

MEMO OF NEEDS FOR NEXT YEAR

2 Graduate Fellowships ? ?

Handball Courts

Exchange of 2 pianos with Bell Music Co.

\$ 150.
25.

125. due

Grade Women's Hockey Field

Replace old mats with more new rubberized mats (\$30 each)

Signal system for class schedule - estimated cost \$210.35
(job estimate submitted by Mr. Crow)

Leads of Physical Education
Staff

| | Classes | | | | Service |
|-----------|---------|--------|--|--------|--|
| | Theory | | Skill | | |
| | Fall | Spring | Fall | Spring | |
| Allen | 2 hrs. | 5 hrs. | Av. $4\frac{1}{2}$ hrs. sem. | | Administration; coaching |
| Elbel | 8 " | 15 " | | | Intramurals - av. 10 hrs. wk. Research; supervision of graduate students in Special Problems this semester, as follows: Raport, 3 hrs, Carnody 4 hrs (these two persons are working on a reaction time study of Indians) Curd, 4 hrs. (complete bibliography on community recreation); Swanson, 3 hrs. (complete report on safety education) |
| Lapp | 7 hrs. | 9 hrs. | 6 | 9 | Supervision of master's theses. Supervision of Practice teachers, with Mr. Allphin. |
| Allphin | 5* | 5* | Av. $21\frac{1}{2}$ hrs. sem. fall " $19\frac{1}{2}$ " " spr. | | * Supervision of Practice teachers, with Dr. Lapp. |
| Raport | | | Av. $24\frac{1}{2}$ hrs. sem. fall " 23 " " spr. | | Supervision of towel room, av. 2 hrs. daily Fencing Club and Team, av. 3 hrs. wk. Graduate study, 6 hrs. wk. |
| Conger | 4 hrs. | 2 hrs. | | | |
| Hargiss | | 2 " | av. 6 hrs. sem. | | |
| Hoover | 9 hrs. | 7 hrs. | av. 25 hrs. semester. | | Supervision of women's intramurals; swimming, W.A.A. |
| Stapleton | | 14 | av. $4\frac{1}{2}$ hrs. sem. | | Supervision of practice teachers |
| Byrn | | | av. $19\frac{1}{2}$ hrs. sem. fall " 21 " " spr. | | Tau Sigma, av. 10 hrs. wk. (Next year would like to introduce a class in modern dance for men, 2 hrs. wk.) |

1938-39

Est. Exp.

| | | |
|----------------|-------------|------|
| Laundry | 350. | |
| Irreg. payroll | 2200. | 1200 |
| Ofc. eqpt. | 900. | |
| Tch. " | 1000. | |
| | <u>4450</u> | |

Est. Inc.

| | |
|----------------|-------------|
| Maint. | 1900 |
| Fees | 1900 |
| Budget | 800 |
| (Council Room) | <u>4600</u> |

margin of \$ 150.⁰⁰

Marking Tennis
courts — 24 courts,

2 $\frac{3}{4}$ times week, 8

weeks at \$1.00

per court

$$\begin{array}{r} 16 \\ 24 \\ \hline 64 \\ 32 \\ \hline 384. \end{array}$$

March 22, 1939:

Balance remaining in budget at this time \$1,000

The following estimated expenditures will be made
from this balance:

April, May and June irregular payrolls \$600-\$700

Upkeep of tennis courts for spring \$200

Repairs on equipment, office supplies, etc. \$100

DEPARTMENTAL MAINTENANCE REPORT
Expenditures for 1937-38, Estimates for 1938-39, Requests for 1939-40

DEPARTMENT - Physical Education

| ITEM | Expended 1937--38 | Estimated 1938-39 | Requested 1939-40 |
|--|----------------------|----------------------|----------------------|
| RESOURCES | | | |
| Regular budget allowance | 1900.00 | 1900.00 | |
| Balance from previous year | | | |
| Fee income | 1889.50 | 1895.20 | |
| Other receipts | | 50.94 | |
| TOTAL | | 3846.14 | |
| EXPENDITURES | | | |
| 1. General Maintenance | | | |
| Office supplies | | 250 | |
| Postage | | 250 | |
| Printing | | | |
| Travel expense | | 22 | |
| Telephone-telegraph | | 50 | |
| Freight-express | | 30 | |
| Perm. equipt. (incl. lab. apparatus*) | | 1000 | |
| Laboratory supplies (for student use) | | 400 | |
| Repairs and maintenance | | 350 | |
| Laundry | | 200 | |
| Subscr. & memberships | | 35 | |
| TOTAL | | 2587 | |
| 2. Payroll (Wages paid from Maint. or Fee income) | | | |
| Clerical | | 1200 | |
| Equipt. maintenance | | | |
| Total | | 1200 | |
| GRAND TOTAL | | 3787 | |
| SPECIAL MAINTENANCE | | | |
| Budget Allowance | 450.00 | 450.00 | |
| Expenditures: | | | |
| 6 Gym mats | \$179.82 | | |
| Fan for basement | 107.41 | | |
| Motor for old fan | 95.57 | | |
| Dec. of Sw. Pool | 50.00 | | |
| Drainage of tennis courts | 450.00 | | 432.80 |
| Total | | | |

*Itemize on reverse side

DEPARTMENTAL MAINTENANCE REPORT

Expenditures for 1937-38, Estimates for 1938-39, Requests for 1939-40

DEPARTMENT - Physical Education

| ITEM | Expended 1937-38 | Estimated 1938-39 | Requested 1939-40 |
|--|---------------------|----------------------|----------------------|
| RESOURCES | | | |
| Regular budget allowance | 1900.00 | 1900.00 | |
| Balance from previous year | | | |
| Fee income | 1889.50 | 1895.20 | |
| Other receipts | | 50.94 | |
| TOTAL | 3789.50 | 3846.14 | |
| EXPENDITURES | | | |
| 1. General Maintenance | | | |
| Office supplies | 2500 | 250 | 148.51 |
| Postage | | 250 | 107.99 |
| Printing | | | |
| Travel expense | | 22 | |
| Telephone-telegraph | | 50 | 30.40 |
| Freight-express | | 30 | 22.71 |
| Perm. equip. (incl. lab. apparatus*) | | 1000 | 966.74 |
| Laboratory supplies (for student use) | | 400 | 267.75 |
| Repairs and maintenance | | 350 | 136.93 |
| Laundry | | 200 | 103.61 |
| Subscr. & memberships | | 35 | 25.82 |
| TOTAL | | 2587 | 1831.76 |
| 2. Payroll (Wages paid from Maint. or Fee income) | | | |
| Clerical | | 1200 | |
| Equip. maintenance | | | |
| Total | 1200 | 1200 | |
| GRAND TOTAL | 3700 | 3787 | |
| SPECIAL MAINTENANCE | | | |
| Budget Allowance | 450.00 | 450.00 | |
| Expenditures: | | | |
| 6 Gym mats | \$179.82 | | |
| Fan for basement | 107.41 | | |
| Motor for old fan | 95.57 | | |
| Dec. of Sw. Pool | 50.00 | | |
| Drainage of tennis courts | 450.00 | | |
| Total | | 432.80 | |

*Itemize on reverse side

DEPARTMENTAL ASSISTANCE REPORT
Expenditures on Irregular Payroll from Salary Budget Allotments

DEPARTMENT -- Physical Education

| | Expended 1937-38 | Estimated 1938-39 | Requested 1393-40 |
|-----------------------|---------------------|----------------------|----------------------|
| BUDGET ALLOWANCE | | | |
| Assistance | 300.00 | 400.00 | |
| Assistance (men) | 300.00 | --- | |
| Towel room assistance | 800.00 | 800.00 | |
| Total | 1400.00 | 1200.00 | |

EXPENDITURES (Omit expenditures from Maintenance and Fee Income)
(Hourly rates)

Clerical assistance
Paper grading
Enrollment assistance
Technical assistance
Dishwashing
Artist
Monitors

Towel room attendants
Supervision of golf course
Pianists for gym classes
Clerical and stenographic
Life guards for pool

(30¢ and 35¢)

1200.00

Note: Do not include irregular payroll charged to Fee Income or Maintenance

DEPARTMENTAL ASSISTANCE REPORT
Expenditures on Irregular Payroll from Salary Budget Allotments

DEPARTMENT -- Physical Education

| | Expended 1937-38 | Estimated 1938-39 | Requested 1938-40 |
|-------------------------|---------------------|----------------------|----------------------|
| BUDGET ALLOWANCE | | | |
| Assistance | 300.00 | 400.00 | |
| Assistance (men) | 300.00 | ---- | |
| Towel room assistance | 800.00 | 800.00 | |
| Total | 1400.00 | 1200.00 | |

EXPENDITURES (Omit expenditures from Maintenance and Fee Income)
(Hourly rates)

Clerical assistance
Paper grading
Enrollment assistance
Technical assistance
Dishwashing
Artist
Monitors

Towel room attendants
Supervision of golf course
Pianists for gym classes
Clerical and stenographic
Life guards for pool

(30¢ and 35¢)

1200.00

Note: Do not include irregular payroll charged to Fee Income or Maintenance

| <u>PERMANENT EQUIPMENT</u> | <u>Expended 1937-38</u> | <u>Estimated 1938-39</u> | <u>Requested 1939-40</u> |
|------------------------------------|-----------------------------|------------------------------|------------------------------|
| Office chairs, files, shears, etc. | | 250.79 | |
| Towels | | 296.00 | |
| Matting, rubber & cocoa | | 36.04 | |
| Tennis nets, wire netting | | 157.50 | |
| Piano truck | | 39.20 | |
| Fencing equipment (masks, sabres) | | 53.70 | |
| Badminton nets, rackets | | 25.50 | |
| Ping pong & card tables | | 57.54 | |

| <u>PERMANENT EQUIPMENT</u> | <u>Expended</u> <u>1937-38</u> | <u>Estimated</u> <u>1938-39</u> | <u>Requested</u> <u>1939-40</u> |
|------------------------------------|-----------------------------------|------------------------------------|------------------------------------|
| Office chairs, files, shears, etc. | | 250.79 | |
| Towels | | 296.00 | |
| Matting, rubber & cocoa | | 36.04 | |
| Tennis nets, wire netting | | 157.50 | |
| Piano truck | | 39.20 | |
| Fencing equipment (masks, sabres) | | 53.70 | |
| Badminton nets, rackets | | 25.50 | |
| Ping pong & card tables | | 57.54 | |

DEPARTMENTAL MAINTENANCE REPORT
Expenditures for 1937-38, Estimates for 1938-39, Requests for 1939-40

DEPARTMENT Physical Education

| ITEM | Expended 1937-38 | Estimated 1938-39 | Requested 1939-40 |
|----------------------------|---------------------|----------------------|----------------------|
| RESOURCES | | | |
| Regular budget allowance | 1900.00 | 1900.00 | |
| Balance from previous year | 1889.50 | 1895.20 | |
| Fee income | | | |
| Other receipts | | 50.94 | |
| TOTAL..... | | 3846.14 | |

EXPENDITURES:

1. General Maintenance

| | | | |
|---------------------------------------|--|-------------|--|
| Office supplies | | 250 | |
| Postage | | 250 | |
| Printing | | - | |
| Travel expense | | 22 | |
| Telephone-telegraph | | 50 | |
| Freight-express | | 30 | |
| Perm. equipt. (incl. lab. apparatus*) | | 1000 | |
| Laboratory supplies (for student use) | | 400 | |
| Repairs and maintenance | | 350 | |
| <i>Laundry</i> | | 200 | |
| <i>memberships & Subscr.</i> | | 35 | |
| Total..... | | 2587 | |

2. Payroll (Wages paid from Maintenance or Fee income)

| | | | |
|------------------------|--|------|--|
| Clerical | | 1200 | |
| Equipt. maintenance | | | |
| Total..... | | | |
| GRAND TOTAL.... | | | |

SPECIAL MAINTENANCE

| | | | |
|--------------------------|--------|--------|--------|
| Budget Allowance | | 450.00 | 450.00 |
| Expenditures: | | | |
| <i>Mats</i> | 179.82 | | |
| <i>New Fan</i> | 107.41 | | |
| <i>Motor for old fan</i> | 95.57 | | |
| <i>Pool decoration</i> | 50.00 | | 432.80 |
| Total..... | | | |

* Itemize on reverse side

(Over)

C. Physical Education

| | | | |
|---------------------------|----|---|------------------------------------|
| 1. F. C. Allen | 9 | Professor Intercollegiate Ath. Athletic Association | 2200 900 <u>2100</u> 5200 |
| 2. H. W. Hargiss | 10 | Professor Intercollegiate Ath. Athletic Association | 300 1000 <u>2520</u> 3820 |
| 3. E. R. Elbel | 9 | Assoc. Prof. Athletic Association | 2800 <u>80</u> 2880 |
| 4. Ruth Hoover | 9 | Asst. Prof. | 2350 |
| 5. Joie Stapleton | 9 | Asst. Prof. Education | 1835 <u>365</u> 2200 |
| 6. | 9 | Asst. Prof. | 2800 |
| 7. Vic Hurt | 10 | Asst. Prof. Intercollegiate Ath. Athletic Association | 300 1700 <u>4000</u> 6000 |
| 8. H. G. Allphin | 9 | Instructor Education | 1755 <u>365</u> 2120 |
| 9. Jim H. Raport | 9 | Instructor Athletic Assn. | 1500 <u>100</u> 1600 |
| 10. Jane Byrn | 9 | Asst. Instr. | 1200 |
| 11. | 9 | Asst. Instr. | 400 |
| 12. Alberta Hulteen | 12 | Secretary | 900 |
| 13. Towel room assistance | | | 800 |
| | | Total Salaries | 19,140 |
| | | Maintenance | 1,900 |
| | | Special Maintenance | 450 |

The University of Kansas
Lawrence

Office of
The Chancellor

May 24, 1939

TO HEADS OF ALL DEPARTMENTS:

Enclosed you will find the budget for your department, as recently approved by the Board of Regents.

In order that the records may be complete and accurate, you are requested to file in the Chancellor's office by return mail, if possible, appointment blanks for each person on the regular payroll in your department who has been or will be

- (a) Newly appointed
- (b) Promoted in rank
- (c) Re-employed for service in office or laboratory, or on the faculty with rank of instructor, assistant instructor, or assistant.

For members of departments of instruction, duplicate of each blank should be filed with the dean of the school to which the department is assigned. Appointment blanks may be obtained at the Chancellor's Office.

In order that appointment notices may be mailed before Commencement, prompt and complete cooperation on the part of the departments is requested.

Cordially yours,

E. H. LINDLEY,
Chancellor.

Appointment Blanks Required:

Items 3, 6 to 12 inclusive.

1938-39.
Official
approved
budget.

Physical Education

| | | | |
|---------------------------|-------|------------------------------------|-----------------------------|
| 1. F. C. Allen | 9 | Professor Intercoll. Athletics | 2200 <u>500</u> 2700* |
| 2. H. W. Hargiss | 10 | Professor Intercoll. Athletics | 900 <u>800</u> 1700* |
| 3. E. R. Elbel | 9 | Asst. Prof. | 2800 |
| 4. Ruth Hoover | 9 | Asst. Prof. | 2350 |
| 5. Elizabeth Dunkel | 9 4/2 | Asst. Prof. | 1835 |
| Joe Stapleton | 4 1/2 | Education | <u>365</u> 2200 |
| 6. V. W. Lapp | 9 | Asst. Prof. | 2400 |
| 7. H. G. Allphin | 9 | Instructor Education | 1755 <u>365</u> 2120* |
| 8. Jim Harold Raport | 9 | Instructor | 1500 |
| 9. Ralph Conger | 10 | Instructor Intercoll. Athletics | 300 <u>600</u> 900* |
| 10. | 9 | Asst. Instr. | 400 |
| 11. Jane Byrn | 9 | Asst. Instr. | 800 + 50 |
| 12. Alberta Hulteen | 12 | Secretary | 900 |
| 13. Towel room assistance | | | 800 |
| | | Total Salaries | 18,940 |
| | | Maintenance | 1,900 |
| | | Special maintenance | 450 |

+ Ath Assn
Relays

Ath Assn + 100.00

* Additional from Athletic Association, as follows:

| | |
|---------------|------|
| F. C. Allen | 2500 |
| H. W. Hargiss | 2120 |
| H. G. Allphin | 80 |
| Ralph Conger | 1400 |

E. R. Elbel ?
Jim Raport ?

100

Gen Mgr. Relays. Cartoonist - Artist.
Clerk of Course
Asst. Clerk of Course.

JOB ESTIMATE

DEPARTMENT BUILDINGS AND GROUNDS UNIVERSITY OF KANSAS

Date.....**October 26, 1938**.....

Department.....**Physical Education**.....

Description of job.....**Signal System for class schedule**.....

| | |
|--|-----------------|
| 1 - No. 1G1 Telechron synchronous motor operated single circuit program clock | \$100.00 |
| 6 - No. 560 Edwards bells 4", 60 cycles, 24 volts | 44.50 |
| 1 - No. 94 Edwards signaling transformer, 60 cycles 250 watts, primary volts 110, secondary volts 24 | 6.65 |
| 1 - No. 8175 Benjamin motor driven horn, 60 cycles, 110 volts | 24.00 |
| 1 - No 8336 Benjamin "Master Relay", 60 cycles, 24 volts | 9.20 |
| 400' - #18 Bell wire, tacks, screws, etc | 6.00 |
| Labor | <u>20.00</u> |
| | \$210.35 |

Job number.....

Cost:

Labor.....

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

Date completed.....

Total estimated cost \$..**210.35**.....

Foreman.....*Raymond L. Crow*

MEMO OF NEEDS FOR NEXT YEAR

2 Graduate Fellowships ? ?

Handball Courts

Exchange of 2 pianos with Bell Music Co.

Da Truener?

Grade Women's Hockey Field

Replace old mats with more new rubberized mats (\$30 each)

Signal system for class schedule - estimated cost \$210.35
(job estimate submitted by Mr. Crow)

MEMO

ELBEL - Advance rank to Associate Professor?

Ath Assn ? Relays

ALLPHIN - Does he have another year here?

RAPORT - Could he teach any theory classes?

BYRN - Would like to attend the Bennington School of the Dance this summer but thinks the cost is prohibitive (\$350.00); if she does not go there she will go to the University of Wisconsin again.

CONGER ?

HARGISS - OATMAN ? ?

March 22, 1939:

Balance remaining in budget at this time \$1,000

The following estimated expenditures will be made
from this balance:

April, May and June irregular payrolls \$600-\$700

Upkeep of tennis courts for spring \$200

Repairs on equipment, office supplies, etc. \$100

MEMO - regarding exchange of two pianos

with Bell Music Company:

They desired to replace our two old pianos (which were dilapidated beyond repair) with two pianos which they had but which were too large for possible sale in a home. In good condition and fine for gymnasium classes.

| | |
|------------------------------|-----------|
| Charge for Bell's pianos - - | \$150 |
| Allowance on our old ones - | <u>25</u> |

Net amount due Bell's . . . \$125.00

UNIVERSITY OF KANSAS
Lawrence

Department of Physical Education

March 17, 1938.

TO MEMBERS OF THE BUDGET COMMITTEE:

Gentlemen:

Robinson Gymnasium was built in 1906 for a total student body of 1200. The University now has more women enrolled than the entire student body when the gymnasium was built. Robinson Gymnasium is more quasi-public than any other building on the campus. The high school boys and girls from Oread use it several times each week. Oread has no high school gymnasium, and our practice teachers conduct the classes in Physical Education under the direction of the teacher supervisor.

It is very difficult to present an adequate teaching schedule when the class rooms in the building are used by both men and women Physical Education majors. The new set-up for Physical Education has, of necessity, called for additional class rooms in this building.

The Athletic Association uses the front offices on the west side of the gymnasium, and the K Room and the coaches' room upstairs on the southwest corner of the second floor occupy two well-lighted and convenient rooms. In addition to this, the gymnasium is used for enrollment for the first and second semesters. Also the Teachers Convention uses the building early in November, and the high school band festival has generally used this for checking and sometimes for sleeping quarters. The W.S.G.A. Carnival each year has moved in on Thursday of a certain week and it has been late Saturday before the building was again in any shape. Some of these activities rightfully belong in the Student Union Building.

The busy intramural program, especially during the fall and winter months, as well as early spring, calls for the gymnasium to be in use from 8:30 in the morning until 10:30 at night. The varsity basketball team uses the only main auditorium in the gymnasium in the afternoons during basketball season. The freshmen practice from 6:30 in the evening until 8:30, and the women take it over at 8:30. The intramural games are sandwiched in between these times and as late at night as it is possible to play.

Although the basketball team used the auditorium to play in, they are permitted but three evenings a week during certain parts of the winter months to use the auditorium floor. While this may seem a fair percentage of the time, it must be considered that our games come during this period, and many of our games fall on Monday and Friday. So it actually gives us two afternoons a week, from 3:30 to 5:30. No other team in the conference is forced to play off the floor they practice on. I mention this point to show that the intramural program is very definitely interfered with because the gymnasium cannot be released on account of varsity and freshman practice.

As the majority of University class schedules end at 3:30 in the afternoon, and many of our teachers leave the building at that time, many high school boys and other people not connected with the University overrun the building, bringing their own basketballs and play equipment here. The janitor leaves about 3 or 4 o'clock, and unless we exert eternal vigilance this gymnasium is overrun by itinerants who desire to use some part of it.

Many of the students of the University, both men and women, who do not avail themselves of locker room space for exercise, come to take shower baths here. We encourage our faculty to use this privilege, and provide available locker space. On account of the long hours of use, it is almost impossible to set up the proper patrol necessary to insure against theft. To make things safe for the people who use the gymnasium, it is almost necessary that we provide the proper monitor or police patrol to rid ourselves of the obnoxious element. When these itinerant people find that the student body is absorbed in an intramural game on the top floor of the gymnasium, these fellows work together by signals in cleaning out the basement room of certain lockers in which the owner failed to make safe before leaving.

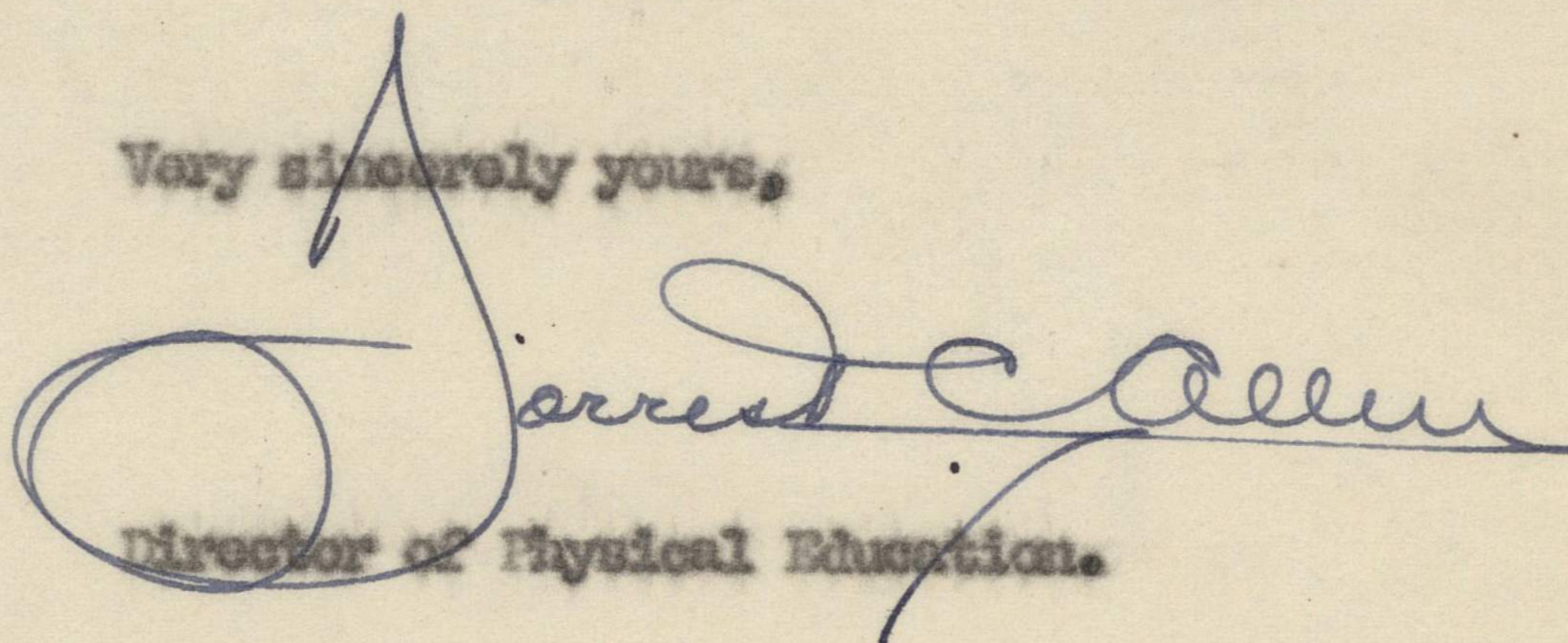
I have in mind the putting in of a heavy floor ceiling for the gymnasium. This floor ceiling would be above and supported by the heavy iron beams in the ceiling of the gymnasium. There is ample space from the top of the beams to the roof of the gymnasium to provide adequate space for class rooms. This building needs repairing very badly to lessen the fire hazard, and the University electrician recognizes this hazard. By putting in a floor at the top of these beams it would provide for proper electric lighting fixtures, and it would give much additional space, which is badly needed by our department.

The space from the floor to this proposed ceiling would be high enough not to interfere in any way with basketball games or other games that require elevated ceilings. Dormer windows could be cut in the gymnasium roof along the south side of the building to admit sunlight for these rooms in most pleasing fashion, and steps could be built from the running track to the floor above to make these rooms very accessible.

We have now on our Physical Education faculty one teacher with a Ph.D. degree, and by next fall we expect to have Mr. Elbel with his Ph. D. degree. We have been doing some research this year, and we are confidently expecting to do more as our facilities become available. This improvement, which I have just mentioned, would give us more space for recitation class and research rooms. This, of course, when the funds are available. This improvement would provide a large amount of additional space, and at the same time would enhance the looks of the building.

I would respectfully ask your consideration of our problems here in Robinson Gymnasium.

Very sincerely yours,


Director of Physical Education.

UNIVERSITY OF KANSAS
Lawrence

Department of Physical Education

March 18, 1938.

TO THE BUDGET COMMITTEE:

At the time the office of the Physical Education Department was separated from the Athletic Office a question was raised as to whether or not a full-time secretary would be needed in the new office. I desire to present to the Budget Committee at this time some information to show how vitally necessary a full-time secretary is in this office. And further, I believe it very desirable and necessary that this position be for the fiscal year, instead of the academic year only.

Our department has a definite part in the Summer Session this year. Miss Dunkel will be in charge of recreation and will also teach two three-hour courses, M94. Methods and Content of Physical Education, and 57. Community Recreation. Dr. Lapp will teach two three-hour courses, 81. Organization and Administration of Physical Education, and 174. Tests and Measurements in Physical Education, which is offered for graduate credit. Although I receive no compensation for the summer months, I expect to be here this summer to personally supervise and build up this very necessary program, as the majority of the students in the Summer Session are more concerned with teaching than any other student group we have. It will be necessary for this office to be open, and a secretary on duty during the summer. Eventually I see that it will be necessary to offer a full course during the summer if this project works out as we think it will.

My time is divided between teaching, administrative, and coaching duties during the academic year. This office is rightfully the headquarters for both the men's and women's divisions of the department. Much of the detail formerly handled by members of our faculty is now handled by the secretary. I refer particularly to preparation of catalog copy, class schedules, purchase of supplies and equipment, the handling of the irregular payroll, and so forth. All of this requires no small amount of time. These duties, together with the regular details of office management, correspondence, and other routine duties, definitely require the full time service of a secretary.

There is also much detail with regard to the Sasmak Club, the organization of the majors in the Department of Physical Education. We have about 90 majors, and while of course the Dean's office handles all the work concerning the enrollment of these students, it is frequently necessary for us to communicate with them. The monthly meetings of the Sasmak Club calls for certain work to be done in this office. These majors are definitely assuming a professional attitude in their work, and they have a very important place in the growth and progress of the Department of Physical Education.

Another thing which has required much time and effort is the preparation of the weekly radio programs, the "Physical Education for Health Series", sponsored by this department during the school year. These programs have created much interest in our work here, and we have received numerous inquiries about them. Our work is still in the promotional stage in acquainting the public with the new trends in physical education and building the department to the size that the new era demands of it. The state, district and national meetings of the physical

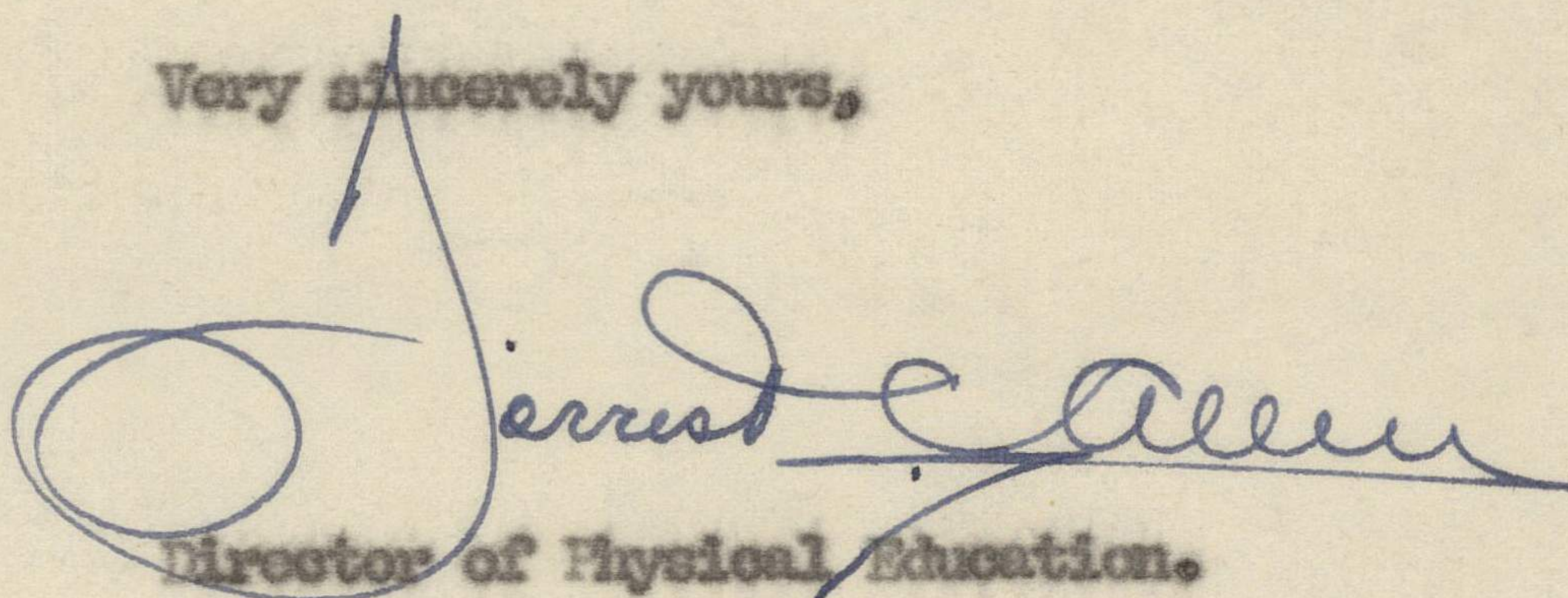
education associations necessarily requires some work in this office in attempting to contact students and teachers. At these professional meetings the students gain much by comingling with the teachers out in the field.

The promotion of improvements and a rehabilitation program, securing specifications and estimates on costs, and so forth, all require a boundless amount of work. On account of the quasi-public nature of this building, after the teachers leave at the close of their teaching day, many people come in the gymnasium, and this office serves as headquarters. I get here at 8:20 in the morning and do not leave until after 5 o'clock in the afternoon. There is more than a day's job to be done, and there must be somebody here to handle the details for me. The Athletic Office is concerned with athletic events, the selling of tickets, and so forth, but our office pertains to physical education and teaching. Our work correlates with the other teaching departments of the University. There is some overlapping into the athletic side of the program, such as arranging the entertainment between halves at the basketball games, yet at the same time there is a distinct line of demarcation as to the things done by the Athletic Office and the Physical Education Office. Mr. Davidson does work for us occasionally that would entail much greater expense if some outsider would do the work. This is a reciprocal matter.

I am chairman of the Research Committee of the National Basketball Rules Committee, which is an administrative duty and entails much detail work. While it may be athletic in nature, yet it hooks up with many activities of educators because of the research, and research on athletics and physical education are still not divorced.

I trust that your committee will give this matter your careful thought and consideration.

Very sincerely yours,

A handwritten signature in blue ink, appearing to read "David Allen". The signature is written in a cursive style with a large, looping initial "D".

Director of Physical Education.

FCA:AH

UNIVERSITY OF KANSAS
Lawrence

Department of Physical Education

March 19, 1938.

TO THE UNIVERSITY BUDGET COMMITTEE:

I respectfully submit for your consideration certain items and figures for the Department of Physical Education. The work of this department is divided into three parts: first, the development and training of the majors in Physical Education, both men and women; second, the service work in Physical Education to the various schools of the University, in which the Department of Physical Education serves their students in body building and health training for credit; and third, serving the students of the entire University in recreation, which includes intramural competition and free play for each individual student at their own hours of selection.

I have divided the items of the budget for the sake of description and importance. Having at the present time 90 majors, both men and women, in the new Department of Physical Education has entailed a definite demand for higher class teaching and more expert teaching. We have incorporated into our program some definite research work. It is very necessary that we have facilities with which to do this work.

In our service department we are endeavoring to enlarge the sphere of selective physical activities for the benefit and enjoyment of the students. And in our recreative field of intramurals and free play it is very necessary that we improve the terrain and the opportunities for play with reasonable supervision.

In the skill courses open to men and women we have golf, dancing, basketball, tennis, swimming, handball, individual gymnastics, fencing, boxing, hockey, and life saving. This year we expect to add to this large array of recreational courses badminton and archery. It has long been our slogan "Every student playing his favorite game", and if we can but find the play fields this dream for Mt. Oread will be more definitely realized this year than ever before.

Old Robinson Gymnasium which was built for a student body of 1200 back in 1906, now must accommodate the present student body of the Lawrence division of better than four thousand. The large cracks in the white maple flooring, on both the men's and women's side of the gymnasium, are filled with an accumulation of dust and dirt which makes it impossible to keep the floor clean and hygienic for health exercises. The women folks have complained bitterly for the last three years, stating that large splinters of this flooring have been run in the feet of the girls, creating a positive hazard. We have asked a number of times for this floor to be replaced, and 32 years of hard service requires that this situation receive immediate attention. About 8 years ago the top floor in Robinson Gymnasium was replaced, but for some reason or another the lower floor has received no attention. This floor, of course, should be replaced by the Department of Buildings and Grounds.

So unbearable was the floor in the women's corrective exercise room that the Department of Physical Education treated this as an emergency measure this year. We purchased the lumber at a cost of \$47.25, but the Department of Buildings and Grounds bore the expense of laying it, and sanding and finishing the floor. In order to preserve this new floor, and as an economy measure, a piano truck was purchased at a cost of \$39.20.

Mr. Bayles, Superintendent of the Department of Buildings and Grounds, has been especially fine to the people in our department. With the large influx of incoming majors the gymnasium was in very poor condition, and Mr. Bayles had the walls repainted on the first floor. This was very much appreciated, and made a very workable place for these new students who would have been forced to work in unsightly and unhygienic quarters.

With the full class schedule that we maintain it was necessary to install two electric clocks for the teachers, one in the men's gymnasium and one in the women's gymnasium, at a cost of \$20.30. As a safety measure it was necessary to secure some rubber matting for the floor in the pool room, at a cost of \$27.21. Previous to purchasing this matting one boy slipped and received a slight concussion from the wet floor, and the purchase was a safety measure, at least for the future. Another emergency expenditure was for the repair of the soap dispensers in the shower rooms, \$22.47.

With the inauguration of the new set-up in Physical Education no allowance had been made in last year's budget meeting for equipment for the new office. Items amounting to over \$250.00 were purchased. We preferred to treat other purchases which we needed very badly in an expectant manner. The equipment for the office was necessary if we were to do the job.

To facilitate the towel room service and to get things in workable order a sum of \$130.65 was spent for fireproof equipment. We also spent \$121.05 for cleaning and painting the towel and basket room for the men. It was necessary for the department to buy the paint as well as to engage labor for cleaning and painting the room to make it more hygienic. The Department of Buildings and Grounds does not take care of this.

I desire to call the attention of the Budget Committee to the income received from the towel fees. For the year 1926-27, at 50¢ per student, for towel fees the department received \$1292.25; for the year 1937-38, at 75¢ per student, the amount received was \$1889.50. This indicates a decrease in the number of students purchasing towel tickets. Your committee will recall that the towel fee was increased from 50¢ to 75¢ to make up the difference in the budget cut which the committee allowed. For the year 1936-37, \$3000.00 was allotted for maintenance, and for 1937-38, \$1900.00 was allotted. This made a reduction of \$1100.00 for maintenance over the previous year. The department received but \$597.25 increase from the towel fees on account of the 75¢ fee. This left us \$502.75 worse off for this year, and that in view of the fact that we were setting up a new office and handling a large number of new Physical Education majors, which required new expenditures in many different directions.

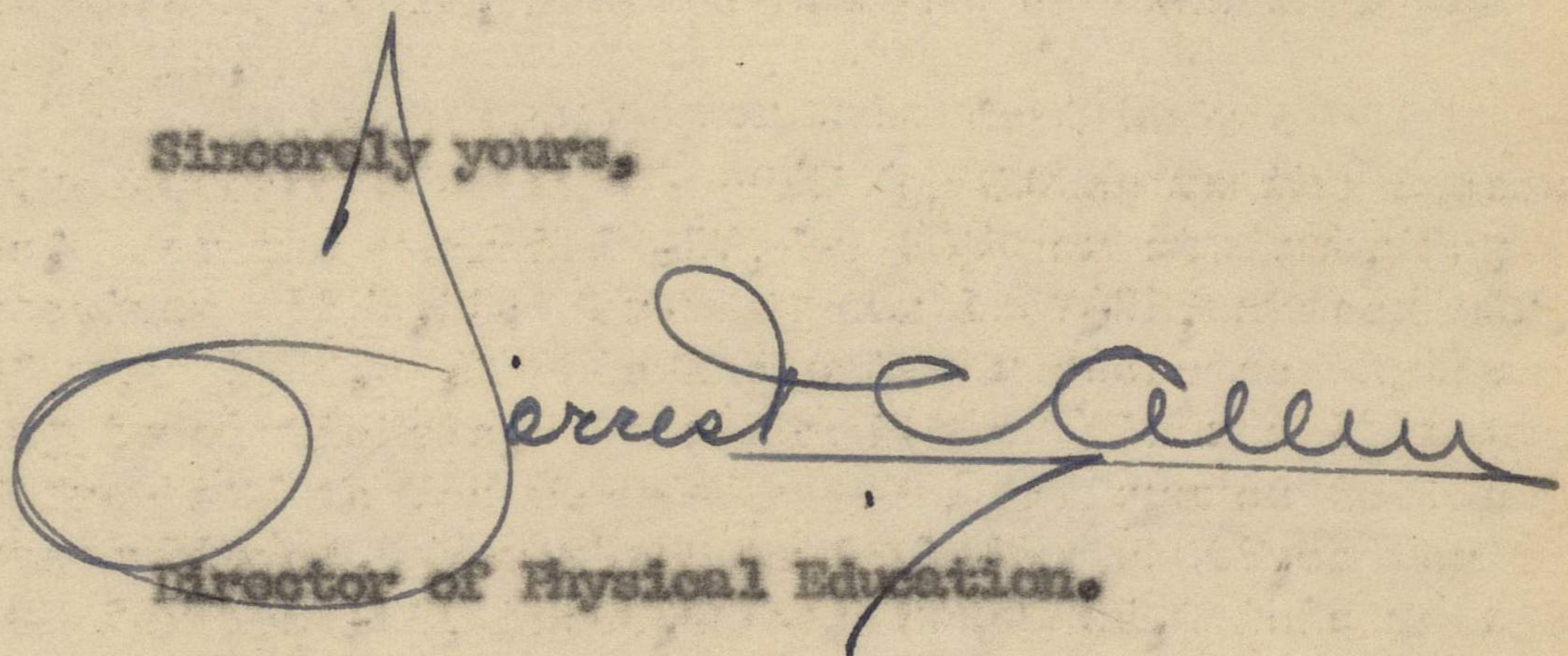
When Dr. Lapp was engaged a budgetary estimate of \$2800 was permitted for a position as assistant professor. Of this amount but \$2400 was expended for his salary, thereby leaving a saving of \$400. I would not mention this item were it not for the fact that we are financially embarrassed due to the necessary expenditures for office furniture and emergencies mentioned above which, under the old regime, would not have been necessary. We have curtailed expenses sharply to keep within our budgetary allowance, but we will not be able to carry out our spring program for intramurals and recreation unless we have some relief.

Another salary item - Mrs. Alberta Hulteen's appointment was for the period September 7 to the end of the fiscal year. This allows for her services up to July 1, and since the position allowed in the budget was for eleven months there will be a small balance remaining in this item. In a previous letter to the Budget Committee I have pointed out the necessity for having a full-time secretary for the year, and I sincerely trust that the committee will permit Mrs. Hulteen to continue through the summer.

The service and activities of the women's division of the department are to a certain extent different from the men's division. Tau Sigma, the honorary dance organization, represents a real contribution to the factors of departmental publicity and community cooperation. I feel this group should have some financial aid from the department, and urge that a sum of \$50.00 be allotted to Tau Sigma activities.

I respectfully submit a letter with estimates from Professor F. A. Russell with regard to the grading and drainage of the intramural field. I would greatly appreciate it if you will give serious consideration to this project. It seems logical and thinkable that the state should definitely spend some money on a place for the students to play just as much as they would erect a building for them to exercise in. The last amount spent on physical education for the students of the University dates back to 1906.

Sincerely yours,


Director of Physical Education.

FCA:AH