

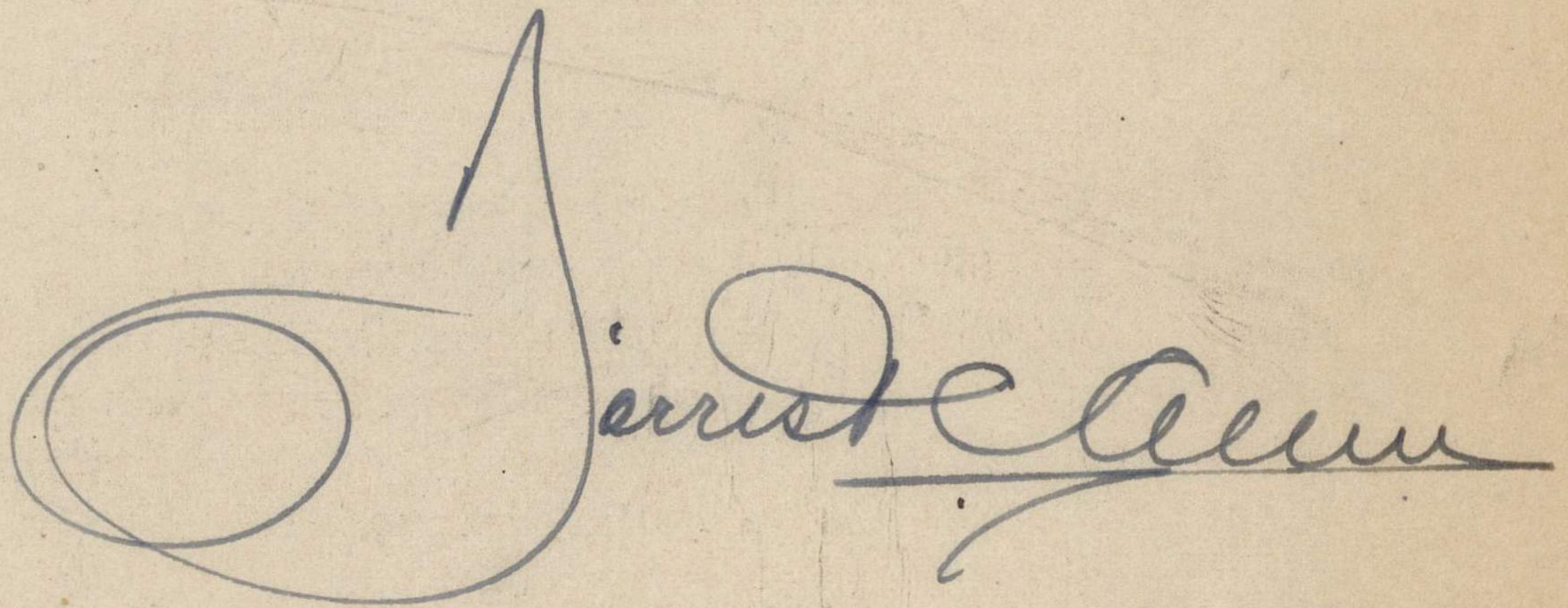
October 6, 1941

To members of the Department of Physical Education:

In order to clear up certain matters at the Business Office in regard to fees which are charged in Physical Education courses, we have made a study of the situation and I am enclosing herewith for your information a copy of the letter which I am sending to Mr. Owens at the Business Office.

May I suggest to the men instructors, particularly, that you make a careful check on all students attending the physical activity classes to see that they have paid the towel and locker fee of \$2.25. If a student is unable to present his receipt card showing that he has paid this fee, insist that the fee be paid if he wishes to get credit for his class work. I feel sure that the women instructors are making a careful check on the \$2.25 fee, and of course we do not wish the girls to carry the load for the department. It is vitally important that the students to whom this service is rendered pay their share.

Sincerely,

A large, stylized handwritten signature in blue ink, reading "Ernest Allen". The signature is written in a cursive style with a large initial "E" and a long horizontal line extending from the end of the name.

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA/pg