May 15, 1940.

Mr. Guy V. Keeler,
Extension Division,
University of Kansas.

Dear Guy:

I am leaving this morning for Hill City to make the high school commencement address there, and tomorrow I speak at the Seneca High School commencement. From there I go to Lincoln, Nebraska, for the Big Six Meet.

Next week, as you know, I have a number of commencement engagements, and will be out of town much of the time.

Last year I took over the work of arranging golf tournament for alumni and parents at Commencement time to help out Jake Jones, who was chairman of the committee. I sent out at least a hundred letters similar to the copy enclosed herewith.

As I told you and Fred Ellsworth, we never have many of the alumni out in the morning to play golf. I suggest that our announcements read that play will begin at one o'clock. I have communicated this suggestion to Fred so that he can get it out in his newsletter.

Inasmuch as I am to be out of town so much during the next two weeks I feel that perhaps some other member of the committee should handle the arrangements for this golf tournament. I am returning herewith the clipping.

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball Coach.

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

May 14, 1940

Dr. F. C. Allen
105 Robinson Gym
Campus

Dear Phog:

Whether you've been trying to duck me or I've been out of town too much I'm not sure but I'm leaving at 6:30 this morning for Ann Arbor, Michigan, for our National Convention and will be gone the balance of this week. Enclosed is a write-up for the match for last year. Will you find it possible to talk with some of the fellows who played previously and learn whether the prizes should be for the seniors and alumni in a matched game or whether they should be given for those alumni who play during the day. Any publicity we expect to get out in connection with the commencement material should be in before I return. Will you please work out a plan on this and call Fred Ellsworth so that he can give the golf end of it some publicity.

When Fred gave me this clipping I agreed to get it back to him so you may keep it and hand it back to me or turn it over to him if you have a conference with him this week. I shall be glad to go into this further with you after I return but know that any publicity we may want to get should be in Fred's hands this week.

Sincerely yours,

Guy V. Keeler
Assistant Director

GVK:mle

Enclosed is a copy of "Instructions for Sports Committee". This was handed me by the general chairman.

GVK

INSTRUCTIONS FOR SPORTS COMMITTEE

Guy V. Keeler, Chairman

Dr. F. C. Allen — Dr. E. L. Elbel

Mr. J. O. Jones — Mr. E. A. Uhrlaub

I. Designate a sub-committee to arrange for the Alumni Golf Tournament on Saturday of Commencement Week; also a sub-committee to arrange for the Senior vs. Alumni-Faculty Baseball Game.

II. Arrange with Country Club for use of course by visiting Alumni. (Perhaps some concession is possible on the regular greens fee charges.)

III. Confer with Fred Ellsworth about prizes for the Golf Tournament and about the publicity on the golf and the baseball game, in both the Newsletter and the Commencement Program booklet.

IV. Contact the president of the Senior class or the captain of the Senior baseball team to complete arrangements for the ball game on Saturday afternoon. Arrange with the Physical Education department to make sure that the playing field is definitely decided upon and is in condition for use on June 8 -- also that the bases, bats, balls and other necessary equipment are provided.

V. Get out letters a few weeks in advance to all alumni who have participated in this golf tournament in recent years urging their participation again this year -- also suggesting that they urge classmates and other alumni friends to return for Commencement in time to participate.

VI. Make use of the University News Bureau to secure all possible publicity on these two events during the week immediately preceding Commencement, Especially urge local alumni to participate in golf matches with the visiting alumni in the Tournament on Saturday.

VII. Make sure that those serving at the Alumni Registration desk throughout the forenoon on Saturday have full information concerning the plans for the golf tournament and definite directions for those who wish to participate, either during the forenoon or the afternoon.

THE UNIVERSITY OF KANSAS
LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

May 17, 1940

Dr. Forrest C. Allen, Director
Physical Education & Recreation,
Varsity Basketball Coach
University of Kansas

My dear Dr. Allen:

This is to acknowledge receipt of your letter of the 15th and in reply to the last paragraph I wish to say that I hope you will prosecute Kansas' case to the best of your ability and as deligently as you possibly can.

Yours very truly,

Karl Klooz

Karl Klooz, Chairman
Finance Committee
Athletic Association

KK:JMT

May 17, 1940.

Mr. Frank E. Otey,
Educational Division,
K. C. Police Dept.
K. C., Mo.

Dear Mr. Otey:

I am returning to you under separate cover the sixty general admission tickets which you left in my office on April 26.

I am sorry that we had no calls here at the office for tickets. The people from this department who attended the Exposition report a wonderful show.

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:m

SEVENTH ANNUAL *Sportsmen's* HORSE SHOW AND EXPOSITION

AUSPICES POLICE BENEFIT ASSOCIATION
KANSAS CITY, MISSOURI

GENERAL CHAIRMAN
L. B. REED
CHIEF OF POLICE
HARRISON 1500

VICE-CHAIRMAN
H. W. JOHNSON
SUPERINTENDENT
TRAFFIC AND SAFETY DIVISION
HARRISON 1500

CHAIRMAN OF HORSE SHOW DIVISION
ROBERT SUTHERLAND

CHAIRMAN OF SPORTS DIVISION
JOHN R. ELLIOTT

MAKE ENTRIES TO
FRANK H. SERVATIUS
SECRETARY
ROOM 600 FIDELITY BUILDING
VICTOR 4800

25

May 15, 1940

Forrest C. Allen,
Director of Athletics,
University of Kansas,
Lawrence, Kansas.

Dear Mr. Allen:

While in Lawrence on April 26 I left with you for sale 60 general admission tickets to the Seventh Annual Sportsmen's Horse Show and Exposition staged by the Kansas City Police Department.

Now that the show is over a complete check of all tickets is being made by the auditor. I would appreciate an immediate reply from you with the return of any unsold tickets and your check for any sales you may have made.

I wish to personally thank you for your co-operation in handling these tickets and hope that I may be of some service to you when you next come to Kansas City.

Yours very truly,

Frank E. Otey

Frank E. Otey,
Educational Division,
Kansas City Police Department

May 27, 1940.

Mr. Nathan H. Kaufman,
Recreational Director,
Allegheny County,
Pittsburgh, Pa.

Dear Mr. Kaufman:

I should like to purchase one of your pamphlets on Water Games and Swimming Stunts. Please send me the bill and I will pay for it at once. If your new book or pamphlet is out I should be glad to have that, too.

Sincerely yours,

James H. Raport,
Instructor in Physical Education.

Attention Members of the Education Department:

The Kansas Safety Education Association will hold its first annual meeting Saturday, June 29, at the Kansas State Teachers College, Pittsburg. The meetings will be held in the Music Hall and in the cafeteria, and will begin with registration at 9:30

The purpose of this association is:

To encourage high standards for the teaching of Safety.
To invite to membership such persons as are interested in safety education.
To acquire and disseminate information relating to safety education.
To encourage sectional safety education meetings at national, regional, state or local meetings of educators.
To publish an official bulletin at regular intervals.

The program will be as follows: 9:30-12:00, Amos Neyhart, Administrative Head of Institute of Public Safety, State College, Pennsylvania and Road Training Consultant of American Automobile Association, and Louise Cottrell, President of Safety Education Association, Center of Safety Education, New York University, speakers. 12:30 Luncheon with W. A. Brandenburg, President of Kansas State Teachers College, Pittsburg, speaker. Afternoon meeting, Miss Cottrell and Miss Irma Gene Nevins, Director of Health, Physical Education, and Safety, Kansas State Teachers College, Pittsburg.

A broadcast will be given explaining the Kansas Safety organization by the following members, Wednesday, June 19, 9:30, over station KOAM, 790: Charles Schraeder, President of the Association, Marie Pitts, Vice President, Hannah Schumann, Thelma Porter and Leonard Provorse, members of the executive committee, and Thomas Ausbury, field Secretary of Education Division of the National Safety Council. We invite you to listen to this broadcast and to announce the program to your classes.

Driver Education and Training

FOR THE third consecutive summer The Kansas State Teachers College of Pittsburg offers its courses in Safety Education including a unit of Driver Education and Traffic Safety. This training course for high school teachers will be conducted by the Department of Physical Education and the American Automobile Association with the cooperation of the Kansas Department of Public Instruction, Kansas State Highway Patrol and the Kansas Highway Department. Credit courses operate from June 3, to August 2, 1940.

KANSAS STATE TEACHERS COLLEGE

Pittsburg, Kansas

Opening New Opportunities for High School Teachers

—A Course in Driver Education and Training

A recent survey was highly significant in indicating the field in which intensive safety educational efforts should be concentrated. This showed that automobile drivers 16 years of age had a driving record nine times worse, in terms of fatalities, than persons 45-50 years old, who had the best record. This ratio takes account of miles driven by each group.

Qualified, enthusiastic high school teachers in the new field of Driver Education and Training are facing an interesting and productive career. High interest among administrators and parents, in providing this instruction for high school students, has brought opportunity to teachers who have prepared themselves for this eventuality.

This course is designed to acquaint teachers with procedures peculiar to teaching both classroom and behind-the-wheel phases of high school instruction. Methods and techniques have had practical application, with marked success, in many high schools.

Content of Course

Following are some of the subjects to be considered in the course: "The Driver," "Driver and Pedestrian Responsibilities," "Sound Driving Practices," "Society's Responsibilities," "How to Drive."

During the presentation of the text materials in the classroom and the road training in the car, the following important characteristics of drivers and how they affect sound and safe driving habits will be presented: (1) mental, physical and emotional characteristics; (2) knowledge; (3) driving skills; and (4) attitudes and appreciations.

Plan of Course

Sessions will be held in a campus classroom and will be devoted to lectures and discussion. The practicum sessions, arranged according to the student-teacher's schedule, will be devoted to laboratory and road work, including teaching a new driver from "scratch," projects and demonstrations.

Requirements for the successful completion of this course are: (1) to instruct a new driver so that he will successfully pass a test on the information found in the text pamphlets as well as rigorous road tests; (2) to complete an approved project in driver education and training; (3) to participate actively in classroom discussion; and (4) to complete all classroom and field work assignments.

It may be possible to have part of the classroom period used as a demonstration school; that is, the beginners being taught to drive by the student-teachers will attend the first part of the classroom sessions. This will give an opportunity to the student-teachers to observe how the college instructor conducts a high school course for beginners. The remainder of the classroom period will be devoted to discussion and to special projects.

Text Pamphlets

A series of five text pamphlets, suitable as a comprehensive basis for classroom instruction and discussion, will be used. These pamphlets have been developed through the collaboration of two types of persons: (a) traffic specialists, and (b) teachers of broad experience.

In addition, valuable suggestions have been secured from a number of high school teachers as to the best methods of presenting these materials effectively to high school boys and girls.

Teaching Aids

Recommendations will be presented concerning a number of valuable teaching aids, including motion pictures, classroom charts, lantern slides, film strips, and sound records. Blueprints are available for construction, in school shops, of various devices to test drivers.

Selected Traffic Bibliography

A selected bibliography of reference material on traffic and safety will be made available to students. Many of the pamphlets and publications mentioned in this bibliography will be available for reference work in the Library.

Dual-Control Driver Training Cars

It has been found that the use of dual-control driver training cars is extremely valuable in teaching beginners to drive. The dual-control consists of auxiliary clutch and brake pedals which enable the instructor to assume control if necessary. Through the cooperation of the Pontiac Motor Division of General Motors, the American Automobile Association has made 35 such cars available to high schools during the past year. It is hoped that the college will be able to arrange to have such a car available. Information will be furnished on a practical method of installing dual-control for cars to be used by the student-teachers in their high schools.

Record Forms

Suggested forms will be provided for the maintenance of proper records in connection with driver training schools which student-teachers may later conduct. Such forms have been developed through years of experience in this field, and are now actively used in several places.

Driver Training Areas

General layout plans will be available for two types of driver training areas: (a) areas involving the use of quiet streets in a community, and (b) off-street training areas. Information will be furnished for the marking of streets, for direction signs, and on the type of stanchions and other devices to aid the training process.

Plans for Inaugurating Driver Training Courses

Student-teachers will be provided with information on how to set up driver training in high schools and communities. This information will include objectives of the general plan, standards found through experience to be desirable and advice on how to fit such a course into a high school program.

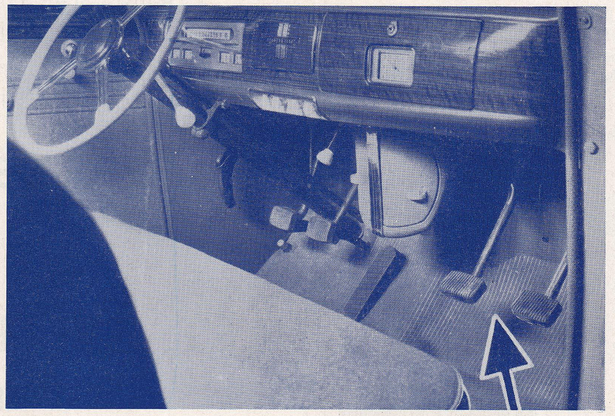
Certificates

Suitable certificates have been designed and will be available for the following purposes:

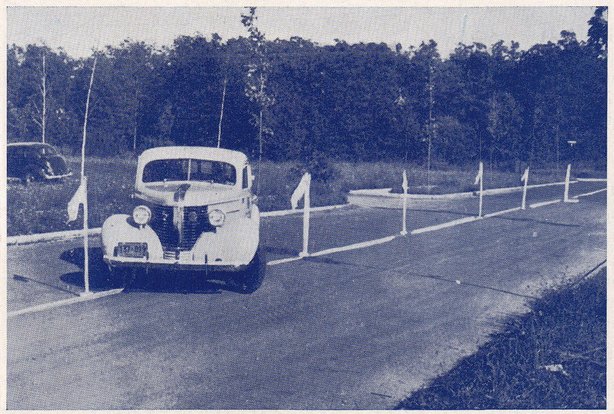
(a) For student-teachers satisfactorily completing the summer session course.

(b) For students satisfactorily completing a driver training course in high school.

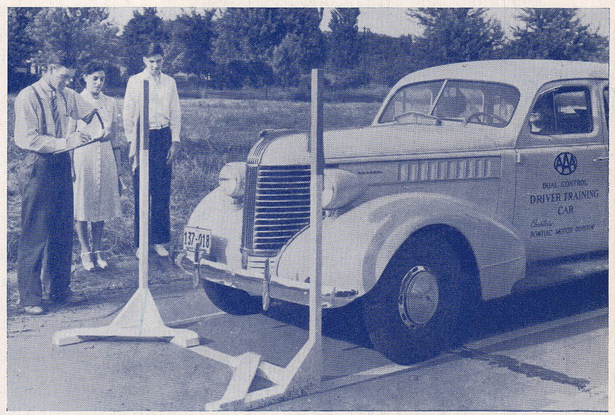
One of the important activities of the course is the development of a manual of instructional material. The work of the various groups, into which the class is divided, is consolidated at the end of the course and mimeographed so that each teacher has a copy.



Through the use of auxiliary clutch and brake pedals in dual-controlled driver training cars, smoothness of operation is developed and the danger of mishap is minimized. Methods of installing dual-control will be explained.



A quiet, well-marked practice street is used for the road instruction. Beginners' early driving habits thus are formed in lifelike situations. The photograph shows a typical use of stanchions and center line in developing steering skill.



Each teacher enrolled in the summer session course in Driver Education and Training is required to teach, under supervision, at least one student of high school age, how to drive. The teacher in the above photograph is giving one of the several tests for driving skill.

Include a course in Safety Education in your Enrollment!

FACULTY: Prof. Irma Gene Nevins, Head of Department of Health and Physical Education for Women. Special training in Safety education: Teaching Fellow at Center for Safety Education, New York University, 1938-39; completed course as offered by the American Automobile Association in "Teacher Training in Traffic Efficiency and Automobile Operation for High School Teachers" at University of Kentucky, 1938.

Dr. S. Lucille Hatlestad, Associate Professor of Health and Physical Education, appointment as an American Red Cross First Aid Instructor.

SPECIAL SUMMER FEATURES

Short Course in Safety Education
June 17-28; 2 Hours Credit
National and state leaders will assist in conducting this course.

CONFERENCE JUNE 28-29

Conference leader: Professor Amos Neyhart, Administrative Head of Public Safety, State College, Pa., and Road Training Consultant of American Automobile Association.

KANSAS SAFETY EDUCATION ASSOCIATION

June 29, Meeting of State Association.

Guest speaker: Miss H. Louise Cottrell, President of the National Safety Education Association, New York University.

COURSES AND CREDITS: Materials and Methods of Teaching Safety, 125. Three hours credit. Means of determining and selecting content for specific situation will be basis for instruction.

Driver Education and Traffic Safety in Secondary Schools, 185. Three hours credit.

First Aid, 166. Three hours credit. Provision is made to meet certification requirements of the American Red Cross.

FEES (for credit courses only):

Incidental fee	$18.00
Activity fee	3.50
Health fee	2.00

Write to

PRESIDENT W. A. BRANDENBURG
KANSAS STATE TEACHERS COLLEGE
PITTSBURG, KANSAS

for Information

August 8, 1940.

Rev. Charles P. Knight,
Pomona, Kansas.

Dear Reverend Knight:

I have your very kind letter of the 6th instant regarding the possibility of my coming to your city on Tuesday, September 24th, at 8 o'clock.

Of course, I would make no charge, but I drive a Buick automobile and I cannot make expenses on the car unless I charge six cents per mile each way. I will be glad to come for a charge of $5.50 if this is satisfactory with you. I am holding the date, September 24th, tentatively on my calendar until I hear from you further.

I assure you it would be a pleasure to meet with your young people.

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball Coach.

The Pomona Methodist Church

Charles P. Knight, Minister

Pomona, Kansas

August 6, 1940

Dr. F.C. Allen

Lawrence, Kansas

Dear Dr. Allen:

At our Epworth League Spring Institute in Lawrence, several young people ofaour Church heard you give the evening address which was such a fine challenge to them. From that day on they have requested that I write you and seek your services for our Young People's night during a week of meetings which we call our Annual Fall Festival.

Our programecalls for the meeting of youth, Tuesday evening, September 24th 8 o'clock. Would you find it possible to give the main address of the evening? Something that will give our youth a real challenge for the future.

Our town is located nine miles straight west of Ottawa. If you find that you are able to come will you please let us know what the cost of your services will be in that we might get it in our budget. Furthermore our program is still tentative and if you would find a more convenient date for you to come during the week of September 22nd, we will be glad to shift our program for your convenience.

Sincerely yours

Chas. P. Knight

Chas. P . Knight

The Pomona Methodist Church
Charles P. Knight, Minister
Pomona, Kansas
August 9, 1940

Dr. Forrest C. Allen
Department of Physical Education
Lawrence, Kansas

Dear Dr. Allen:

I have received your letter of August 8th and I am very pleased to find that you will be able to be with us, Tuesday evening of September 24th at 8 o'clock.

The themeof our week of meetings is Christus Victor or Christ is Triumphant. Your audience will be made up largely of young people. Perhaps this information will give you some idea as to the subject of your talk. Enclosed you will find a postcard on which you may mail to me your topic of the evening if you so desire.

Sincerely yours
Chas. P. Knight
Chas. P. Knight

August 26, 1940

Mr. Dwight Keith, Editor
The Southern Coach and Athlete
Atlanta, Georgia

Dear Dwight:

I want to thank you so much for your kindness in sending me the bound volume of The Southern Coach and Athlete, with my name printed on the lower right hand corner.

This is lovely of you to think of me. I appreciate it very much.

With kindest personal regards to you and Mrs. Keith and the family, I am,

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg