

May 12, 1939.

Chancellor E. H. Lindley,
University of Kansas.

Dear Chancellor Lindley:

I am very happy that you called my attention to the necessity of informing my superiors when I am to be absent from town. It makes the administrative machinery work more smoothly, which is also my conscientious desire.

I have instructed Mrs. Hulteen to notify your office, as well as Dean Schwegler's, at any time that I am expecting to be out of town on University business.

With kindest regards, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH