

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

June 4, 1941

*Summons given
June 17*

Dr. Forrest C. Allen
105 Robinson
University of Kansas

Dear Dr. Allen:

Just a note confirming our conversation of Saturday, May 31. I believe these statements are accurate, at least to the best of my knowledge. If not I wish you would correct me.

The pool will be open each day except Thursday from 2:00 to 3:30 p.m. It will be under the supervision of Marjorie Rader.

You will purchase 12 soft balls and 6 bats (same type that you will use in your recreation program) to be used by the girls and returned for half price. The girls will use the three soft ball diamonds on Tuesday and Saturday from 3:30 to 5:00, and on Monday, Wednesday, and Friday from 1:00 to 3:00.

The tennis courts below the gymnasium will be available only when summer school students are not using them. The girls will furnish only rackets and balls; nets and courts furnished by the University.

Ping pong tables in the east end of the gymnasium will be available, paddles to be checked out, girls to furnish their own balls. Shuffle board equipment available to be checked out; badminton equipment to be furnished by the girls (rackets and shuttlecocks). If any girls participate in archery they will furnish their own arrows. It is my understanding that the University has a number of arrows that may be purchased. The golf course will be available at all times as long as it is not crowded by summer school students.

Also, just a note to confirm your speaking date before these girls on Tuesday at the dinner hour. You and Mrs. Allen are cordially invited to attend the dinner. Incidentally, you and Governor Ratner are on the same program.

If any of these statements are in error I would appreciate having them corrected.

Cordially yours,

Lee Gemmill
Lee Gemmill, In Charge
Conferences and Institutes