

Outline Of Procedure Developed and Used During the
School Year, 1940-41, University of Kansas, To Check Athletic
Equipment in and out of the Towel Room

1. White slips had to be completely filled out for every piece of equipment checked out by anyone, for use during that day.
2. Yellow slips had to be completely filled out for all equipment taken out over the weekend. The individual was made directly responsible for the return (or cost) of such equipment used by the organization of which he was a member. Living group organizations were not allowed to check out equipment for overnight use.
3. All white or yellow slips that remained in the lettered equipment box were removed by the towel room employee coming on at 8:15 a.m. each day. These slips were taken upstairs to Miss Gerstenberger's desk.
 - a. During an early hour each morning one of the assistant supervisors of the towel room checked the name of the person who had failed to return the missing equipment. He then telephoned this individual and requested immediate return of such equipment. The noon hour was the most effective hour for calling.
 - b. Students who failed twice to return equipment to the towel room on the same day it was borrowed on white slips, or on Monday morning when borrowed on yellow slips, were placed on a black list and refused equipment for the balance of the semester.
 - c. A system of 25¢ fine per day for overdue equipment, to be collected by the physical education secretary, was contemplated last year. It was not enforced because the system under "b" above seemed to obtain fairly good results.
4. Equipment permanently lost by any individual was charged to that individual thru the business office. An estimate was made of the value of the lost equipment (by checking the number of that particular piece or pieces of equipment on the descriptive master chart of equipment in the towel room). A memorandum of the amount owed by the individual was then sent to the Business Office. The Business Office collected the amount from that individual at registration time of the second semester. If lost during the second semester, the individual's grades and credits were held up until his bill, like any other University bills, was paid.
5. Last year a letter outlining the penalties for the loss of equipment or failure to return equipment taken from the towel room, was sent to all living groups, all competing intra-mural groups, and posted on the bulletin boards in the gym. This letter cut down tremendously on tardiness in returning equipment.

E. B. D.

MEN'S TOWEL ROOM EQUIPMENT INVENTORY

6-4-41

Aerial Dart Paddles

8 Numbers 1, 2, 3, 4,
5, 6, 7, 8

Badminton Nets

3 Numbers 1, 2, 3

Badminton Rackets

13 Numbers 1, 2, 3, 4
6, 7, 8
9, 10, 11, 12
13, 14, 15, 16

Baseballs (Softballs)

3 Playground Nos 1, 2, 3
8 softballs Nos 1, 2, 3, 4
5, 6, 7, 8

Basketballs

7 Numbers 1, 2, 4, 5
12, 13, 16

Boxing Gloves

1 set

Bats

4 Numbers 1, 5, 6, 7

Croquet Sets

1 complete set in rack
9 wickets
8 mallets
8 balls
2 goals

Deck Tennis Quoits

2

Fencing Masks

12 Numbers 1, 4, 5, 7, 8
12, 13, 14, 15,
20, 21, 22

Footballs

3 Numbers 1, 2, 4

Horseshoes

12 pair (24 shoes)

Horseshoe stakes

6 steel stakes

Jumping ropes

4

Medicine Balls

7

Soccer Balls

1 Number 4

Tennis Nets

6 outdoor
1 indoor

Volley balls

5 Numbers 1, 2, 3, 5, 6

Volley ball nets

4 indoor Nos 1, 2, 3, 4
4 outdoor Nos 5, 6, 7, 8

Water Polo ball

1 Number 1

Towels

167 in towel room
2 checked out
80 at laundry
249 Total

Boys To Whom Jobs Have Been Promised

<u>Name</u>	<u>Home</u>	<u>Suggested By</u>	<u>Need Job?</u>
Jim Priess	Stafford	Max Outjes	Yes
Wendell Bagley	Stafford	Max Outjes	(F.B.?)
Keith Oliver	Milvane		Yes
Robert Boots	Welda		Yes
Gifford Roux	Roxana, Ill.	Coach Summers	Yes
Tony Grambrone	K. C. Mo. ✓	John Burge	Yes?
Don Rendina	K. C. Mo.	John Burge	Yes
Otto Schnellbacher	Sublette	Ed Hall	Yes
Glen Teel	Caldwell		Yes
Jimmy Irick	Paola		Yes
"Sparky" McSpadden	Ed Dorado Lawrence	L. J. Bond	Yes
Kenneth Wulfemeyer	St. Louis	Otto Rost	Yes
James Roderick			
Donaldean Mains	Lyons	Max White	
James Roderick			
John Arnold	Baker University		
Dick Spencer	Russell		
Hoyt Baker	Peabody	W. C. Jessen	
Armand Dixon	Redondo Beach, Calif.	H. C. Uhls	Yes
John Warren Jacks	Coats		N.Y.A.?
Robert Bell	Highland		Yes
Kenneth Tipps	Okla. City	Bob Lynn	Yes
Bob Corder	Welda		Yes
Lewis Musick	Redondo Beach, Calif.		Yes
Lawrence Stream	K. C. K.	(Dr. Peete)	Yes
Ed Sayers	K. C. K.		

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Varsity BB

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Stadler

Does not want work

Musick

*Hinsshaw, Curtis Lawrence
Lloyd, Robt, Princeton, Ks, Deane Martin*

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<u>Name</u>	<u>Home</u>	<u>Address</u>	<u>Notes</u>
Ed Seiler	K. C. K.		
Lawrence Seiler	K. C. K.	(Dr. Beebe)	Yes
George Klutok	Bedford Beach, Calif.		Yes
Bob Colyer	Merced		Yes
Kenneth Lybbe	OKIA, Calif.	Bob Lybbe	Yes
Korrelt Bell	Hickoryland		Yes
John Martin Jacka	Coate		N.Y.V. 1
Almond Dixon	Bedford Beach, Calif.	H. C. Miller	Yes
Paul Baker	Beaumont	M. C. Jensen	
Dick Spencer	Wassell		
John Arnold	Baker, California		
XXXXXXXXXXXX			
Donaldson Madison	Albany	Max Miller	
James Kodetok			
Kenneth Miller	St. Louis	Offo Borg	Yes
"Sberly" McGibbon	El Dorado	L. J. Bond	Yes
Alma Irick	Beaumont		Yes
Olga Lee	St. Louis		
Otto Schmiedlacher	St. Louis	Ed Hall	Yes
Don Bendine	K. C. Mo.	John Miller	Yes
Donna Campbell	K. C. Mo.	John Miller	Yes
Effie Bond	Wichita, Ill.	George Summers	Yes
Korrelt Boote	Merced		Yes
Ketser Orla	Merced		Yes
Marcelle Beyley	St. Louis	Max Miller	(P.B. 1)
Jim Blythe	St. Louis	Max Miller	Yes

Boys to whom cards have been promised

TOWEL ROOM PROCEDURE

Equipment

1. Persons wanting equipment and who are not known by attendant must present activity book before equipment may be issued to them.
2. Equipment for over night or week end use must be signed out on yellow slip. White slips are used for equipment to be used that day only.
3. If equipment is being checked out for clubs, organizations, etc, the person to whom it is issued must sign for it and is responsible for its return.
4. Indoor equipment must not be taken outside Robinson gym. Some special indoor equipment has been set aside on the west shelf and it may be used out doors.
5. All equipment is marked with an inventory number. Check the quantity and inventory number on the slip accordingly.
6. Be sure to get the name, address, and telephone number of person checking out equipment. This is important in tracing it when not returned promptly.
7. When equipment is returned, be sure to give the person the equipment slip so they may destroy it.

Towels

1. Payment of a \$2.25 fee entitles the person to A,B,and C towel tickets the first semester and D,E,and F tickets the second semester. Payment of a 75¢ fee entitles the person to a C ticket the first semester and an F ticket the second semester.
2. Only one towel at a time may be checked out on a ticket.
3. Physical Education towels have a red stripe on them. Do not accept any others.
4. Charge lost towels in the book and 35¢ will be deducted from the \$1 deposit for each one.
5. Towel tickets must be presented when checking out a towel. Take the ticket, punch it, and put in correct alphabetical place in the box until towel is returned.

INSTRUCTION TO TOWEL ROOM EMPLOYEES

1. Keep the towel room clean and orderly.
2. Only the man scheduled for duty should be in the towel room. No one else has any business there. The towel room is not a recreation parlor - it is a place of business.
3. Do not leave the towel room until your relief man has arrived. This means punctuality is absolutely necessary on the part of every employee.
4. Keep an accurate and careful record of all equipment checked in or out. Be sure to record the hour equipment is checked out, and time returned.
5. See that all equipment is ready for use at all times. Any damage should be reported immediately to the supervisor.
6. Assigning baskets:

Procedure:

- (a) Call for the student's towel room deposit card and student receipt.
- (b) Give him a white class record card to fill out and don't forget to mark at the bottom of the card the fee (\$2.25 for 3 towel tickets; \$1.75 for one towel ticket). This fee is paid at the Business Office.
- (c) Write his name in the book after the first blank basket number in the class hour in which he is enrolled. If not enrolled in any regular class, use the extra numbers.
- (d) If he has paid the \$2.25 gym fee give him the green towel ticket marked "A". If he has paid the \$1.75 then give him the yellow ticket marked "C" (that is all he is entitled to). However, the man who has a ticket marked "A" which has expired or has been lost, is entitled to ticket "B", and after that, ticket "C".

NO TICKET -- NO TOWEL! Enforce this strictly. No student should be given a towel if he does not present his towel ticket.

7. After you have checked out the basket and towel, take the towel ticket and punch it at once to record the towel you have checked out; then place the ticket in its correct alphabetical section in the container.
8. If an emergency situation arises and you find it impossible to keep to your schedule, be sure to notify the supervisor in advance and make the proper arrangements.
9. Failure to appear at the scheduled hour for work without an adequate reason may mean dismissal.
10. The above regulations should be adhered to by the towel room employees; persistent laxity toward these regulations will result in dismissal.