

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

October 9, 1937

Dr. F. C. Allen
100 Robinson Gymnasium
University of Kansas

Dear Dr. Allen:

I have gone over the list of Thursday and Friday classes in physical education and am making suggestions which I hope will call for a minimum number of class dismissals during the meeting of the State Teachers' Association on November 5 and 6. I have arranged the classes on the attached sheets in order of the hour, with a suggested meeting place for each class. You will note that I have suggested the use of the basketball court all day Thursday. Since the first meeting on the floor will not be held until Friday afternoon, I am asking the Buildings and Grounds department not to move in the chairs until Friday morning.

I should like to have you check over the suggestions with members of your staff and advise me of their reaction. I hope that the suggestions which I have made are satisfactory. But if any of them is not, I shall be glad to try to make more suitable arrangements.

Sincerely yours,

Raymond Nichols
Executive Secretary

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Enc.