

April 27, 1939.

Mr. Don Cooper,  
Director of Athletics,  
Southwestern College,  
Winfield, Kansas.

Dear Don:

I am sending the questionnaire and trust that you are successful in obtaining your Master's degree at Ohio State.

Thank you for your good wishes regarding our last year's basketball campaign. We just didn't have it. Missouri couldn't miss and we couldn't hit. George did have a fine team.

I am sorry, Don, but I am afraid that we will not be able to meet you at Winfield or at Lawrence next year. These people still want us to pass these games around, and it is difficult to get around the circuit rapidly enough.

Thank you for your good wishes to Mrs. Allen, and the Allen's good wishes are returned to you two-fold.

Very cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.





Southwestern College  
Winfield, Kansas

April 11, 1939

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

Dear Dr. Allen:

I am preparing my thesis for my masters degree at Ohio State and I need some information. Could you spare the time to fill out the following page?

We, down here in the Southwest, were certainly pulling for you Doctor in your last crucial games and were terribly disappointed when you lost. I guess George Edwards really had a fine team.

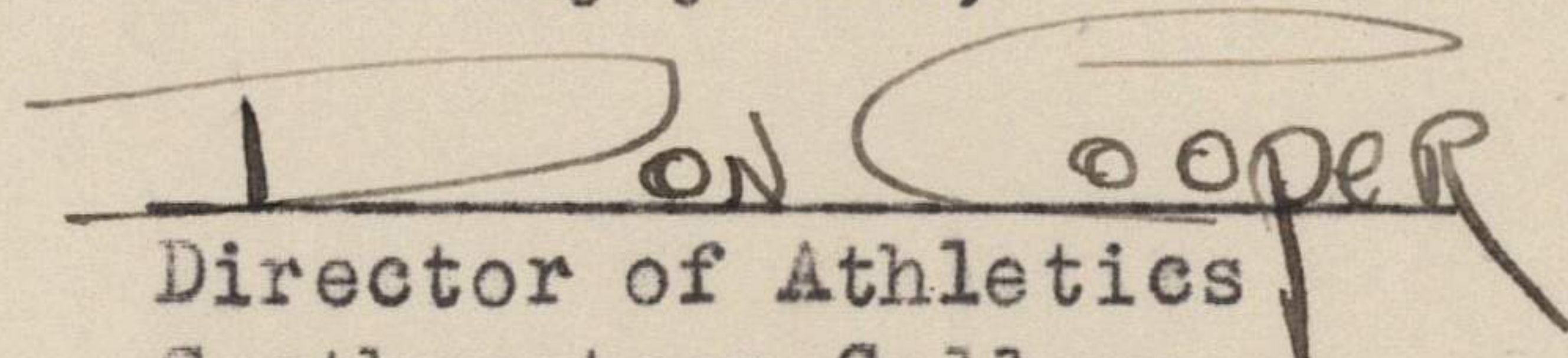
Could you use us next year on your schedule at Winfield or possibly in your clinic game at Lawrence. We possibly would now have a better drawing power with the intercollegiate championship to "play up".

We should have another great team. Of course we lost our three stars but we still have some pretty darn good boys.

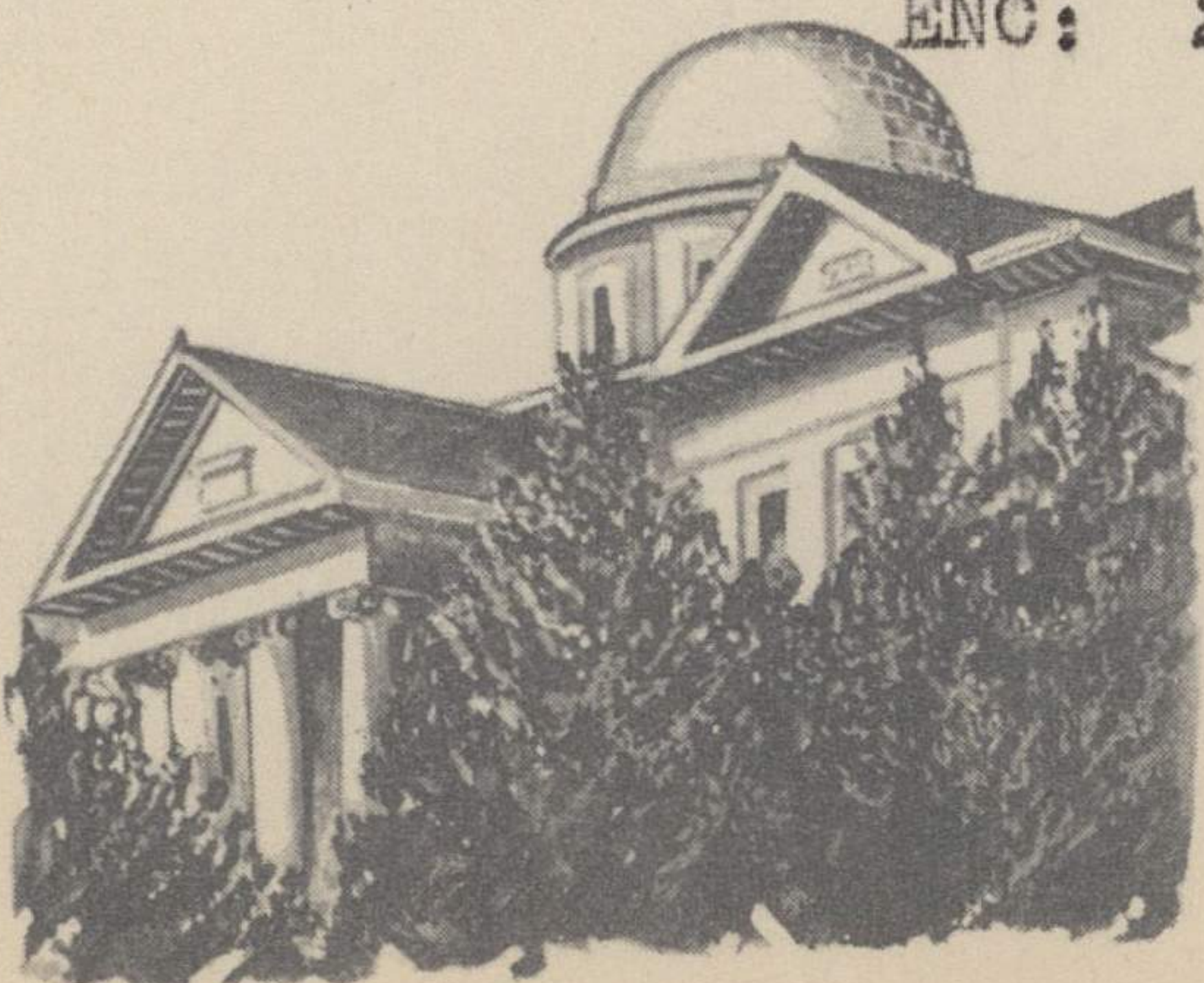
I would certainly appreciate it if you could give this thesis data some attention.

With regards to Mrs. Allen, I am

Sincerely yours,

  
Director of Athletics  
Southwestern College

DC:AC  
ENC: 2





May 26, 1939.

Mr. Ray Chiles,  
Department of Chemistry,  
University of Kansas.

Dear Mr. Chiles:

I have checked up on the lockers in the men's dressing room, and find that No. 1197 is available for you. All you have to do is bring your own lock to put on it. The locker is just inside the dressing room in the men's intramural office.

Please call on us if there is anything we can do for you. I assure you it will be a pleasure.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



May 4, 1939.

Mr. E. J. Chesky,  
Herington, Kansas.

Dear Mr. Chesky:

Your special delivery letter to Dr. Allen has been received during his absence. Dr. Allen has been in New York this week attending the National Basketball Rules meetings, and is expected to return Saturday, the 6th.

I am sure that he will give immediate attention to your letter regarding Paul Masoner.

Sincerely yours,

Secretary to Dr. F. C. Allen.



HERINGTON PUBLIC SCHOOLS

EDWARD J. CHESKY, SUPERINTENDENT

HERINGTON, KANSAS

May 3, 1939

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

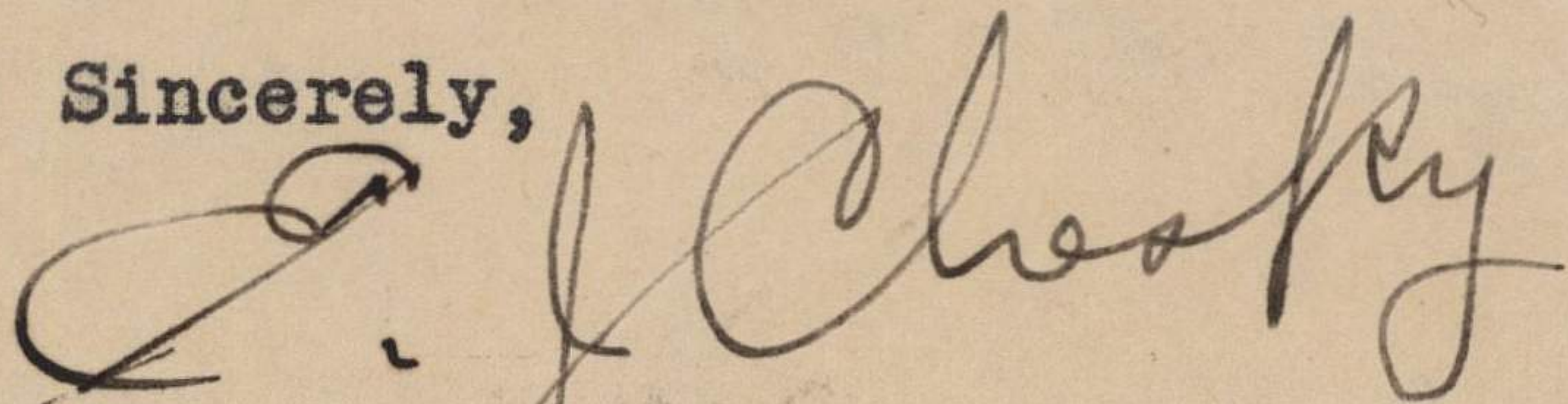
Dear Dr. Allen:

I have been conferring with Paul Masoner in regard to our coaching position at Herington.

We have no doubt, of course, as to the ability of Masoner to assist with our football and track work. You understand that we have a coach for those two sports. What we would like to know is, could Masoner coach the basketball, or in other words, in a sense fill the vacancy left by Mr. Vanek? He tells me he has not lettered in basketball but has been on your squad.

Mr. Vanek has set a rather fast pace here in basketball and we want his successor to make good. In your judgment, is Masoner qualified for this position?

Sincerely,



E. J. Chesky  
Supt. of Schools

EJC:ls

P.S. I might say that we have some pretty strong candidates who have been in the field five or six years. E.J.C.



May 6, 1939.

Mr. Maurice Cannady,  
Lawrence Junior High School,  
Lawrence, Kansas.

Dear Maurice:

I returned from New York so late last night that I was unable to attend your Boys' Physical Education Demonstration. I appreciate your sending me the tickets, and was sorry that I could not see your boys. Mrs. Hulteen delivered the tickets to my house, but it was so late when I arrived home that I couldn't make it.

I appreciate your thinking of me and trust your demonstration went off in fine shape.

With continued best wishes, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



May 12, 1939.

Mr. C. C. Guster,  
Athletic Director,  
Bartlesville High School,  
Bartlesville, Oklahoma.

Dear "Lefty":

Here is the information I promised you about  
Mano Stukey. Please consider this confidential, and if any-  
thing breaks I hope you will keep him in mind.

It was a great pleasure to see you the other  
night. I enjoyed the evening very much.

With best wishes, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



May 31, 1939.

Mr. L. H. Petit,  
Superintendent of Schools,  
Chanute, Kansas.

Dear Superintendent Petit:

It so happens that I have been asked by Miss Margaret Curd, Miss Donis McDermond and Miss Mary K. Lattner to write you regarding their qualifications for a position in your school system of Chanute, Kansas.

Doubtless you have fulsome information from the appointment bureau, and I do not know that I can add anything to their qualifications. I am not in a position to recommend one girl over any of the others. Their academic qualifications, their personal charm, and their wholesomeness will be decided by you and your committee. I might say that we are exceptionally pleased with the qualifications of these three young ladies and any serious consideration that you can give to these applicants will be greatly appreciated by the writer.

Miss Margaret Curd receives her Master's degree in physical education this year, and the other two girls, Miss McDermond and Miss Lattner, receive their baccalaureate degrees in Education, with a major in physical education.

Thanking you for your kindly consideration, I am

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



June 9, 1939.

Mr. R. O. Johnson,  
Claim and Repair Department,  
Central Scientific Company,  
1700 Irving Park Blvd.,  
Chicago, Illinois.

Dear Mr. Johnson:

I regret that there has been a delay in the transactions regarding the repair of our impulse counter, and want to assure you that our relations with you have been perfectly satisfactory.

Some time ago we sent through our business office the item of \$4.00 for payment to you, but it usually takes some time for these things to go through the regular channels.

The repaired counter is satisfactory in every respect. We trust that payment for same will reach you within a short time.

Sincerely yours,

E. R. Elbel,  
Asst. Professor of Physical Education.



CENTRAL SCIENTIFIC COMPANY

1700 Irving Park Boulevard

CHICAGO

May 8, 1939  
(Dict. 5/5/39)

Professor E. R. Elbel  
Asst. Professor of Physical Education  
University of Kansas  
Lawrence, Kansas

Dear Professor Elbel:

Re: Repaired Impulse Counter

We were about to issue the invoice on the repairs to the impulse counter that we returned on May 2, when your letter of April 28 came to hand.

We are glad to have your report with regard to this unit and we surely would not want to render a bill to you unless we felt that we really were entitled to render a charge for the work in question. We have actually repaired this unit and have gone to an actual expense of a little better than \$4.00 on this work which represents actual labor and material, not including packing expense and other incidentals so you can readily understand that we have really had to do some work on the unit.

If you feel that you are entitled to a no charge repair we surely will be glad to render the bill accordingly.

Before anything further is done we would like to have you acknowledge receipt of the counter and let us know if it is now satisfactory in every respect. Please use the enclosed business reply envelope for your reply to our question. Thank you indeed for your cooperation and, as mentioned in the early part of the letter, we want you to be satisfied at all times with your dealings with the Central Scientific Company.

Yours very truly,

CENTRAL SCIENTIFIC COMPANY

Claim and Repair Department

ROJ:ME:VFD :BMA  
Enc.





# CENTRAL SCIENTIFIC COMPANY

MANUFACTURERS OF AND DEALERS IN

SCIENTIFIC INSTRUMENTS & LABORATORY APPARATUS  
REAGENT CHEMICALS AND SUPPLIES1700 IRVING PARK BOULEVARD  
CHICAGOC. P. McCONNELL, CHAIRMAN  
P. E. KLOPSTEG, PRESIDENT  
M. HESS, VICE PRESIDENT  
W. J. LUBY, TREASURER  
J. H. KINCAID, SECRETARY

June 7, 1939

Professor E. R. Elbel  
Asst. Professor of Physical Education  
University of Kansas  
Lawrence, Kansas

Dear Professor Elbel:

We are anxious to clear our files in regard to the counter that we have repaired and it is apparent that we have had no reply to our May 8 letter. As you undoubtedly know from your past experience with the Central Scientific Company, we do feel that all transactions should be handled correctly. May we therefore have a reply to our May 8 letter so that we may clear our records? For your convenience in writing we have enclosed a business reply envelope which requires no postage.

Yours very truly,

CENTRAL SCIENTIFIC COMPANY

A handwritten signature in cursive script, appearing to read "J. J. Johnson".

Claim and Repair Department

ROJ:BMA:VFD

Enc.



June 30, 1939.

Mr. Robert J. Cooper,  
315 West 2nd Street,  
Washington, Kansas.

Dear Bob:

I have just been checking over your grades for the past year, and am sorry to discover that you failed in three hours during the spring semester. As your record now stands you have 25 hours of passing work. The Big Six eligibility rule states that a boy must have 27 hours of passing work in order to be eligible for varsity competition.

It will be possible for you to take some correspondence study work this summer to make yourself eligible for varsity basketball, if you so desire. Let me know what you are doing this summer, Bob, and what your plans are.

Very sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball Coach.



June 30, 1939.

Mr. Forrest Hewitt,  
Washington, Kansas.

Dear Forrest:

Since talking with you the other day about Bob Cooper I have checked up on his grades and find that he failed in three hours during the spring semester. This makes him ineligible for varsity competition next fall.

I am enclosing a copy of the letter I have written Bob. He did pretty well in his other courses, but he didn't do any too good for a boy as bright as he is.

I thought would like to have this information about his progress.

Very sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball Coach.

FCA:AH



July 11, 1939

Mr. C. B. Clingspeel,  
Athletic Director,  
Central College,  
Fayette, Missouri.

Dear Cling:

Miss Margaret Curd, who has a Master's degree in Education and Physical Education, has just returned from Fayette and has told me of the very splendid conference she had with you and Dean Puckett. I am informed that she is applying for a position in health and recreation in your physical education department.

I have known Miss Curd for a great number of years, and I can say very emphatically that she does not use narcotics nor alcoholic beverages in any of their forms. Miss Curd is a member of the Methodist Church here and she has always lived a very quiet and sane existence. The reason I am mentioning these things is because many administrators think of a University graduate as coming from an environment of jitterbug pep and enthusiasm and all that goes with it, but Miss Curd has not been one of that kind.

Miss Curd's brother, Bob Curd, played on my varsity and he was one of the most exemplary young men that I had on my squad. He is a graduate engineer employed in Texas at the present time. His training methods were also exemplary and his habits at all times above reproach.

In talking to Miss Curd I asked her regarding some of your interrogations and one was that Dean Puckett and you thought perhaps she would not be able to adjust herself too readily to small town environment after having lived in Lawrence and the University environment. I am very sure that Miss Curd will be very happy in Fayette, and I would have no misgivings regarding that possibility of adaptability.

You already have her transcript, and I believe that will tell the story pretty well. I am just writing to commend Miss Curd to you and Dean Puckett, and I trust that she will receive your favorable consideration.



I am teaching here in the eight-weeks Summer Session and am having a lot of work, together with a lot of fun. I have a Community Recreation class that is doing a fine job on recreation of all sorts. We are really making our summer campus a playground for all ages after sundown. We have the quadrangle electrically lighted and we are enjoying ourselves very much.

Give our kindest regards to Mrs. Clingenpeel and your fine family, and remember me most cordially to Dean Puckett.

With every good wish to you and yours, I am

Sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball Coach.

JCA:AH



June 15, 1939.

Mr. Gordon Glucas,  
3016 Watson Road,  
St. Louis, Missouri.

Dear Gordon:

Dr. Elbel has handed me your letter of the 13th instant, and I am glad to know that you plan to go ahead with graduate work in Physical Education.

The general requirements for a Master of Science in Education with a major in Physical Education include 30 hours of work, 15 hours of which must be in Education; the remaining 15 hours may be divided between two other departments - Physical Education and Zoology, for example. The student must take 12 hours of courses numbered 300, and may take no courses numbered below 100. Also, the student is permitted not more than 5 hours of "C" grade in his graduate work. The thesis is included in the 15 hours in Education, and may vary from 2 to 8 hours credit.

The undergraduate work required as a prerequisite for the combined Master's degree is as follows:

Techniques or theory and practice of P. E. . . . .	8 hrs.
Biological sciences, 5 hrs. of which shall be physiology or anatomy . . . . .	10 hrs.
Courses involving the history, principles or philosophy of P. E. . . . .	3 hrs.

Yes, I believe it would be possible for you to complete the requirements for a Master's degree in the forthcoming academic year. I am enclosing a schedule of the classes which our department will offer next fall which give graduate credit. I am also enclosing some mimeographed sheets of instruction which may be of interest to you. If there is any additional information that I can send you I shall be glad to hear from you again. It will be a pleasure to have you here, and to assist you in any way possible.

With best wishes, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



June 13, 1939  
3016 Watson Road  
St. Louis, Mo.

Prof E. Elbel  
University of Kansas  
Lawrence, Kansas.

Dear Prof Elbel:

I'm planning to come back to K. U. next fall and get a M. A. in Phy. Ed. At present I have a B. S. in Ed. with a major in Zoology and 15 hrs. in phy. Ed.

Could you inform me as to what prerequisites that I may need before working on the M. A. Would it be possible for me to get that M. A. in the forth coming year?

I would appreciate it very much if you could enlighten me on the above questions.

Very sincerely yours,  
Gordon Lucas.



Ralph no.

Conger  
Grade

First Aid #37

Foot Ball 35

Foot Ball 82

Base Ball 89

- C

A.

A.

A.

few



June 7, 1939.

Mr. Ralph Conger,  
Hays, Kansas.

Dear Ralph:

Just today we received from Professor M. E. Rice, chairman of the University Committee on Examinations, the cards on which to record your grades in 35. Football, 82. Football and 89. Baseball, together with the sheet of information regarding special examinations. Professor Rice is a member of the Physics Department - you have probably heard of him.

On this sheet of information Professor Rice has made this notation in his own handwriting: "Please return signed grade cards, examination questions and examination papers to me."

I feel that it will be necessary for you to return to Lawrence, and hope that you will give this matter your immediate attention. I hope to hear from you at your early convenience.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



June 17, 1939.

Mr. Owen Carl,  
Lawrence, Kansas.

Dear Owen:

I am enclosing copy of a letter I have written to Stan Schwahn which I believe is self-explanatory.

I see no reason why the stockholders should meet in Kansas City since most of them live in Lawrence. This is the logical place for the meetings.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



**CULVER MILITARY ACADEMY**  
THE CULVER EDUCATIONAL FOUNDATION  
CULVER, INDIANA

June 15, 1939

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

Dear Mr. Allen:

Your very complete and helpful letter of June 8 arrived on the eve of our Commencement activities which ended yesterday. I regret that I have not had an opportunity to acknowledge it more promptly. You were most courteous to so fully amplify the personal recommendation blank which you have filled out for Lyle Stephenson Powell with your letter. When Dr. and Mrs. Powell and Lyle, Jr. and his younger brother visited Culver enroute to New York City they impressed us most favorably. Lyle, Jr. showed up well on our scholastic aptitude tests and we shall be happy to admit him to the Academy upon your recommendation because we feel that he will have no difficulty in meeting the scholastic entrance requirements.

Dr. Powell certainly is very modest. He merely mentioned that he held a Colonel's Commission in the Reserve Corps, but said nothing of his World War record. We shall be delighted to have the Dr. and Mrs. Powell as our patrons.

The very interesting information you have given us concerning Mr. Dick Williams is also appreciated and will be placed in the file of his son, who, as you know, will attend Culver this summer by way of getting an introduction to our training.

Mrs. Henderson and the youngsters join me in sending best wishes and kindest regards to you and Mrs. Allen and your fine family. Our oldest son, Bob, left early this morning for Englewood, New Jersey. He will spend eight weeks this summer



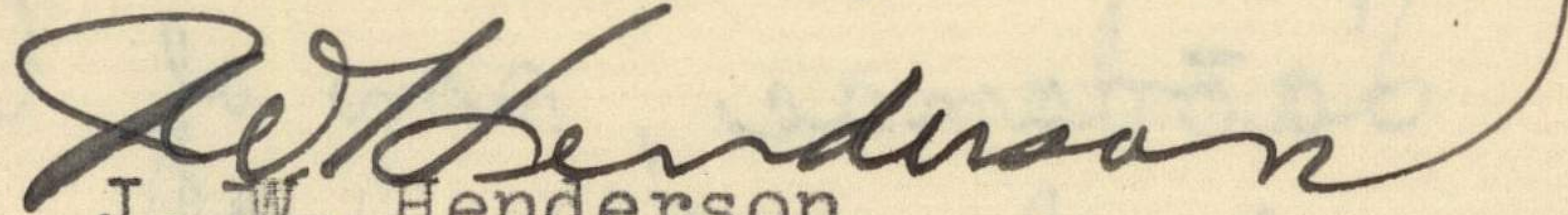
Mr. Forrest C. Allen

June 15, 1939

working in the plant of the Clark Thread Company at Newark, New Jersey, which we think will give him an excellent experience as he enters college in September.

With kindest regards,

Sincerely yours,



J. W. Henderson  
Major, C. A., Reserve  
Director of Admissions

JWH/ec



Dr  
Jas. J. Dow  
2785

Laodamas, son of Alcinous, to Odysseus:  
"Come, do thou too, father and stranger, try thy skill  
in the sports, if haply thou art practiced in  
any; and thou art like to have knowledge of games,  
for there is no greater glory for a man while  
yet he lives, than that which he achieves  
by hand or foot."

Homer's *Odyssey*  
*Odyssey*



June 16, 1939.

Mr. Doral Grose,  
Dodge City, Kansas.

Dear Doral:

One of our majors in Physical Education, Miss Margaret Curd, is interested in a vacancy in the Junior High School at Dodge City. Miss Curd intends to see Principal Toalson before long, and I thought if I would send you some information on Miss Curd that you might be able to help her.

Last year Miss Curd received her bachelor's degree with a major in Physical Education, and during this past year she has been working on her Master's degree, which she received this June. She has been very serious and conscientious in her work, and I am sure she would make a very fine teacher.

Miss Curd did her practice teaching here in our department, and conducted her classes in a highly satisfactory manner. She has had experience as swimming instructor in Girl Scout camps, and also on city playgrounds.

You will recall that Miss Irene Moll, one of our graduates last year, has been in your Dodge City High School this past year.

Any assistance that you can offer Miss Curd in making contacts at Dodge City will be greatly appreciated. We believe that she will make a fine teacher, and desire to see her placed in a good school system.

With best wishes to you and Mrs. Grose, I am

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



June 24, 1939.

Mr. Frank Dunkley,  
Secretary, Chamber of Commerce,  
Dodge City, Kansas.

Dear Frank:

This will introduce to you Miss Margaret Curd, who is desirous of filling a vacancy in the Junior High School at Dodge City. Miss Curd is a major in our Department of Physical Education, and we have confidence that she will be an excellent teacher.

Last year Miss Curd received her bachelor's degree at the University of Kansas, and this year she has completed requirements for the Master's degree with a major in Physical Education. She has been very serious and conscientious in her work. She conducted her practice teaching classes in a highly satisfactory manner. She has also had experience as a swimming instructor in Girl Scout camps, and as supervisor of city playgrounds.

I am giving you this information regarding Miss Curd so that if an opportunity arises whereby you can do her some good you will know something of her qualifications. Any courtesy that you may show Miss Curd will be greatly appreciated, I assure you.

You may recall that Miss Irene Moll, one of our graduates last year, has been teaching in your high school this past year. I believe Principal Toalson has been highly pleased with her work.

With best wishes, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



# CRANE & COMPANY

## MIMEOGRAPH DEPT.

PH. 5691

TOPEKA, KANS. 8-3 1939

*Michael* PROCESSMAN  
*Physical Education Dept.*

The gratuitous service checked is to enable you to secure greater dividends from your Mimeograph. 1. By insuring efficient operation. 2. By developing new applications. Acquaint our Process Man with your problems.

MODEL 78A NO. 7133 SCOPE \_\_\_\_\_ NO. \_\_\_\_\_

- |                           |                                     |                    |                          |
|---------------------------|-------------------------------------|--------------------|--------------------------|
| Cleaned, Oiled Machine    | <input checked="" type="checkbox"/> | Changed Ink Pad    | <input type="checkbox"/> |
| Cleaned Impression Roller | <input type="checkbox"/>            | Adjusted Machine   | <input type="checkbox"/> |
| Cleaned Segment Rollers   | <input type="checkbox"/>            | Adjusted Ink Brush | <input type="checkbox"/> |
| Wiped Cylinder            | <input checked="" type="checkbox"/> | Install Feed Parts | <input type="checkbox"/> |

### INSTRUCTIONS TO OPERATORS

- |                         |                          |                    |                          |
|-------------------------|--------------------------|--------------------|--------------------------|
| How to make corrections | <input type="checkbox"/> | Lay out of stencil | <input type="checkbox"/> |
| Proper inking of Mimeo. | <input type="checkbox"/> | Making up booklets | <input type="checkbox"/> |
| Use of Lettering Guides | <input type="checkbox"/> | Impression Rollers | <input type="checkbox"/> |
| Photochemical Process   | <input type="checkbox"/> | Cleaning Type      | <input type="checkbox"/> |
| How to Run Narrow Paper | <input type="checkbox"/> | Cleaning Stencils  | <input type="checkbox"/> |
| How to do Color Work    | <input type="checkbox"/> | Filing Stencils    | <input type="checkbox"/> |
| Use of screen plates    | <input type="checkbox"/> | Kinds of ink       | <input type="checkbox"/> |
| Four kinds of stencils  | <input type="checkbox"/> | Protective Covers  | <input type="checkbox"/> |
| Die Impressed Stencil   | <input type="checkbox"/> | Mimeograph Varnish | <input type="checkbox"/> |
| Weights of Mimeo. paper | <input type="checkbox"/> | Stencil Insets     | <input type="checkbox"/> |
| Free Illustrations      | <input type="checkbox"/> | Idea File          | <input type="checkbox"/> |
| Use of #700 Triangle    | <input type="checkbox"/> | Kinds of Styli     | <input type="checkbox"/> |
| Silk Perforating Sheet  | <input type="checkbox"/> | Duplex Pads        | <input type="checkbox"/> |
| How to run post cards   | <input type="checkbox"/> | Screen Plates      | <input type="checkbox"/> |
| How to change Pads      | <input type="checkbox"/> | Cushion Sheets     | <input type="checkbox"/> |

The following is an authorized purchase:

Signed *Frank C. Allen*



August 2, 1939.

Mr. and Mrs. Tom Cheatham,  
South Holden Street,  
Warrensburg, Mo.

Dear Tom and Anne:

Well, the book finally arrived from New York, and last night while working at the office I autographed it for you. We are sending it out today with the hope that some of the yarns in the Tales of Yesteryear in the back of the book will be enjoyed by both of you.

It was swell to have a visit and see you last month, and we are sincerely counting on Mrs. Allen and Bob and the "old man", as the boys on the basketball team call him, having a visit with you on December 8th.

With all good wishes, I am

Very sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball Coach.

PCA:AH