

COLBY COLLEGE

WATERVILLE, MAINE

DEPARTMENT OF HEALTH
AND PHYSICAL EDUCATION

November 1, 1940

Prof. Forrest C. Allen
University of Kansas
Lawrence, Kansas

Dear Prof. Allen:

Dr. Harry Scott, President of the College Physical Education Association, has set up a plan to display various administrative and instructional forms, bulletins and pamphlets at our annual meeting in New York on December 30 and 31, and he has appointed several members to secure this collection from the many institutions throughout the country. Dr. Scott has asked me to secure the material and arrange the display of various forms, -- printed, mimeographed or otherwise-- relating to the organization and administration of your physical education service courses and teacher training programs,

I should appreciate it very much if you would send to me, or have one of your colleagues send to me samples of all forms used by your department in the required or elective service courses and in your major or minor teacher training courses. Each college will be allotted a separate space for its display within the four divisions of the material collected by those of us appointed to arrange this display. I sincerely hope that you will take a few minutes of your time to compile any material which you have in your department for our display, because I am sure that many of us will receive a great deal of benefit from the experience and practice of our colleagues.

I appreciate your effort in behalf of the College Physical Education Association in making this phase of the program at our annual meeting a success, and that you will forward to me immediately such display material in order that I might have ample time to assemble the collection.

Looking forward to meeting you in New York on December 30 and 31, and with my very best wishes to you, I remain

Sincerely yours,

G. F. Loeb
G.F. Loeb

Director of Health and Physical Education

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