

April 14, 1943.

Captain and Mrs. Hugh Turner,
1328 Rhode Island Street,
Lawrence, Kansas.

To the Diaper Command - Dear Folks:

I have just received full details concerning
the young captive and I wish to congratulate you both
on the arrival of this very welcome prisoner.

My best wishes to all four of you.

THE UNIVERSITY OF KANSAS
SCHOOL OF EDUCATION
LAWRENCE

COMMITTEE ON ADMISSIONS AND GUIDANCE

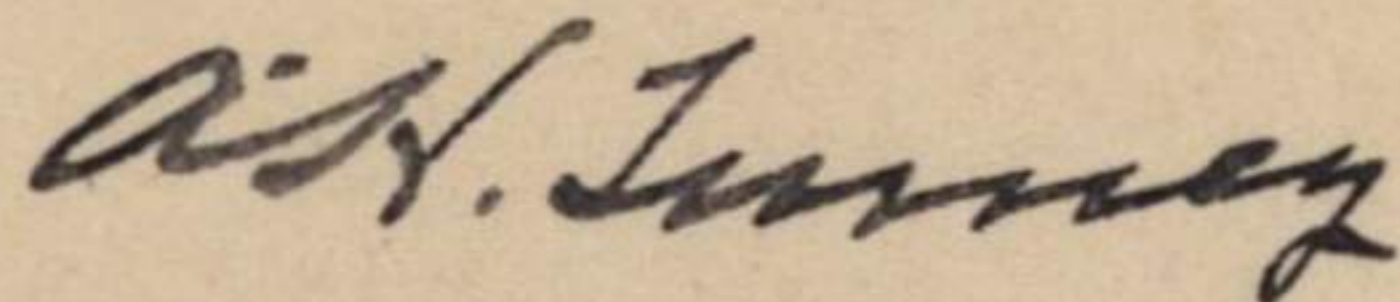
March 25, 1943

Professor Allen
105 Robinson
Campus

Dear Professor Allen:

Students enrolled in First Aid, Kinesiology, and Principles of Community Recreation who do not intend to teach, need not be required to make application to this committee. Any who are taking straight education courses or intend to do so should make application at once, however.

Sincerely,



A. H. Turney
Chairman

AHT:hs

April 2, 1943.

Mr. Louis Touton,
Central High School,
Kansas City, Mo.

Dear Louie:

A woman here from the East is inquiring about a summer camp for her son. I think he is under 16, either 14 or 15.

Are you still conducting your summer camp, and will you give me information so that I can pass it on to her? She will doubtless get in touch with you.

Thanking you, I am

Sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

ANNUAL REPORT OF THE TEACHERS APPOINTMENT BUREAU

September 1, 1941 to August 31, 1942

- FOREWARD -

For a number of years it has been the practice of the Teachers Appointment Bureau to issue an annual report covering in considerable detail the work done during the year. The data for such a report have been collected for the past appointment season and are on file in the secretary's office. Because of curtailed income, reduction in clerical help, and the necessity for the strictest economy it has seemed unwise to undertake the preparation and distribution of a fifty page mimeographed report. In lieu of such a statement the following brief summary of the activities of the bureau is submitted. Any who are interested in more complete facts relative to any phase of our work are cordially invited to consult the secretary at any time.

REGISTRATION OF CANDIDATES

During the past year we had 748 registrants. This is a decrease of 93 or 11% from the figure of 841 for last year. It is 17.8% less than the banner enrollment of 911 in 1939-40. Of the 748 registrants 128 were enrolled for the first time, 140 renewed previous registrations, and 480 were carried over from the previous year because the period for which they had paid their fee had not expired. Up to September 1 of the current year 319 of these have been withdrawn for failure to renew registrations. We now have 429 persons on our list to be carried over to the coming appointment year. Of these 397 are experienced teachers and 32 are without experience. Our records show that of the 397 experienced persons 352 are employed in teaching for the school year 1942-43. Of the remaining 45 reports show that 13 are employed in other work, 4 are in the U. S. army, 10 are married, 14 are not regularly employed, and 4 failed to answer our inquiry. Of the 32 inexperienced registrants 16 are employed, 10 are married, 1 is in the army, 4 are unemployed, and 1 failed to report. This means that only 18 of our present registrants were not regularly employed on September 1 and that the status of five others is unknown.

As this is written it seems probable that our registrations will drop further for next year. The demands of the war effort will take more people, salaries in business and defense plants are higher than in teaching, and the present enrollment in education courses is less than it has been. Unless undergraduates can be persuaded to take up teaching as a patriotic service the outlook for schools is not encouraging.

VACANCIES REPORTED

The number of vacancies listed during the year was 1653. This is an increase of 536 over the preceding year, a gain of almost 48 per cent. The largest number of calls received in any preceding year was 1330 in 1919-20. This year's figure exceeds that by 323 or 24.2 per cent. All indications are that the demands will be even greater next year.

For 820 of these reported openings we were unable to make recommendations. In 344 cases the calls were in subject matter fields in which the university does not prepare teachers. In 371 cases no suggestions could be made because of insufficient supply of candidates. Thirty-three calls involved very difficult or unusual subject combinations. Seventy-two calls required masters' or doctors' degrees which we could not supply. We were able to recommend candidates for 833 positions, which is 50.3% of the total vacancies listed. From states outside of Kansas 411 vacancies were listed. Calls for masters' degrees numbered 157 and for doctors' degrees 22. A detailed analysis of the calls by major departments listing combinations with the various minors desired has been made and is available for examination by faculty members or students interested.

PLACEMENTS

Due to lack of candidates our placements were less than last year. The total located on direct recommendation by the bureau is 181. In addition 83 others were located with only incidental assistance. This makes a total of 264 of our registrants placed in new positions as compared with 301 last year. All told we mailed out 2186 sets of papers for 571 different persons. The main facts regarding enrollment, calls, and placement are recorded in the table attached to this statement.

CONTACTS WITH EMPLOYERS

No publicity of any kind was sent out this year. Demand was heavy without it and a cut of about forty per cent in clerical staff makes any extra work or mailing impossible. The improved facilities for handling interviews have elicited much favorable comment from employers who have visited our office. This has added greatly to the success of our work this year. The secretary regrets our inability to keep up our program of printed folders dealing with teacher preparation in various fields but all such work must be dropped until improved finances make resumption possible.

The secretary wishes to express his thanks to all those members of the university staff who have cooperated so generously in writing references, advising our registrants and counseling with him regarding recommendations for some of the more important vacancies. Without their help we should be seriously handicapped.

Respectfully submitted,

H. E. Chandler
Secretary.

SUMMARY OF CALLS RECEIVED, CANDIDATES REGISTERED,

AND PLACEMENTS MADE BY MAJOR DEPARTMENTS

For the Period of September 1, 1941 to August 31, 1942.

MAJOR SUBJECT	CALLS	CANDIDATES		PLACEMENTS	
		OLD	NEW	OURS	OTHERS
Administration	61	34	4	9	15
Art	24	20	6	8	1
Commerce	202	8	2	9	6
Education	10	86	11	2	1
English	194	123	29	32	14
French	4	8	2	1	0
German	0	1	0	0	0
G grades	143	6	2	7	3
Home Economics	77	27	6	7	7
Journalism	6	2	0	0	0
Latin	14	6	0	2	0
Manual Arts	109	0	0	0	0
Mathematics	184	27	3	13	3
Music	198	100	28	38	13
Physical Education					
Men	25	7	0	0	0
Women	34	13	4	7	2
Psychology	5	2	0	1	1
Science	183	41	4	13	3
Social Science	133	98	18	22	8
Spanish	11	9	5	4	2
Speech	8	2	4	1	1
Miscellaneous	28	0	0	3	1
Total	1653	620	128	181	83

December 7, 1942.

Mr. Louis Thompson,
3164 North Allis,
Kansas City, Kansas.

Dear "Red":

I am sorry for the delay in responding to your letter of October 21st, but our compulsory physical conditioning program has kept me busier than ever.

Red, about the only way I know is for you just to barge in and get acquainted and work some of the smaller games. Show them what you can do. You may use my name in any way you see fit to help you out. I will be glad to help you in any way I can.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

October 21, 1942
Kansas City, Kansas.

Dr. F. C. Allen
University of Kansas
Lawrence, Kansas.

Dear "Doc":

To ask favors of a busy man is as much of an unpardonable sin as you used to say stepping over a restricting boundry marking was. Since I have committed the latter, then I would become no less purer by not being guilty of the first.

I know you will agree that there is always a need for better athletic officiating. I do not propose to offer myself as the answer to this prayer, but I do have an excellent understanding of what is expected of a good officiating job, as I have had opportunity for forming such a background while in college in dealing with intermural officiating and since then in high school officiating. So I have all the confidence that I can possibly use. Now all I need is something at which to blow my whistle!

My present desire is to crack this closely-knit circle of Kansas City High Schools and see if they can't make use of some new blood around here. Already, I have found that it is a mighty tough nut to crack, because the officials that are already on the inside are doing everything possible to stay there. They cannot be blamed for that, for they would be rather dumb to cut their own throats. Now what I want to get from you is some advise on what you believe would be the best manner to go about gaining access into this unaccessable.

In case the 'Doubting Thomas' element should arise too often, would you be too opposed to my saying that you have heard of me in the long ago? In a case of this kind, a man needs a lot of help. So if you can offer any assistance, I will tell you now that I will be further indebted to you than I already am, and that I will appreciate it very greatly.

Sincerely yours,

Red Thompson

Red Thompson
3164 North Allis
Kansas City, Kansas.

December 1, 1942.

Mr. Victor Trusler,
Department of Physical Education,
Kansas State Teachers College,
Emporia, Kansas.

Dear Vic!

It was good to see you. Hope this enclosed
epistle gets the job done.

Cordially yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

December 1, 1942.

To Whom It May Concern:

I am very happy to commend to you Mr. Victor T. Trusler, Director of Physical Education of Kansas State Teachers College, Emporia, Kansas.

I have known Mr. Trusler for twenty-five years, during which time he was an outstanding athlete for his alma mater in all branches of the major sports - football, basketball, baseball and track. He has been at his present location since 1923, during which time he has steadily progressed to his present position.

Mr. Trusler graduated from the Teachers College with a B. S. degree in 1923. In 1930 during a year's leave he earned his Master's degree with a M. S. in Education at the University of Kansas, with a major in Physical Education. He has done graduate work toward his doctorate at both the University of California and Iowa.

Mr. Trusler is also an editor, having published an outstanding text in Physical Education in 1940, namely, "Fundamentals of Physical Education".

In addition to his experience as a player in all forms of athletics, Mr. Trusler has also coached all branches of the major sports with outstanding success.

During the first World War Mr. Trusler served in the 137th Infantry, 35th Division, as a sergeant, and advanced to a second lieutenantcy before the fuss was over.

Victor Trusler is a fine, aggressive, intelligent and virile teacher and coach. He has the ability to lead and to inspire young men. He knows fully the meaning of the words loyalty and leadership. I am happy to recommend him to you without reservation or evasion. You can depend upon him in the clutches.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

October 27, 1942.

Dr. Tom Twyman,
Medical Arts Bldg.,
Independence, Mo.

Dear Doctor Tommy:

I learn with regret that your son, Thomas C., has withdrawn from school on account of his illness.

Please express to your son my sincerest wishes for his early recovery, and I hope that this setback will not deter him too much from continuing his work in the medical college.

If at any time there is anything I can do to aid Tom C., please command me.

With all good wishes, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

1 C 10:30 MWF

TOM TWYMAN, M. D.
MEDICAL ARTS BUILDING
NORTH SIDE SQUARE
INDEPENDENCE, MISSOURI

October Thirteenth
1942

Dean Ulmer
College of Liberal Arts
University of Kansas
Lawrence Kansas.

Dear Sir:

My son, Thomas C. Twyman came home Friday night with quite a deep chest cold. He was kept in bed ^{since} that night and this morning was entered as a patient at the Independence Sanitarium and Hospital with a temperature of 101 F. temperature and a white blood count of 15,800.

This evening he is in better condition with, however, the same white blood count.

I enclose three copies of this letter with a request that a copy be sent to his teacher of French, Chemistry and physical training.

I have hopes that he may be able to return to work prehaps on Friday. I am having him study to try and enable him to continue his classes.

Sorry to bother you with the above details but under the circumstances felt that you should know why he was out and that the condition was not trivial.

With kindest regards and thanks, I am ,

Sincerely yours,

Tom Twyman M.D.
Tom Twyman M.D.

TOM TWYMAN, M. D.
MEDICAL ARTS BUILDING
NORTH SIDE SQUARE
INDEPENDENCE, MISSOURI

October Twentieth
1942

Assistant Dean Ulmer,
College of Liberal Arts
University of Kansas
Lawrence Kansas

Dear Sir:

as I wrote you, my son, Thomas C. Twyman returned home from the University the night of Oct. 9th 1942 and was in bed at home until October 13th 1942 when he was placed in the local hospital under the care of Dr. Charles Grabske. he was removed home Friday evening and has been in bed until today under Dr. Grabske's orders.

He is planning to return to school Wednesday A.M. and try and make up his lost work.

I wanted you to know that he had not been absent upon trivial illness.

Sincerely,

Tom Twyman M.D.
Tom Twyman M.D.

Dr. Forrest C. Allen
Dear Phog:

I am mailing you a copy of letter sent to Dean Ulmer.

Tom probably escaped a pneumonia on administration of Sulphadiazine but has been quite ill and ataxic as result of the Sulpha.

Thanks for the letter old man.

Yours,

Tom

October 15, 1942.

Mr. C. R. Thomson,
Loomis Advertising Co.,
Telephone Building,
Kansas City, Mo.

Dear Rub:

I was very happy to have your letter of October 12th, and I assure you that I will be happy to recommend you for the position that you describe. I am hoping that you are successful in landing the same and if I can be of any further aid or benefit, please let me know.

From your letter I take it that they will write me. You did not ask that I write them. However, if you should desire me to do so I will, but if you have got things rolling along in your favor I believe it would be best to follow the lines you indicate.

Mrs. Allen wishes to be remembered to you and she is hoping that you have the best of success. Mrs. Allen said, "Be sure to extend an invitation to come to see us at any opportunity."

Lots of good luck, Rub.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

ALEX TAYLOR & CO. Inc.

PHONE MURRAY HILL 2-4800

22 EAST 42ND STREET, NEW YORK, N. Y.



ATHLETIC OUTFITTERS

August 31st, 1942.

Mr. Forrest C. Allen,
University of Kansas,
Lawrence, Kansas.

Dear Sir:-

We are in receipt of your letter of the twenty-seventh and note that you are returning the VOIT Ring Tennis Rings we shipped you. Just as soon as these are received, we will be glad to give the matter prompt attention.

The original Spinge Rubber rings were imported from England and there have been none of these coming in for a very long time, now. There will be no more, of course, until after this war is over.

The only ring available now is the VOIT ring, and as soon as the stock is depleted, there will be no more of these.

Very truly yours,

M. R. Wilson
ALEX TAYLOR & CO. INC.

MLW

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Oct 12

Dear Doc,

As usual, the only time you hear from me is when I am asking for a favor, Doc, so here it is.

I think it is only a question of time until the government will want me in the army or defense work so I am getting into it now if I can.

I have applied to the Pratt-Whitney Corp, a subsidiary of United Aircraft, for the position of Director of Athletics for their huge plant which is in the process of construction.

I have some excellent connections, making my chances of getting the position very good.

This job is one of assimilating different groups in various athletic activities promoting congeniality and harmony among plant employees.

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KANSAS CITY, MO.

The position is for one capable of handling and supervising groups. I feel that I can handle it. (I think I have finally grown up Doc)

In my application, I took the liberty of giving your name as a reference. I hope you won't mind and can see your way clear to recommend me. I can assure you that I won't let you down in any way.

Doc, I am really ashamed of myself because I haven't come over to see you and Mrs. Allen. My only excuse is being busy with my work and my family. We have a couple of prospects for your team in a few years. I am endeavoring to train them so they won't make all the mistakes that old man made.

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KANSAS CITY, MO.

Give my best regards to Mrs. Allen
and the family

Thanking you in advance I am,
Sincerely yours

Rob Thomson

P.S.

Please tell Mrs. Allen I am sorry that
none of us were home to talk to her during
my mother's illness. We appreciated very much her call.

R.

October 13, 1942.

Dr. Tom Twyman,
Medical Arts Building,
Independence, Mo.

Dear Friend Tommy:

Your letter arrived in good shape and I assure you that I will take good care of Tom, Jr. I am glad to have you explain his cardiac and respiratory trouble. I will nurse him along without his noticing it and at the same time I will give him as much as I think he can stand.

Tom is a fine boy and seems to want to do everything to help himself. He has never asked for a single extra consideration. I liked his attitude, and now knowing how he was handicapped I give him much credit for being a very game youngster.

I certainly will remember you to Bess. We often speak of you and your family, along with Dr. Elmer.

With every good wish, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

OFFICE HOURS
2 - 5 P. M.
Except Thursday and
by Appointment

TOM TWYMAN, M. D.
MEDICAL ARTS BUILDING
NORTH SIDE SQUARE
INDEPENDENCE, MISSOURI

OFFICE PHONE
Indep. 3100
RES. PHONE
Indep. 21

October 11th 1942.

Dr. Forrest C. Allen
Director of Athletics
University of Kansas
Lawrence Kansas

Dear Friend:

My son, Tom, came home this week quite elated that he had met an old friend of mine.

Memories sweep back to the time when we were both much younger and to the days when we younger, had you as our ideal athlete. Even to the nite when you allowed me to score all your shots when I was playing Pete at center.

I am afraid that Tom's memory failed him for he should have remembered that one.

I am keeping him home Monday as he has quite a maxillary sinus with upper respiratory squeaks in his right lower lobe. May I ask that his absence on Monday be excused on that account. Basket number 1405.

I perhaps have handicapped him because he had a severe myocarditis at fifteen months and more recently he has had to take larger doses of thyroid and as a result fatigues quite easily. He of course has not the coordination of the boy who has been allowed to be quite physically active. He is anxious to make your physical classes but of course feels self conscious when he is not as adept as other boys.

Give my best regards to Mrs Milton.

Yours faithfully,

Allen
TT
Tom Twyman
M.D.

October 6, 1942.

Mr. Vic Trusler,
Department of Physical Education,
State Teachers College,
Emporia, Kansas.

Dear Vic:

I am glad that we could be of any benefit to you in
furnishing a copy of our toughener.

Congratulations on being selected in the Aviation
forces. I imagine you will be in a physical training
division, and that is a fine service for you to render.
Anything we can do for you will be a pleasure.

Cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

THE KANSAS STATE TEACHERS COLLEGE
OF EMPORIA

FOUNDED IN 1863 AS THE KANSAS STATE NORMAL SCHOOL
THOMAS W. BUTCHER, PRESIDENT
EMPORIA

September 22, 1942

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

Dear Dr.

I wish to most heartily thank you for your kind cooperation in sending me the sketches of your obstacle course. We plan to build one here and your sketches will be utilized by us in so doing.

We have about three hundred boys participating in the Physical Conditioning Program. Really more boys than we expected. So we feel quite happy about it all. We are gradually losing Professors here. I, myself, have been procured by the Aviation forces, have had my medical examination but as yet have not been ordered out. Such things makes a very disturbed situation as a whole. Under such situations, schools will just have to do the best they can.

Again let me thank you for your help and I am sending my regards to you and the other boys in the Department. I am your friend.



Vic Trusler
Head Department of Physical Education
State Teachers College
Emporia, Kansas

VT:OB

August 31, 1942.

Miss Emma Torkelson,
Horton, Kansas.

Dear Miss Torkelson:

I have received your postcard of August 27th requesting a free pamphlet on Folk Dancing. I regret that we do not have such material.

We do have a mimeographed booklet containing the music and descriptions of twenty-folk dances which are obtainable at 50¢ a copy, and we also have a large mimeographed book of Physical Education Activities for Intermediate Grades. This contains Games, Self-Testing Activities, and Rhythms, and is priced at \$1.50.

I do not know whether any of this is the material that you have in mind or not, but if you desire a copy of either of the above at the prices quoted we will be happy to mail it to you.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AE



THIS SIDE OF CARD IS FOR ADDRESS

Dept. of Physical Education
University of Kansas
Lawrence
Kansas

Horton, Kansas
August 27, 1942

Dear Sir:

Would you please send the free
pamphlet on Folk Dancing.

Emma Forkelson
Horton Kansas

September 16, 1942.

S/Sgt. Merrill Tourtelotte,
3rd Staff Squadron A.C.,
Fort Leavenworth, Kansas.

Dear Sergeant Tourtelotte:

I am very happy to reply to your inquiry of the 15th instant.

I have written a book entitled "Better Basketball" which I believe would be very valuable to you in organizing and coaching your basketball team. The book is profusely illustrated with diagrams and photographs, and contains comprehensive facts for the coach and player in the fundamentals of the game. I am enclosing some descriptive material which will give you information as to the contents of this text.

"Better Basketball" is published by the McGraw-Hill Book Company, of New York, and is on sale at most of the athletic goods companies for \$4.00 a copy. If you desire an autographed copy I will be glad to send it to you postpaid upon receipt of your check or a money order for \$4.00

Thanking you for your inquiry, and hoping to hear from you again, I am

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.



Pt. Leavenworth, Kan.
September 15, 1942.

Athletic Director
University of Kan.
Lawrence, Kan.

Dear Sir:

As I have been ordered to organize and coach a basketball team representing our Squadron and due to the fact I have had no direct contact with the game for a number of years, other than that of a spectator, I am writing to ask your advice and help. I felt probably you could do this through



a book or booklets you have had published in the past. If not an explanation of a few of your best offensive plays, also the set up on your defense used against known offensive plays.

Anything you can do along this line will be appreciated by members of my Squad, as well as by myself.

Thanking you

I am

Sincerely,

5/Sgt. Merrill Tourtelotte
3rd Staff Sgd. A.C.
Fort Leavenworth, Kansas.

September 19, 1942.

Mr. Vic Trusler,
Emporia Teachers College,
Emporia, Kansas.

Dear Vic:

We are in the midst of registration and enrollment, and Henry Sherk has handed me your inquiry of the 15th instant. I am sure that he will write you as soon as there is a let-up in the opening of school.

I am enclosing a sketch of our obstacle course, and in a few days after we have had these mimeographed I will be able to send you a better copy. If I can be of any further service, please let me know.

Henry and Larry send you their best regards. Both are up to their ears in work, but I am sure you will hear from them before long.

With kindest regards, I am

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

Sept 15, 1942

Dear Henry:

We are in the midst of enrollment here in Emporia, hence this note. Would you would send me the specifications on your Obstacle course. We are running a similar program to yours and need to build this course.

Give my regards to "Fog" and Larry.

Thanking you I am

Your friend
Vic Truesler