



SPRINGFIELD COLLEGE
ATHLETIC DEPARTMENT
SPRINGFIELD, MASS.

FACULTY MANAGER
H. S. DEGROAT

October 30, 1940.

Dear Fellow Member:

Dr. Harry Scott, president of our College Physical Education Association has requested that I prepare a display of inter-collegiate athletic office forms for our coming meeting in New York. The display must have representation from all parts of the country.

Can you arrange with your department to send me samples of every form used by your institution? I am interested in every type of form--printed, mimeographed or otherwise--including instructions to managers, samples of passes, equipment room forms, budget forms, etc., in fact, everything that is used by your department.

I appreciate your effort in seeing that this is forwarded immediately so I can plan this display and do credit to your institution.

Very cordially yours,

H. S. DeGroat

HSD/S

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