

DEPARTMENT OF PUBLIC WELFARE
BUREAU OF GENERAL INFORMATION
BUREAU OF SCHOOL SERVICE AND RESEARCH
LECTURE COURSE BUREAU
BUREAU OF VISUAL INSTRUCTION

THE UNIVERSITY OF KANSAS
UNIVERSITY EXTENSION DIVISION
LAWRENCE

DEPARTMENT OF EXTENSION TEACHING
BUREAU OF CLASS INSTRUCTION
BUREAU OF CORRESPONDENCE STUDY

September 10, 1938

Dr. Forrest C. Allen
Department of Physical Education
University of Kansas

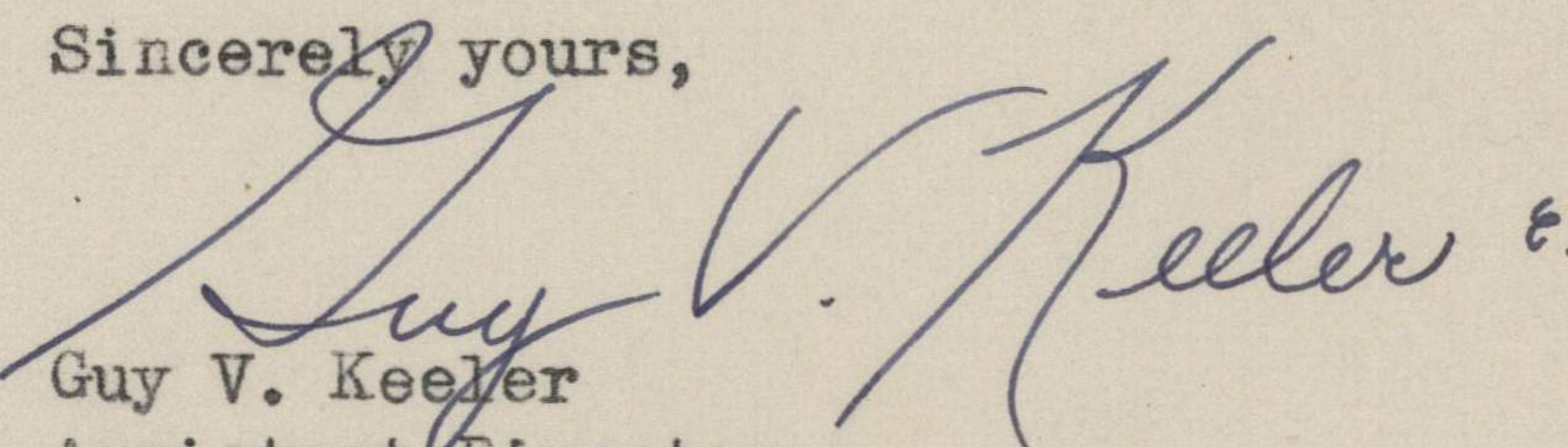
Dear Dr. Allen:

Verifying our conversation of yesterday, we shall be glad to offer the extension course in Kansas City, Missouri #176, Tests and Measurements in Physical Education, for graduate or undergraduate credit. In order to get this into a bulletin and have it properly ok'ed I shall appreciate it if Dr. Lapp will write out the description, include the day and hour on which he would prefer to give the course in Kansas City, and submit the information to you. It should then be approved by Dean Stouffer of the Graduate School and Dr. Schwegler of the School of Education. The recommendation for approval of the course should come from you as head of the department.

In submitting the information to me, will you please indicate the schools in which this course will give credit and include a list of the men whom Dr. Lapp feels will be interested in the course. We shall then prepare an outline and send the publicity material to a large number of prospective students for the course in the greater Kansas City area.

I wish to thank you for your interest in this course and to assure you of our full cooperation at all times. The possible dates in Kansas City are Wednesday at 4:30 or 7:30; Thursday at 4:30 or 7:30; and Saturday morning. Because most of the people interested will be physical education people, I judge that it would be best to hold it at night or on Saturday morning.

Sincerely yours,


Guy V. Keeler
Assistant Director

GVK:mle
Enn.

ext. classes

September 2, 1938.

Mr. C. J. Olander,
Eudora, Kansas.

Dear Mr. Olander:

Thank you for your kind letter of August 31. I am glad to know that you enjoyed your course in our department this summer, and we are hoping that we may continue and expand our summer session offerings.

I am glad to know of your interest in extension classes in Kansas City. We are working with Mr. Guy Keeler, who is in charge of this bureau, and early in September I am to have a conference with him regarding the advisability of offering an extension class this winter. We shall be glad to notify you if such arrangements are to be made.

With all good wishes, I am

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

Endora, Kansas
Aug. 31 - 38

Physical Ed. Dept.
Kansas University

Dear "Doc" Allen:-

I'm writing you to tell you I enjoyed the course offered in your department last summer. I feel that I got a great deal of good out of the course. I hope it will be possible for you to offer more work next summer.

I would be interested in taking a course in Kansas City, this winter if the proper arrangements could be made. I know several others who would be interested in the same.

Wishing you a very successful year.

Sincerely yours
C. J. Clander.

Public Schools, Kansas City, Missouri

GEORGE MELCHER, SUPERINTENDENT

DEPARTMENT OF RECREATION AND COMMUNITY USE OF SCHOOLS
1107 LOCUST STREET

LES L. WARREN, SUPERVISOR

Please
return

August 6, 1938

Dr. F.C. Allen, Dean
Department of Physical Education
Kansas University
Lawrence, Kansas

Dear Dr. Allen:

Verifying the conversation held with you last week, I am sure that if given proper assurance by your department we could arrange courses to be held here in Kansas City this winter and taught by Dr. Lapp.

Before leaving Lawrence, I talked to several of the men in that class that are convenient to Kansas City and four of us signified our desires to take additional work with Dr. Lapp. I have since talked to several men in Kansas City and I believe that we can organize a class on graduate level of about ten men and probably more.

Without polishing apples, I would like to say that the course with Dr. Lapp this summer was one of the finest I have ever had in Physical Education. I learned more statistics in that class in one week than I learned in the regular educational statistics class in a whole eight weeks period. Dr. Lapp has a wide knowledge of Physical Education tests, their administration and instruction. If I am able to get back to Lawrence next summer I would like very much to have other courses in Physical Education.

I think Kansas University is to be congratulated on the institution of this new department as it certainly has been needed in this part of the country for the past ten or fifteen years, and I know of no one I would rather see as head of the department than yourself.

Sincerely yours,

James R. Shepherd
James Shepherd,
Supervisor of Athletics

JS:TLH

May 8, 1942.

Mr. Harold G. Ingham,
Director, Extension Division,
University of Kansas.

Dear Harold:

In reply to your letter of May 6th, I am noting on my calendar the dates of the Fire College, September 8 to 11, inclusive. I assure you it will be a pleasure to cooperate with you in presenting something on the value of first aid training.

Concerning the use of the swimming pool by the Girls' State from June 14 to 21, inclusive, we shall be happy to have the same arrangement that we had last year. Miss Hoover says that Aletha Shuss is a very satisfactory person to supervise the recreation period in the pool.

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball and Baseball Coach.

FCA:AH

Miss Hoover says Aletha Shuss is very satisfactory, but of course it would be better to have someone with a Senior Life Saving Certificate. Miss Shuss is a good swimmer, very responsible, enthusiastic and likable, and Miss Hoover thinks she is a very desirable girl to handle the recreation program in the swimming pool for the Girls' State.

Have notified Mr. Ingham's secy,

2:30 Dyer. Com

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THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY EXTENSION DIVISION
OFFICE OF THE DIRECTOR

May 6, 1942.

Dr. Forrest C. Allen, Head,
Dept. of Physical Education,
Robinson Gymnasium,
Campus.

Dear "Phog":

Confirming our conversation this noon, I am planning on you to appear on the program of our Fire College next September. What we want you to do is to sell the value of First Aid training, especially for all of those connected with the fire service and a majority of those who are serving as volunteers in emergency defense activities, before an audience which is somewhat apathetic.

As I explained to you during our conversation, we feel that you can do the job better if we make no mention of "First Aid" in the title, so we are proposing as the title for your talk, "Emergency Treatment of Industrial and Defense Injuries", but shall be glad to have you modify it in any way that you desire.

The Fire College is scheduled for the four days from September 8 to 11, inclusive, and we will want your talk on one of the forenoon programs. However, I think we can arrange the exact day to suit your convenience, if you have any preference.

In connection with the entertainment of the Kansas Girls' State on June 14 to 21, inclusive, we would like to have the use of the swimming pool each afternoon of the school week for a period of approximately two hours. I believe that the arrangement last year gave these girls the use of the pool from 2:00 to 4:00 in the afternoon, but the exact period is not essential and the time can be shortened to an hour and a half, if this seems advisable in order to accommodate the regular students in the Summer Session and others who desire access to these facilities.

The officers of the Kansas American Legion Auxiliary, which is sponsoring the Girls' State, are very anxious to make use of Aletha Shuss, a student in the University, as director of the recreational program and to supervise the swimming pool. Miss Shuss holds the Red Cross Junior Life Saving Certificate. I should add that the committee in charge expects to comply with the same request that was made last year in having an adult counselor present at the swimming pool each afternoon while the members of the Girls' State are in the pool.

I shall be glad to know at your early convenience whether Miss Shuss will be satisfactory to you and your faculty as the supervisor of this activity.

Cordially yours,

Harold G. Ingham
Director.

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August 6, 1941

Dr. F. C. Allen,
105 Robinson Gym,
Kansas University.

Dear Dr. Allen:

Just a note to confirm our conversation of Monday, August 4, in which we discussed several matters.

We are all delighted that you will be able to address the banquet meeting of the firemen on Wednesday night, September 3. We don't know definitely whether it will be held at Wiedemann's or at the Colonial, but will let you know in plenty of time. It probably will be held at 6:30.

I have seen Mr. Harris and will see the custodian of the Gym concerning the placement of the hospital cots in the gymnasium for use during the Fire School. They are now located in the Sigma Kappa sorority house and will be moved as soon as summer school is over.

I shall also talk to the custodian of Robinson Gym about the possibility of the swimming pool being open and the use of the showers during the time these men are here on the campus.

I have a note on my desk showing that we owe the Department of Physical Education \$4.20 for labor etc., in getting equipment and places ready for play for the girls who were here during Girls' State.

Thank you again for your many past favors.

Cordially yours,

Lee Gemmel

Lee Gemmel, In Charge
Short Courses and Institutes

LG:dj

*Trans. check
dep. to cr.
of P.E. Dept.*

November 5, 1941

Mr. Lee Gemell
University Extension Division
Fraser Hall
Campus

Dear Lee,

I acknowledge receipt of your letter and check. Thank you
very much.

Sincerely,

FCA/PG

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach

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November 4, 1941

Dr. F. C. Allen,
Robinson Gym,
Campus.

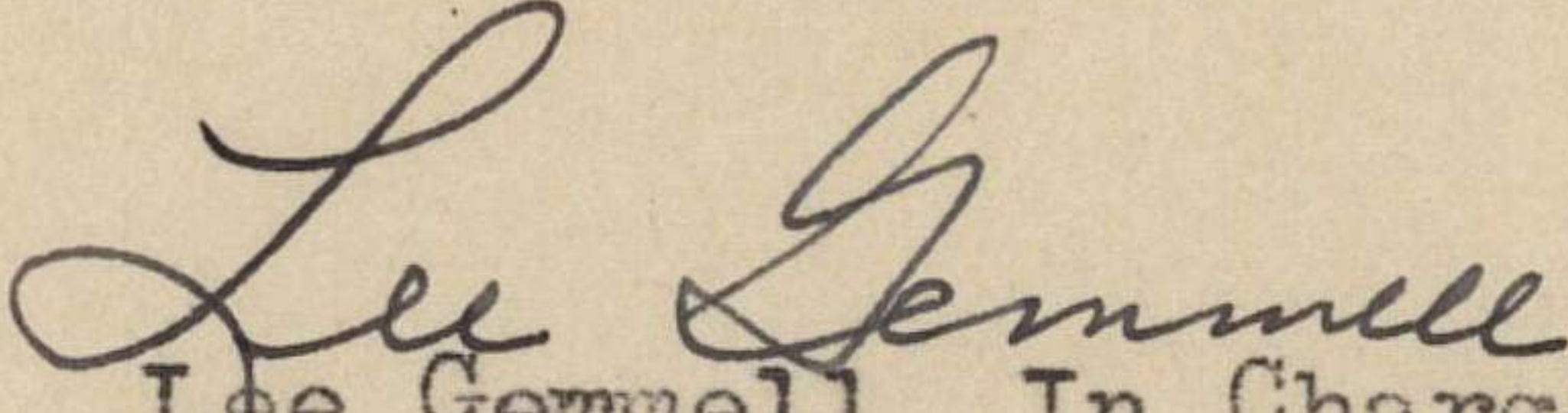
Dear Dr. Allen:

Please find enclosed a check for \$4.50 covering the expense of your staff in preparing the grounds for Girl's State last summer.

You will notice by the date that it was drawn the 24th and I fully intended to drop in on your desk last Wednesday just before our volley-ball workout. Something came up at the last minute and I forgot to bring it.

We do so much appreciate what you folks do for us all the time and even though this check is months late, it is simply due to my putting off rather than a reluctance to take care of our obligations. Thanking you for your past favors and be assured that we are very grateful for your patience, I am

Cordially yours,


Lee Gemmill, In Charge
Short Courses and Institutes

LG:dj
Enc.

October 23, 1941

Miss Ruth Kenney
University Extension Division
Fraser Hall
Campus

Dear Miss Kenney,

Your letter of the 22nd enclosing carbon copy of the letter which you wrote Mr. DeGroot is highly satisfactory. I do not believe that another letter is necessary. This one is very plain.

Thank you very much.

Sincerely,

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach

FCA/pg

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October 22, 1941

Dr. F. C. Allen
Physical Education Department
105 Robinson Gym.
University of Kansas

Dear Dr. Allen:

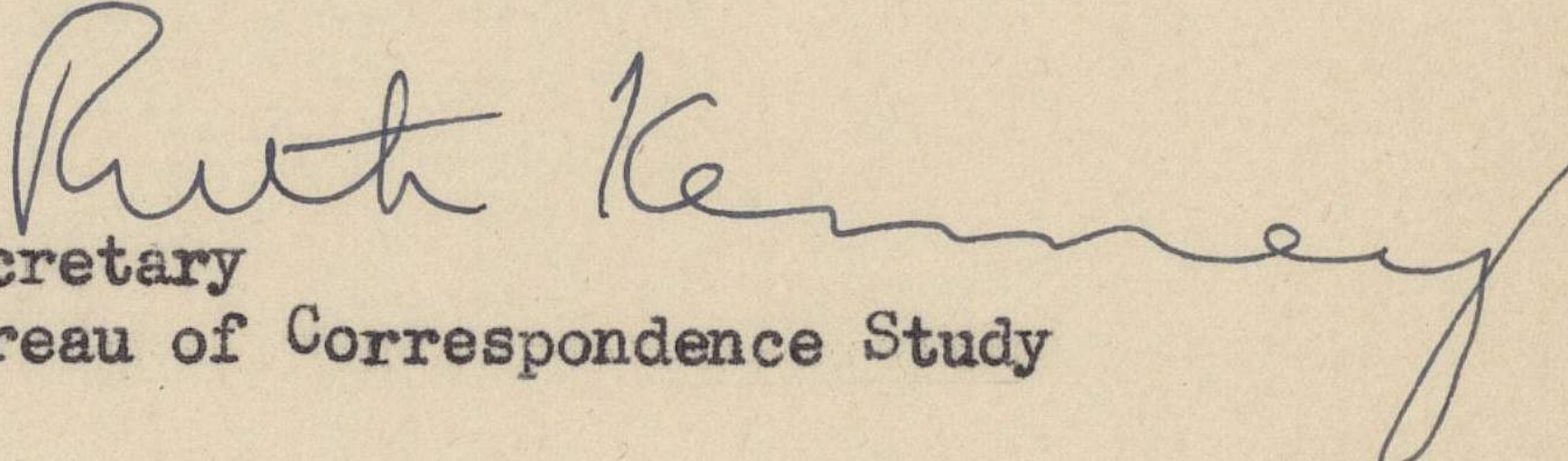
I am enclosing a copy of the last letter I wrote to Mr. DeGroot on the 13th of October. It seems to me this letter explains in full why Mr. DeGroot was paid only for the summer work.

In checking our records we find that Mr. DeGroot took over the grading of the papers in Track and Field in the summer of 1940. During that summer he handled seventy-five papers and on the September, 1940, payroll he was paid for that work.

In the fall of 1940 he handled ten papers; in the spring of 1941 forty-seven papers. You will note in my letter I told him that work done during the year while he was a full time employee of the University would have to be counted as part of his teaching load.

In the summer of 1941 Mr. DeGroot handled forty papers and we mailed him his voucher #22936, for \$12.00 on the 11th of October, 1941. Under the circumstances do you think it is necessary to write to Mr. DeGroot again?

Sincerely yours,


Secretary
Bureau of Correspondence Study

RK-bb
enc.

THE UNIVERSITY OF KANSAS
UNIVERSITY EXTENSION DIVISION
LAWRENCE

October 13, 1941

Mr. E. B. DeGroot, Jr.
Director of Physical Training
4th Air Force
4057 Elmwood St.
Riverside, Calif.

Dear Mr. DeGroot:

Thank you very much for your letter of October 10, advising that all you have pertaining to the course is a set of lesson sheets, two sets of examination questions, and the seven record cards. Under the circumstances, it isn't necessary for you to return any of that material to us.

We have already sent to you the check, which we obtained from the Business Office, for the papers that you read this summer. Perhaps it wasn't explained to you by the Physical Education Department, or perhaps we failed to make the point clear, but for a good many years it has been the ruling of the Board of Regents that full time faculty members are not to be paid for correspondence study work done during the year. In a few cases over the campus (including the Physical Education Department), this ruling was not strictly adhered to. Last year when the Budget Committee met, the Chancellor and the Budget Committee decided that regulation would have to be rigidly enforced. I am sorry that there was any misunderstanding about the matter, but the papers that you read during the year (ten in the fall and forty-seven in the spring) will have to be counted as part of your teaching load, and perhaps took the place of some committee work to which you might otherwise have been assigned.

Thank you very much for your cooperation in helping us with this work. Kind personal regards and best wishes to you.

Sincerely yours,

Secretary
Bureau of Correspondence Study

RK:eh

October 21, 1941

Mr. Lee Gemmell
University Extension Division
Fraser Hall
Campus

Dear Lee,

You know how much I hate to bother you about this \$4.50 that we spent for your department this summer out of our funds.

Please send this at your earliest convenience, because after while we'll spend more than \$4.50 worrying.

Sincerely,

FCA/pe

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach