

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.