPENDITURES :	Expended 1939-40	1940-41		Total for Year	Recommended 1941-42
		Expended to Date	Est. Rest of Year		
1. General Maintenance :					
Office supplies	310.03	99.64	110.00	209.64	
Postage	203.65	120.42	130.00	250.42	
Printing	-	-	-	-	
Telephone & telegraph	60.03	81.20	50.00	131.20	
Repairs, etc.	815.26	248.52	200.00	448.52	
Freight & express	21.43	37.43	20.00	57.43	
*Lab. supplies	388.94	550.23	250.00	800.23	
**Permanent equipment	430.27	176.30	250.00	426.30	
Travel expense	-	-	-	-	

List below any additional items carried on your books, such as -

Steno. Bureau services	20.90	-	-	-	
Vis. Instr. Bur. services		6.65	10.00	16.65	
Association dues	23.06	3.06	15.00	18.06	
Laundry	277.67	110.34	100.00	210.34	
Photographic work		9.65	10.00	19.65	
Misc.	57.84	25.00	-	25.00	
Book-binding	25.00				
2634.08					
Less Unpaid bills at June 30 '39	22.10				
TOTALS.....	2611.98	1468.44	1145.00	2613.44	2800.-

2. Payroll (item 3b on Irregular Payroll Report)..	1663.53	1794.36	405.64	2200.00	1500.-
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SUMMARY OF EXPENDITURES :					
1. General Maintenance	2611.98	1468.44	1145.00	2613.44	
2. Payroll	1663.53	1794.36	405.64	2200.00	
TOTALS.....	4275.51	3262.80	1550.64	4813.44	

* Include items covered by student laboratory fees, such as chemicals, animals, animal food, ice, gas, lab. outlines, etc.

**Itemize on reverse side.

x March 1 - 400 from maintenance fund
x x includes 400 from PPR fund

Budget 1939-40
Physical Education Department

Total Revenue		\$4,291.57
Total Expenditures	\$2634.08	
Less Unpaid bills June 30, 1939	<u>22.10</u>	
Net Expenditures	\$2611.98	
Payroll	<u>\$1663.53 *</u>	<u>4,275.51</u>
	Cash Balance	16.06
Less Unpaid bills June 30, 1940		38.30
		<hr/>
Net Deficit for the year 1939-40		\$22.24

* This amount includes \$400.00 from the maintenance fund which should have been taken from the irregular payroll allowance - in other words, we were allowed for the year 1939-40 \$800 for the towel room and \$400 for assistant instructors, making a total of \$1200.00. But, only \$800 was taken out of this fund and the \$400 that should have come from the payroll fund was taken from the maintenance. Actually, we are due an extra \$400 in our maintenance fund.

MAINTENANCE FUND REPORT

Expenditures for 1940-'41, Estimates for 1941-'42, and Requests for 1942-'43

DEPARTMENT OF PHYSICAL EDUCATION

RESOURCES :

	1940-41	1941-42	Requested 1942-43
Regular budget allowance	2100.00	1600.00	2100 ¹⁶¹⁰
Balance forward from previous year	-22.24	550.31	Bal.
Special budget allowance	450.00	685.00	700 400.00
Fee income	1520.20	1212.97*	1000 (est.)
Other receipts			
Transfer Deposits	193.38	419.18**	
Sal. & Wages	457.55		
Unappro. Bal.	400.00		
TOTALS.....	5098.89	4467.46	3800.00

*To March 1

** \$400. from S. S.

EXPENDITURES :

	Expended 1940-41	1941-42		Total for year	Recommended 1942-43
		Expended to Date	Ext. Rest of Year		
1. General Maintenance :					
Office supplies	252.76	144.34	50.00	194.34	180.00
Postage	318.58	111.84	75.00	186.84	180.00
Printing					
Telephone & telegraph	131.20	59.36	35.00	94.36	100.00
Repairs, etc.	501.05	150.73	200.00	350.73	350.00
Freight & express	57.43	6.31	10.00	16.31	25.00
*Lab. supplies	1164.85	222.17	200.00	422.17	500.00
**Permanent equipment	682.95	880.01	100.00	980.01	500.00
Travel expense					

List below any additional items carried on your books, such as -

Steno. Bureau services					
Vis. Instr. Bur. services	16.65				
Association dues	30.00	9.00	9.00	18.00	18.00
Laundry	300.21	100.17	65.00	165.17	250.00
Photographic work	19.65				
Labor on intramural field for skating rink		96.30		96.30	
Installing & taking down floodlights for summer recreation		44.09		44.09	
15 gal. Paint for Handball courts		36.75		36.75	
Repair & care of courts & playgrounds	589.55		326.45	326.45	400.00
TOTALS	4064.88	1861.07	1070.45	2605.07	2503.00

2. Payroll (item 3b on Irregular Payroll Report)

	157.93		411.34	411.34	545.00
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GRAND TOTALS :

	4222.81	1861.07	1481.79	3016.41	2845.00
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*Include items covered by student laboratory fees, such as chemicals, animals, animal food, ice, gas, lab. outlines, etc.

**Itemize on reverse side.

PERMANENT EQUIPMENT - Itemized:
 (Combine smaller or miscellaneous items)

	Expended 1940-41	Expended to date	1941-42		Requested 1942-43
			Est. Rest of year	Total for year	
1 Skylux	26.00				
1 Desk lamp (Elbel)	4.65				
1 Skylux	34.64				
1 Electric fan	25.46				
1 Steel Storage Cabinet	16.13				
Lawnmower, files	30.42				
1 Goal-Hi standard - 12'	29.50				
1 Typewriter	91.23				
1 Public address system	50.00				
Cords, plugs, etc. for P.A.	11.30				
Wire netting for tennis court	10.00				
Softball bases	31.90				
1 Electric fan	25.46				
Tennis nets & reels	92.61				
1 Wall map of Kansas	6.50				
Reprints, Research Quarterly	18.80				
1 Metal File Cabinet	30.07				
1 Metal Bookcase	29.28				
1 Metal Chute	50.00				
2 Goal-Hi standards	59.00				
1 Suspended Lungers		10.00			
3 Mat Covers		20.16			
2 Sets Training Gloves		25.50			
6 Basketballs		35.10			
2 Canvas Piano Covers		7.90			
1 Used Piano		75.00			
16 Victrola Records		6.40			
1 Bookcase		29.28			
5 Gym Mats		126.66			
1 Used Piano		60.00			
1 Climbing Rope		15.00			
Ladder for Metal Chute		36.00			
12 Tennis Nets		85.26			
Used Pipe for new tennis court		54.00			
Aluminum paint for pipe		21.75			
1 Horizontal Bar		89.60			
70 yds. Chat for new tennis ct.		70.00			
1 Used Mimeograph		60.00			
Chlorine tubing		18.00			
2 doz. Softballs			22.50		
6 Badminton Rackets			30.00		
2 Archery Targets			25.00		
Arrows			16.00		
1 First Aid Kit			6.50		
TOTALS.....	682.95	880.01	100.00	980.01	500.00

IRREGULAR PAYROLL REPORT

Expenditures from Salary Budget Allowances, Fee Income, or Maintenance Fund

DEPARTMENT OF PHYSICAL EDUCATION

1. BUDGET ALLOWANCE :

	1940-41	1941-42	Requested 1942-43
Towel Room	800.00	800.00	800.00
Assistant instructors	1000.00	700.00	700.00
Transferred to Assistance	400.00	1600.00	1600.00

2. EXPENDITURES :

	Expended 1940-41	Expended to Date *	1941-42		Recommended 1942-43
			Est. Rest of Year	Total for Year	
Typist	112.70	181.49	100.00	281.49	200.00
Stenographer	364.25	288.13	50.00	338.13	400.00
Office assistance	12.40	46.68	50.00	96.68	175.00
Technical assistance					
Laboratory assistance					
Art Work					
Dishwashing					
Storeroom assistance					
Animal care					
Equipment maintenance					
Enrollment assistance					
Pianist		81.20	20.00	101.20	100.00
Towel room	1622.984	1342.35	300.00	1642.35	1600.00
Labor on Golf course		37.98	35.00	72.98	75.00
Life guard (Men)		132.28	25.00	157.28	150.00
(Women) now using CSBP					45.00
Labor on new tennis court		85.05		85.05	
Care of summer equipment		206.46		206.46	200.00
Assistant Instructors:	255.73				500.00
T. P. Hunter		23.50		23.50	
Sidney Salt		18.50		18.50	
Murray Brown		100.00		100.00	
John Pfitsch		95.00	50.00	145.00	
Ed Hall		20.50	10.00	30.50	
Carl Jessup		72.72	10.00	82.72	
Clifford Nordstrom		29.50	10.00	39.50	
Haven Glassmire		15.00		15.00	
William Belt		75.00		75.00	
TOTALS.....	2357.93	2851.34	660.00	3511.34	\$3445.00

3. HOW PAID :

a. From salary budget allowance	2200.00	2851.34	248.66	3100.00	3100.00
b. From maintenance account*	157.93		411.34	411.34	345.00
TOTALS.....	2357.93	2851.34	660.00	3511.34	3445.00

*Carry totals on this line forward to item 2. Payroll, on Maintenance Fund Report sheet.

SPECIAL MAINTENANCE

12 SETS Boxing Gloves	\$125.00
Punching Bag	15.00
4 Mats	80.00
Mat Rack	75.00
Piano Replacement	75.00
Repair lockers	100.00
Repair fan and hair dryer, men's gym	100.00
Repairs on chlorinator	25.00
Remove running track and repair floor for archery range	50.00*
Net for archery range	50.00
Additional archery equipment	50.00
Repair handball courts	<u>100.00*</u>
	\$845.00

*Should be absorbed by University.

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1 9 4 2 - 4 3

1 9 4 1 - 4 2				1 9 4 2 - 4 3			
Name	Salary	Fall Semester	Spring Semester	Name	Salary	Fall Semester	Spring Semester
F. C. Allen	\$5400. <i>(P.E. 2200) (ATH. 3200)</i>	200. 3hr (9)	37 2hr (28)	Allen	\$5400.	200. or 201.	37.
		65. 2hr (18)	89 2hr (11)			65.	89.
		1a. 1/2hr (27)				1a	85. - ?
		1b 1/2hr (19)				1b	100. - ?
E. R. Elbel	\$2880 <i>(P.E. 2800) (ATH. 80)</i>	30. 3hr (28)	85. 2hr (15)	Elbel	\$2880	30	
		40. 3hr (5)	100. 3hr (30)			40	
		73. 2hr (wd)	202. 3hr (11)			73	
		300. 2-4 (4)	300. 2-4 (2)				
		312. 3hr (4)	399. 1-4 (3)				
		INTRAMURALS				INTRAMURALS	
Ruth Hoover	\$2350	31W 2hr (7)	34W 2hr (7)	Hoover	\$2350	31W	34W
		33W 2hr (5)	63. 2hr (10)			33W	63.
		62. 2hr (6)	72. 1hr (3)			62.	72.
		67. 1hr (5)	1c 1/2hr (14)			67.	1c - 2a
			2a 1/2hr				
		71. 1hr (5)	3e 1/2hr (8)			71.	3e - 2c
			2c 1/2hr				
		82. 2hr (8)				82.	45a - 45c
		3aA 1/2hr (9)	45aA 1/2hr (12)			3a	11c
		3aA 1/2hr (9)	3d 1/2hr			3b	14a
		3aB 1/2hr (9)				8	
		3aB 1/2hr (10)				9a	
		3b 1/2hr (16)	3d 1/2hr			9c	
		8. 1/2hr (8)	11c 1/2hr				
	14a 1/2hr						
	45cA 1/2hr						
Joie Stapleton	\$2200.	64. 2hr (6)	M194 3hr (17)	Stapleton	\$2200.	64.	39.
		84. 3hr (6)	39. 3hr (8)			84.	32W
		M94a 2-4 (6)	32W 2hr (10)			M94a	34W
		2b 1/2hr (10)	34W 2hr (7)			2a	M94a
		3c 1/2hr (7)	M94a 2-4 (7)			3c	3c
		46aA 1/2hr (9)	46a 1/2hr			45a	46a
		45a 1/2hr (16)	3c 1/2hr				46c
		46aB 1/2hr (9)	46a 1/2hr				
			46c 1/2hr				

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Name	Salary	Fall Semester	Spring Semester	Name	Salary	Fall Semester	Spring Semester
Vic Hurt	\$6000.	82. 2hr		Hurt	\$6000.	82. 2hr	
W. Replogle	(P.E. 300)	35. 2hr (12)		Replogle	\$	35. 2hr (12)	
Henry Shenk	\$2250.	36. 3hr (19) 31M 2hr (30) 33M 2hr (12) M94a 4hr (3) 3a 1/2hr (12) 3b 1/2hr (15) 47a 1/2hr (7) 47a 1/2hr (5) 47aB 1/2hr (16) 47bA 1/2hr (6) 47aC 1/2hr (9) 47bB 1/2hr (15) 47b 1/2hr (4) 47c 1/2hr (4)	75. 2hr (11) 90. 2hr (6) M94a 4hr (5) 32M 2hr (18) 34M 2hr (10) 3c 1/2hr (4) 3c 1/2hr 47aA 1/2hr (13) 47a 1/2hr 47aB 1/2hr (12) 47bA 1/2hr 47bB 1/2hr 47b 1/2hr (2) 47c 1/2hr	Shenk	\$2250	36. 31M 33M 300 - ? 312 - ? M94a	75. 90. 32M 34M 202 - ? M94a
Melba Schilling	\$1300	12a 1/2hr (11) 7a 1/2hr (8) 44a 1/2hr (45) 12c 1/2hr (9) 44b 1/2hr (7) 13a 1/2hr (11) 45a 1/2hr (4) 44b 1/2hr (42) 46c 1/2hr (4) 44c 1/2hr (6)	68. 2hr (6) 12a 1/2hr (8) 12c 1/2hr 43a 1/2hr (19) 43c 1/2hr 44a 1/2hr (52) 44c 1/2hr 45aB 1/2hr (11) 45cB 1/2hr	Schilling	\$1300	7a 12a 12c 13a 44abc 45a 46c	68. 12a-c 43a-c 44a-c 45a-c
Robert W. Raugh	\$500.	41a 1/2hr (12) 31M 2hr (30)	34M 2hr	Ass't.	\$500.	41a 41c	41a 31M
Wm. Belt	\$75.	42aB 1/2hr (15) 42bA 1/2hr (17) 42bB 1/2hr (14)	42a 1/2hr (19) 42b 1/2hr 42d 1/2hr	Wm. Belt	\$75.	42a-b	42a-b
Haven Glassmire	\$15.	42aA 1/2hr (21)					
Clifford Nordstrom	\$29.50*	2aA 1/2hr (8) 8a 1/2hr (19) 8b 1/2hr (21)	8a 1/2hr (32) 8b 1/2hr	Ass't.		2aA 8a-b 33M	8a-b 32M

Swimming - ?
Equitation - ?

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Name	Salary	Fall Semester	Spring Semester	Name	Salary	Fall Semester	Spring Semester
Carl Jessup	\$72.72*	2aB 1/2hr (13) 33M 2hr (12)	32M 2hr				
Ed Hall	\$20.50*	15a 1/2hr (17)	15a 1/2hr (22) 15a 1/2hr 32M 2hr	Ass't		15a	15a 32M
John Pfitsch	\$95.00*	33M 2hr (12) 81M 2hr (30)	3b 1/2hr (10) 2aA 1/2hr 2aB 1/2hr 34M 2hr 3b 1/2hr 41aA 1/2hr 41aB 1/2hr	Ass't		31M 33M	2a 3b 34M 41a
Murray Brown	\$100.		32M 2hr	Ass't			
Sid Salt	\$18.50*	31M 2hr (30)					
T.P. Hunter	\$23.50*	1a 1/2hr (27) 1b 1/2hr (19)		Ass't			
Pianist for Dance Class	\$81.20*				\$100.		
Office Asst. Women	\$31.74*				\$300.		
Intramural Dept.	87.48* 397.08*						
	\$516.30						
Life Guard Men	\$74 - Feaster \$58,78* - Cohlmeier				\$150.		
Women					\$ 45.		

Note: If C.S.E.P. students are available next year, life guards and office assistance for women may be taken care of as at present. If no C.S.E.P. students then appropriation is necessary for these two items.

* - Amount paid on the irregular payroll to March 1st.

NOTE:

Special Items

\$44.09 paid by Dept. of Physical Education for installing and taking down lights for Summer Session - expense should be shared by other departments.

\$96.30 spent on labor in preparing intramural field for ice skating rink.

\$36.75 spent for paint for interior of handball courts.

If compulsory physical education is adopted the towel room service will necessarily have to be increased.

NOTE:

Special Items

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C. Physical Education

1. F. C. Allen	9	Professor Athletics Athletic Association	2200 900 <u>2300</u>	(See Int. Ath.)	5400
2. E. R. Elbel	9	Associate Prof. Athletic Association	2800 <u>80</u>	(311.11)	2880
3. Ruth Hoover	9	Assistant Prof.	2350	(261.11)	
4. Joie Stapleton	9	Asst. Professor Education	1835 <u>365</u>	(244.44)	2200
5. Vic Hurt <i>Wayne Replogle</i>	10	Asst. Professor Athletics Athletic Association	300 1700 <u>4000</u>	(See Int. Ath.)	6000
6. Henry Shenk	9	Instructor Education	1850 <u>400</u>	(250.00)	2250
✓ 7.	9	Instructor	1800	1400	
8. Melba R. Schilling	9	Instructor	1300	(144.44)	
✓ 9. <i>R. W. ...</i>	9	Asst. Instructor	300	570	
10.	12	Secretary	900	(75.00)	
✓ 11. Assistance:			1500		
		Towel room	\$800		
		Asst. Instructors	700		
		Total Salaries	17,135		
		(Maintenance	1,600		
		(Special Maintenance	685		

(Special Maintenance 882
 Maintenance 1,200
 Motor Expenses 1,173)

Yearly Insurance 100
 Salary Loan 800

11. Maintenance	1200		
10. Special	300 (12.00)		
9. Yearly Insurance	300		
8. Motor Exp. 11/4	1200 (11.73)	5.4	
7. Insurance	100		
6. Salary Loan	800 (520.00)	6.1	
5. Special	300		
4. Yearly Maintenance	1000 (See Int.)		
3. Motor Expenses	1100		
2. Yearly Insurance	300		
1. Total	5200	34.0	1806
		4	6
		38	
1. E. H. Miller	5880		
2. E. H. Miller	80		
3. E. H. Miller	5800		
4. E. H. Miller	3500		
5. E. H. Miller	1000		
6. E. H. Miller	500		

C. E. Miller