

FEDERAL SECURITY AGENCY  
U. S. OFFICE OF EDUCATION  
WASHINGTON

August 27, 1943

Mr. Forrest C. Allen  
Director of Physical Education  
University of Kansas  
Lawrence, Kansas

Dear Mr. Allen:

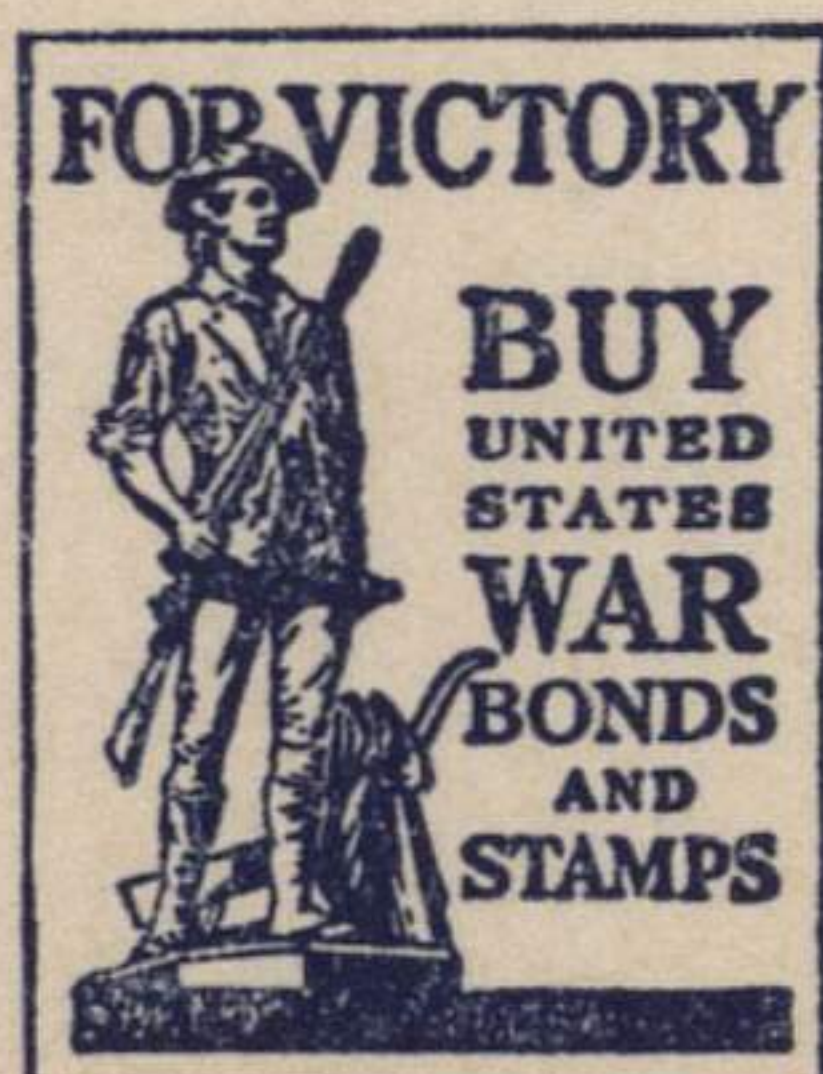
Your letter of August 24th addressed to the Commissioner has been referred to me for attention.

We expect the manual, Physical Fitness for Students in Colleges and Universities, to be off the press in the next few weeks. At that time your University will receive a complimentary copy. Additional copies may be purchased from the Superintendent of Documents, Washington, D. C., for a small charge. The price cannot be set until printing is completed.

Sincerely yours,

*Jackson R. Sharman*  
Jackson R. Sharman

Principal Specialist in Physical Fitness



ADDRESS REPLY: CARE OF U. S. OFFICE OF EDUCATION



August 24, 1943.

Commissioner,  
U. S. Office of Education,  
Washington, D. C.

Dear Sir:

Do you have available copies of the Physical Fitness Program for College Women, similar to the Victory Corps publication?

We desire very much to secure four copies of the program for college women. Since I do not know the cost, I will be happy to send the same on receipt of your statement.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:HI



FEDERAL SECURITY AGENCY  
U. S. OFFICE OF EDUCATION  
WASHINGTON

April 20, 1943

To: Chairmen of College Departments of Health and Physical Education:

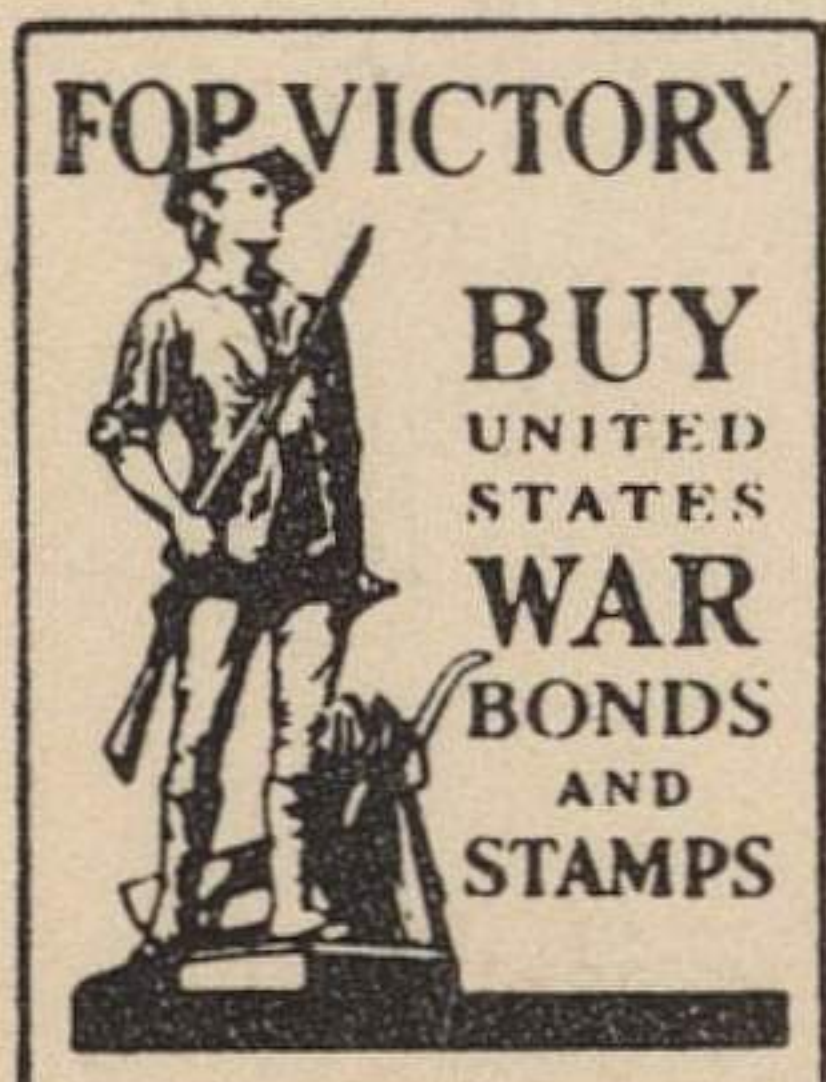
The widespread interest and rapid expansion in programs of physical fitness have caused many requests to be sent to the Office of Education for suggestions concerning the ways in which college and university summer sessions might contribute to the professional education of leaders for the physical fitness program. There are, in general, two problems that must be solved in training leaders for the physical fitness program. These are: (1) To introduce and interpret the program to teachers who have adequate professional preparation in health and physical education; and (2) to give untrained teachers intensive preparation for undertaking a relatively new job with which they are unfamiliar.

The methods that are being used by colleges and universities to help meet these problems include, for both men and women: (1) Credit courses covering a period of six weeks or more on Physical Fitness Through Physical Education and Physical Fitness Through Health Education; and (2) short-term institutes covering a period of approximately two weeks to meet the needs of teachers who cannot attend a full term of six weeks or more.

The program for a short-term institute might include instruction for several hours each day. The courses might be organized into four groups including: (1) Courses for men on the boys' program; (2) courses for women on the boys' program; (3) courses for women on the girls' program; and (4) courses for men and women which everyone in attendance should take.

The units of instruction under each of these headings might be as follows:

- I. Courses for men on the boys' program
  - Sports and games
  - Gymnastics and combatives
  - Aquatics
  - Tests and evaluation
  
- II. Courses for women on the boys' program
  - Sports and games
  - Gymnastics and combatives
  - Aquatics
  - Tests and evaluation



ADDRESS REPLY: CARE OF U. S. OFFICE OF EDUCATION



III. Courses for women on the girls' program

Sports and games  
Gymnastics and tests  
Dance  
Aquatics

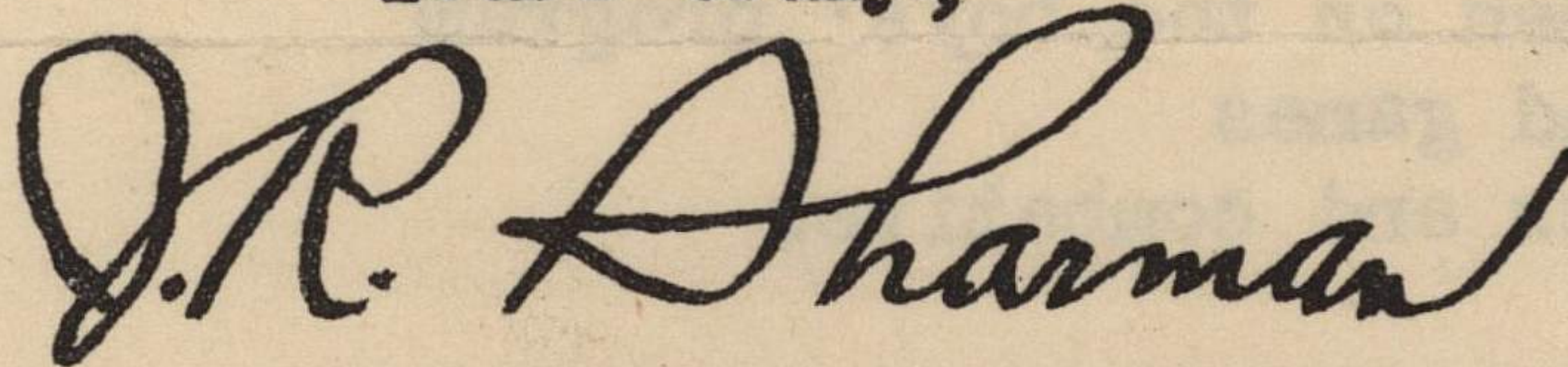
IV. Courses for all men and women

Problems related to physical fitness  
Health instruction

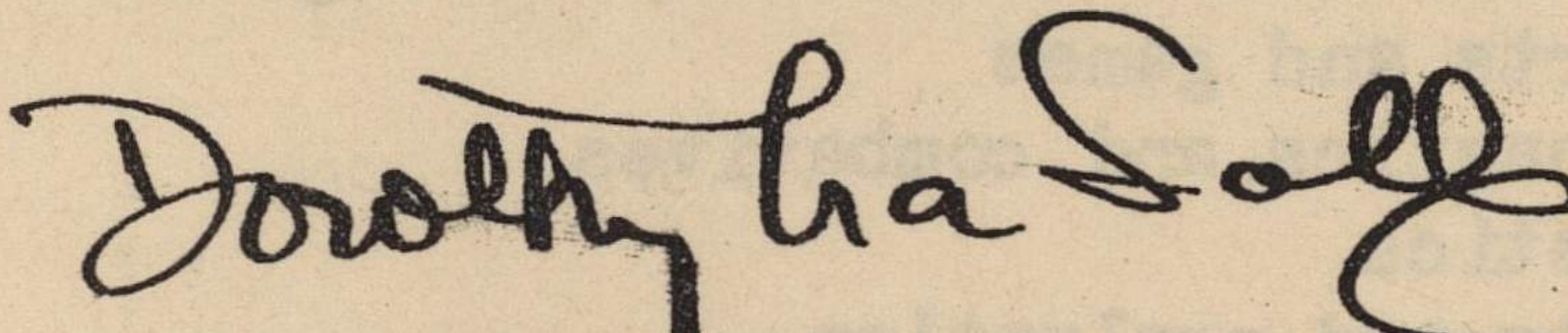
It is probable that colleges and universities can secure the services of Army and Navy officers for short periods of time to serve as members of the faculties for short-term institutes. If institutions wish to request the services of Army and Navy officers, the requests should be addressed to the persons indicated in the following paragraphs.

1. To secure the services of Army Ground Force Officers, write to General Frederick Osborne, Special Services Division, War Department, Pentagon Building, Washington, D. C.
2. To secure the services of Army Air Corps Officers, write to General Robert W. Harper, Assistant Chief of Air Staff, Training, Headquarters Army Air Forces, Pentagon Building, Washington, D. C.
3. To secure the services of officers from the regular Navy, write to Admiral Randall Jacobs, Chief of Bureau of Naval Personnel, Washington, D. C.
4. To secure the services of Naval Aviation Officers, write to Commander Thomas J. Hamilton, Bureau of Aeronautics, Navy Department, 610 H Street NE., Washington, D. C.
5. To secure the services of medical officers from Selective Service, write to Colonel Leonard G. Rowntree, Chief, Medical Division, Selective Service System, Washington, D. C.

Yours truly,



Jackson R. Sharman  
Principal Specialist in Physical Fitness



Dorothy LaSalle  
Specialist in Physical Fitness



August 10, 1943.

Commanding Officer,  
U. S. Naval Training Station,  
San Diego, California.

Dear Sir:

One of the Chief Specialists assigned to the V-12 Navy Unit at the University of Kansas has called to our attention your mimeographed booklet on the Physical Training Program at the United States Naval Training Station at San Diego. We think it is very fine, and are desirous of obtaining two copies.

We have at the University of Kansas 125 Naval Aviation Cadets, 520 V-12 students, and between 800 and 1000 Machinists Mates.

If there is a charge for your booklet we will be very happy to send you the cost of same. I trust that copies are still available.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



June 23, 1943.

Dr. Gilbert Ulmer,  
Asst. Dean of College,  
University of Kansas.

Dear Gib:

In the rush of business I have neglected to mail you the Kiplinger Washington Letters. I am enclosing two of them, with apologies for not sending them sooner.

Cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.





UNITED STATES NAVY

Midin School USNR.  
Room 209  
Lower Hall  
June 18, 1943

Dear Mr. Allen:

I received your letter to-day and was very glad to hear that my award had been found. I also wish to thank you for handling the matter for me. I know you knew how much it meant to me.

If it would not be too much trouble, I would like for you to leave it at 729 Missouri St in Lawrence with Miss Marian Springer. She is coming here to see me the 26<sup>th</sup> of June and can bring it to me at that time.





UNITED STATES NAVY

I wrote Johnny a letter complimenting him on his honesty and thanking him for returning it to you.

We are having our first months finals at the present time. We have had two of the three we must take. The school here is very good and studying is an essential. The good old college days of loafing are definitely out and one really has to hit the ball. I am keeping my head above water so far.

Thank you again and will be back in August to see you for a chat about old times.

A friend

"Nab" Ulrich



Lawrence, Kansas  
April 13, 1943

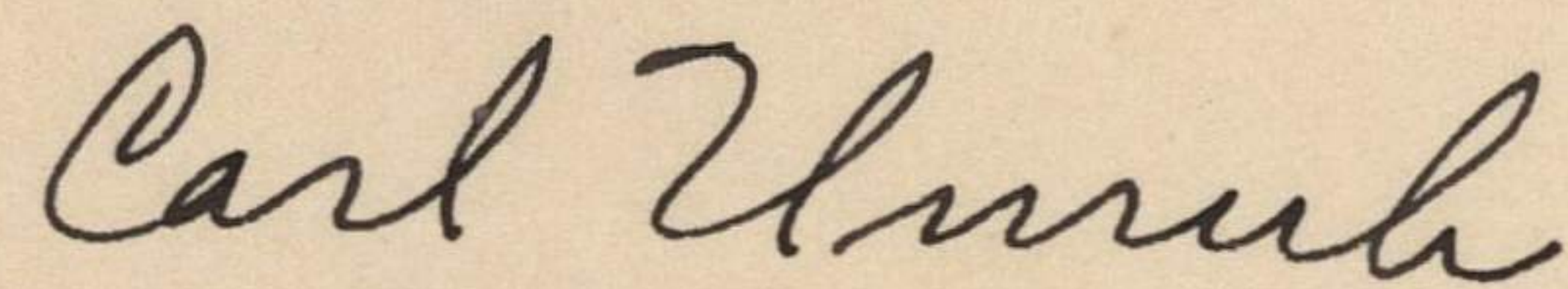
Dr. F. C. Allen  
105 Robinson  
University of Kansas

Dear Dr. Allen:

You are cordially invited  
to the initiation banquet for Sachem.  
It will be at 6:00 p.m., ~~Friday,~~  
~~April 16,~~ in the English Room of the  
Memorial Union Building.

If you cannot be there,  
please call Wendell Tompkins at 207  
before Friday.

Sincerely yours,



Carl Unruh  
Secretary of Sachem

CU:le



April 14, 1943.

Mr. Carl Unruh,  
1225 Oread Ave.,  
Lawrence, Kansas.

Dear Carl:

I will be very happy to attend the initiation banquet for Sachem on Friday evening, April 16, at six o'clock, in the English Room of the Memorial Union Building.



CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

# WESTERN UNION

1201

SYMBOLS

- DL = Day Letter
- NT = Overnight Telegram
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DR FOREST C ALLEN=

UNIVERSITY OF KANSAS

1943 JAN 13 AM 7 57

BETHEL PLAYS AT OTTAWA THURSDAY NIGHT COULD I GET 15 TICKETS

FOR THE KANSAS UNIVERSITY OKLAHOMA A AND M GAME WEDNESDAY

NIGHT WIRE COLLECT=

OTTO UNRUH.

*lv 8:50 a*

TELEPHONED TO \_\_\_\_\_

*adse*

TIME \_\_\_\_\_

*9:13 a*

BY \_\_\_\_\_

*B*

15 A M .

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE



January 7, 1943.

Upsher-Smith Company,  
Sexton Building,  
Minneapolis, Minn.

Dear Sirs:

I am very much interested in your product, Mag. Sulf. Rub, for our athletic teams. Would you kindly quote me prices on this product? If you distribute samples of the Rub I would appreciate receiving some.

Thanking you, I am

Very sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



January 15, 1943.

Mr. James Upsher Smith,  
529 So. 7th Street,  
Minneapolis, Minn.

Dear Sir:

Thank you for your kind letter of January 12th in reply to our inquiry concerning Mag. Sulf. Rub. I also wish to acknowledge receipt of the sample 8 ounce bottle which we will be glad to try out with some of our athletes.

Thanking you for your courtesy and promptness, I am

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FGA:AH



FOXGLOVE FARM  
NEAR WAYZATA, MINNESOTA

GENERAL MANAGER  
F. A. UPSHER SMITH  
PH. C., LOND.

MEMBER OF THE  
AMERICAN PHARMACEUTICAL  
ASSOCIATION  
BRITISH PHARMACEUTICAL  
SOCIETY

*Upsher Smith Co.*

HIGH GRADE DIGITALIS

January 12, 1943

Office and Laboratory  
529 SO. SEVENTH ST.  
*Minneapolis, Minn.*

Mr. Forrest C. Allen  
Director of Physical Education  
Varsity Basketball Coach  
University of Kansas  
Lawrence, Kansas

Dear Mr. Allen:

In response to your request of January 7, we are pleased to send you a sample of Mag. Sulf. Rub, which I am sure your department will find not only of value in keeping your basketball team in trim but also for use with all your athletic squads.

Under separate cover we are sending you with our compliments an 8 ounce bottle, and you will find the product completely described on the enclosed leaflet.

This product is supplied in quarts at \$2.00 each and in gallons at \$6.50. We look forward with pleasure to the opportunity of adding your name to the list of colleges where our product is used with great satisfaction.

Very truly yours,

UPSHER SMITH COMPANY

By: *James Uphers Smith*

JUS;as  
Encl.



*At last! A satisfactory Epsom Salts rub*

# **MAG. SULF. RUB**

**(Upsher Smith)**

*(Glycerite Mag. Sulf.)*

**For Sprains, Bruises, Sore Tendons  
and other external injuries.**

A concentrated solution of Epsom salts, suspended in a lubricating base, penetrating, drawing, soothing, cooling, but will not blister. Ready for immediate use.

Trainers have long valued the healing properties of Epsom salts in the treatment of local injuries, using wet packs of the solution. Only a small portion of the salts at best comes into action when applied in this way.

In order to improve on this method a series of experiments was undertaken with the object of combining the Epsom salts with a lubricant, in order to secure thorough penetration of the remedy into the injured tissues. After scores of trials, in collaboration with an expert trainer, this improved product, Mag. Sulf. Rub (Upsher Smith) was pronounced perfect.

*Always ready for instant use*



## *Soothes, cools, draws, heals*

Mag. Sulf. Rub (Upsher Smith) enables the trainer to rub the Epsom salts — in smooth, lubricating solution — right into the tissues. The absorption and penetration of the remedy is helped by hot towels and, when available, a lamp. It is not necessary to use coconut or other oil. One gallon of the Rub goes further than a gallon of trainers' lubricant. Its use eliminates waste, saves a lot of time in moistening dressings and brings the Epsom salts into action in a few minutes.

### DIRECTIONS FOR USE

*(The Rub may be warmed if desired)*

#### Unbroken Skin

1. Two hot towels.
2. Rub in a palmful of the Rub (more or less as needed), extending well beyond the injured area.
3. Two hot towels.
4. Apply the Rub again.
5. Lamp treatment or hot towels, with massage.
6. Bandage or not, as case requires.

#### Broken Skin—Abrasions

1. Cover wound with the Rub, without friction.
2. One layer of gauze.
3. Apply the Rub thickly over gauze.
4. Cover dressing with waterproof layer and bandage.
5. Redress as needed.

In cases too tender for rubbing, as in Charleyhorse, saturate gauze freely with the Rub, apply it to front of leg, wrap in loose flannel bandage and leave the dressing in place for twelve hours, and follow with light rubbing.

*Will not blister or irritate*



## *Rapidly absorbed*

### Advantages of Mag. Sulf. Rub

#### (Upsher Smith)

1. Easy to apply, clean, inexpensive, non-toxic.
2. Ready for instant application. Stays moist.
3. Can be rubbed into the tissues.
4. Gives prompt relief from distressing local symptoms, pain is relieved and inflammation and swelling are abated.
5. Cools and soothes the tissues, draws, but does not irritate or blister.

Trainers in every branch of athletics will find that Mag. Sulf. Rub (Upsher Smith), is invaluable in sprains, bruises and torn tendons. Use it in cases of Charleyhorse, sprained ankle, wrist sprain, and all injuries showing pain, swelling, heat, inflammation or abrasion.

In cases of severe bone bruise it acts well, in fact, wherever hot compresses are indicated.

Larry Armstrong of Saint Paul, member of three Olympic teams, well known in track and hockey circles, writes us:

"In all my experience, during thirty years of athletics, as competitor, trainer and coach, I find nothing to equal Mag. Sulf. Rub (Upsher Smith), in the satisfactory treating of sprains, bruises and torn tendons and Charley-horse. I believe this product will be a big boon to trainers in bringing their athletes back to competition after injuries."

Laurence S. Armstrong

*Economical, no oil or lubricant needed*



*Helps to bring back injured players  
into competition*

Athletic trainers find in Mag. Sulf. Rub (Upsher Smith) what they long have needed — an easy, quick and effective treatment for local injuries. It provides, ready for use, the most effective way in which to apply Epsom salts.

Try it on the next case of sprained ankle or wrist, or torn tendon.

Supplied in two sizes:

\$2.00 per quart bottle

\$6.50 per gallon bottle

delivered prepaid.

To insure prompt shipment, order direct from manufacturer.

Originated and made only by

**Upsher Smith Co.**  
Sexton Building      Minneapolis, Minn.

Since 1913, manufacturers of Digitalis and other fine pharmaceutical products for the use of the medical profession.

*It soothes and draws, but does not blister*



November 13, 1942.

Mr. J. Underwood,  
608 Massachusetts St.,  
Lawrence, Kansas.

Dear Mr. Underwood:

Your letter of November 10th concerning the cornmeal which we purchased from you on June 15 and July 6, was immediately referred to the University Business Office. They inform us that they have received no invoices from you for these two orders, and if you will send them the invoices I am sure the bills will be paid.

Thanking you for bringing the matter to your attention, I am

Sincerely,

Secretary, Department of Physical Education.



Mr. Owen -

Have these two items not been paid?

AH

Mrs. Hulteen-

These have not been paid.  
I have never received invoices on them.  
I question the dept. and the Co. periodically about such cases but have not done so on these.

Seaver Owen




TELEPHONE 7

# J. UNDERWOOD & SONS

## SEEDS " FEEDS " GRAIN

### OREAD " FEEDS



MANUFACTURERS  
JOBBER  
RETAILERS

GARDEN SEEDS  
FIELD SEEDS  
OREAD SEEDS  
MILK FEEDS  
CORN MEAL  
GRAIN  
STRAW  
FLOUR  
SALT  
HAY

608-618 Mass. St.  
LAWRENCE, KANSAS

November 10, 1942

Dept. Of Physical Education,  
University of Kansas  
Lawrence, Kansas

Gentlemen;

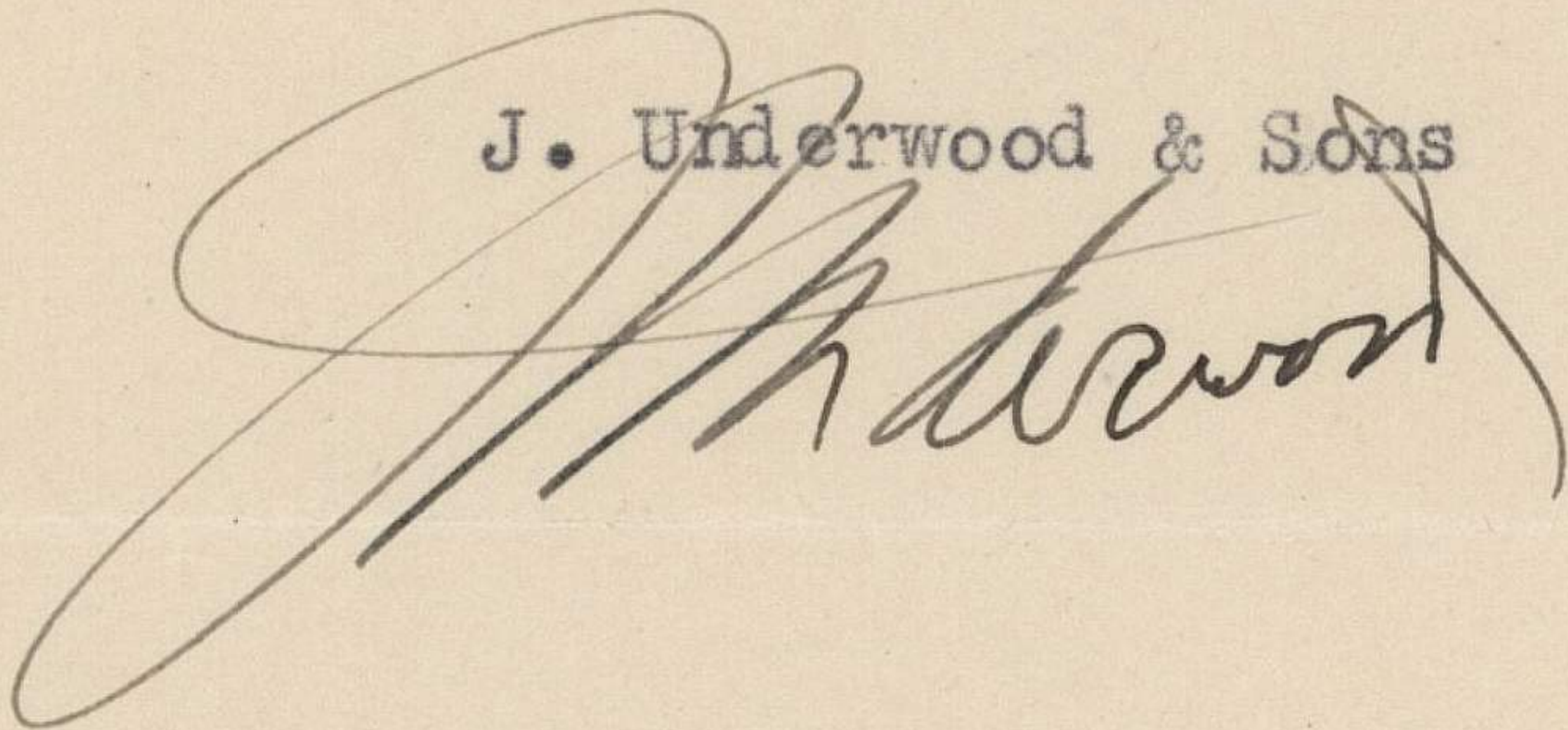
We have received your check in the amount of \$13.50,  
in payment of your purchase of Sept. 28, for which we  
thank you.

However, there are items on June 15, and July 6,  
covering corn meal, which believe was used for street  
dances, still standing on our books. Thought perhaps  
these items might have been overlooked in going thru the  
various steps leading to payment.

Thanking you, we remain,

Very truly yours,

J. Underwood & Sons



*POV # 131 - \$2.00  
Winnice*

*Enc. Auth. # 2652 - \$4.00  
Winnice*

J.U.  
AUK