

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

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Enclosures