

UNITED STATES
DEPARTMENT OF COMMERCE

BUREAU OF FOREIGN AND DOMESTIC COMMERCE
October 17, 1942

KANSAS CITY OFFICE
1028 BALTIMORE AVE.
724 Dwight Building

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

Dear Mr. Allen:

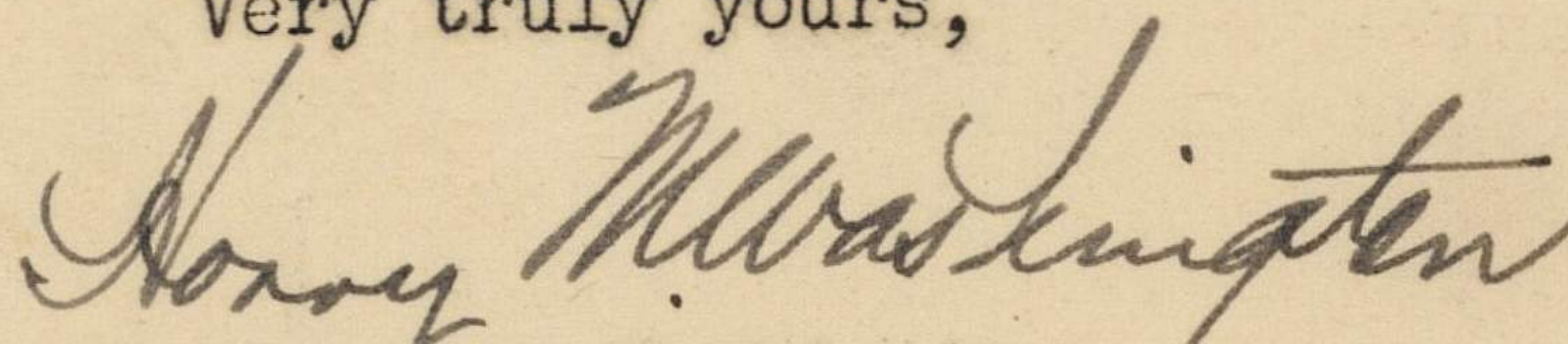
Sometime ago a copy of the "Small Town Manual", a United States Department of Commerce publication, was sent to you. We would like to hear from you about the Manual. Does it impress you as a workable plan for community action? Can you suggest changes that should be made? Has it been discussed by others in your community?

The Department of Commerce is thoroughly convinced of the necessity for a program of community action in small towns and villages throughout the nation. Never before has this country been faced with the potentialities for economic and social change that today surround us on every hand. To survive these forces with a minimum of loss, each community must take stock of its position, determine its assets and liabilities and plan, as a community, for the future. The Manual is designed to serve that purpose.

We know that some towns are just naturally hard to awaken. Others are wide awake and anxious to do anything that will better their community life. All of them present problems. In small towns all over the country there are people who have the gift of leadership and the ability to get things done. If you have been successful in using the Manual or in overcoming opposition to community action in some unique manner, write us, so that we can tell other towns what you have done.

Limited funds are available for travelling and we can, if your community appears interested, assist you in the formation of a committee and in making a survey. If you want our assistance, please write us at your earliest convenience, so that we can plan to visit you on one of our trips.

Very truly yours,



Harry M. Washington
Regional Manager.