

Actual no. of students  
participating in each  
intramural sport.

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No. of fraternity + indep.  
men.

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~~No. of individuals in  
each sport - duplicate teams.~~

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No. of sports for each  
individual.

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NYA OFFICE  
University of Kansas  
May 1, 1940

TO HEADS OF DEPARTMENTS AND STAFF MEMBERS:

It is expected that the NYA program will be continued next year, although we have not received official notice from Washington as yet. We are requesting that department heads and staff members submit applications for work projects for the year 1940-'41. These should be submitted to this office before June 1, 1940.

It is to your advantage to have your project application in before student assignments are made (between the middle of August and the last of September). Any request submitted after that time must necessarily wait to be filled. The NYA Committee does not have time to consider project applications during the time that assignments are being made.

Attached is a model application form which may be used as a guide. A separate sheet is required for each project. A specific explanatory title and a detailed description of the work to be done for each project is required. A statement that the project is carried over from the present year will not be sufficient. Each project must be described in full. Any application that is not filled out in detail will be returned for completion.

The purpose of the second attached sheet is to suggest types of work possible under NYA. You are not limited to the grouping listed there. All projects must be in addition to regularly maintained routine jobs. Clerical work is permitted only as a necessary part of a project.

The work done on a project should be of value not only to the supervisor or department, but of high educational value to the student assigned. Justification of the program depends upon the type of work done.

Additional copies of the enclosed form for proposed projects may be secured from the NYA Office. Call KU 40 and any number of forms desired will be sent you at once. This office will gladly give assistance in filling out these forms.

Sincerely yours

*Velma Wilson*

Executive Secretary

VW:fr  
Enclosures



MODEL

Application for NYA Work Project for 1940-'41  
(Please Use Typewriter)

Approved \_\_\_\_\_  
Denied \_\_\_\_\_  
Date \_\_\_\_\_

Department of Architecture Dept. Project No. 1

BRIEF TITLE OF PROJECT An Analysis of Building Materials

DETAILED DESCRIPTION OF WORK TO BE DONE: (Make as complete as possible)

This project is a continuation of that being carried on during present school year 1939-'40. It involves a complete survey of the possibilities of the materials used in the Design of Buildings, listing, describing, and analysing their various properties. Graphs and charts are to be made showing in clearly apprehended form the results of these investigations.

This project has unlimited possibilities and value. (Three students are as many as supervisor can take care of). Nothing quite like it has been done or is in print at present. Of great educational value to students concerned also.

DATE PROJECT CAN START Sept. 20 TIME REQUIRED FOR COMPLETION one or more yrs.

WHERE WORK WILL BE DONE Engineering Library and drafting room, Marvin Hall

STUDENTS REQUIRED

No. of Students	Sex	Type of work desired	Hrs. per mo.	Suggested hrly. rate	Qualifications
1	M	Survey Ass't	50	40¢	Knowledge of Research methods and of Building Materials.
1	M	Clerical Ass't	40	30¢	Typist
1	M	Draftsman	40	35¢	Must have had Engr. Drawing (Upper class architectural students preferred)

Students desired to be assigned and type of work for each:

Jack Day	Survey Ass't.
William Brown	Draftsman
George Smith	Clerical Ass't.

I HEREBY CERTIFY that the work provided for on this project will be in addition to that customarily provided by the institution out of its regular budget, that it is not of a hazardous nature, and that it will not include any regular classroom instruction. I further certify that the work will be practical and useful, adequately supervised, and that it will be administered wholly in accordance with the spirit of the NYA regulations.

I HEREBY AGREE that all materials and other items of expense on this project except NYA student labor, and all such labor employed in excess of that approved in writing by the chairman of the College NYA Committee, will be paid for from the funds of my department.

(Signed) John Doe  
Supervisor  
Richard Roe  
Head of Department

Office Address of Supervisor

Date



SUGGESTED TYPES OF WORK

I. CLERICAL

Typist, filing clerk, stenographer, clerical assistant, accountant.

Clerical work is permitted only as a necessary part of surveys, research, and other projects.

II. CONSTRUCTION

Model Maker (includes building of models, special apparatus or equipment).

III. DEPARTMENTAL SERVICE

Chart Maker, bibliographer, manuscript maker, preparator (preparation of exhibits, museum specimens, or records), technical assistant, translator.

IV. LIBRARY WORK

Cataloguer, bibliographer, collater, scrapbook maker.

Special assistants in departmental libraries or in Lawrence Public Schools, band or orchestra librarians.

V. GROUND AND BUILDING MAINTENANCE

Gardener, laborer, surveyor on special projects.

VI. RESEARCH AND SURVEYS

Laboratory technician or preparator, research assistant, clerical assistant--on faculty research projects.

VII. ART

Musician (members of music ensembles), artist (drawing for illustrative material), manuscript maker.

VIII. RECREATION

Supervisor of games, dramatic assistant, scout assistant, etc.

IX. REPRODUCTION

Manuscript copier, printers.

X. LABORATORY ASSISTANCE

Technician, dissector, modeler, preparator (includes preparing special specimens or models for exhibition or class demonstration.

XI. MISCELLANEOUS

Tutorial assistance.

Museum - Preparator, classifier, repair of specimens.

Health - Nurses' assistants, assistance in city or county health departments, food and sanitation departments.

Education - Research assistant, assistance to underprivileged groups, and in visual instruction.



11 man football	-	368
6 man football	-	240
Handball	-	70
Horseshoes	-	85
Tennis (Fall)	-	76
Volleyball (Fall)	-	188
Basketball (1st. Half)	-	288
Total	→	1315

Estimate - About 20% completed in  
2 or more sports.