

October 31, 1942.

Mr. Guy McCoy, Coach,  
Jefferson, Oklahoma.

Dear Coach McCoy:

I am happy to have your letter of October 26th, and I believe the text I have written, entitled "Better Basketball", is the book you want to answer your problems. I had the high school coach in mind when I wrote it.

I am enclosing some descriptive material so that you may know something about the contents of the book. The book is sold by leading athletic goods firms, or if you desire an autographed copy I will be glad to send it to you postpaid upon receipt of your check or money order for \$4.00. It may be that your school library will desire to purchase a copy.

Sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



Jefferson, Okla.  
Oct. 26, 1942.

Dr. Allen.

Lawrence, Kans.

Dear Sir-

I would like to order a Basketball Guide Book for high school work, however I don't know the names of books you have written nor the prices. I want the best methods and plays, practice drills and conditioning exercises.

This year I have a group of boys who are Seniors. They began playing together while in the eighth grade. They understand each other well and are very fast. I believe they should win the Conference if I do my part.

I would like to hear from you at once as I am anxious to complete my plans.

Respectively,

Guy McCoy, coach

*Guy McCoy*



October 27, 1942.

Mr. A. M. McArthur,  
Geo. McArthur & Sons,  
Baraboo, Wisconsin.

Dear Mr. McArthur:

We appreciate very much your continued efforts to make shipments on our towel orders, and will be happy to receive them as soon as they arrive. Your splendid cooperation is helping to relieve a very critical situation here at the University of Kansas.

With kindest regards, I am

Very sincerely yours,

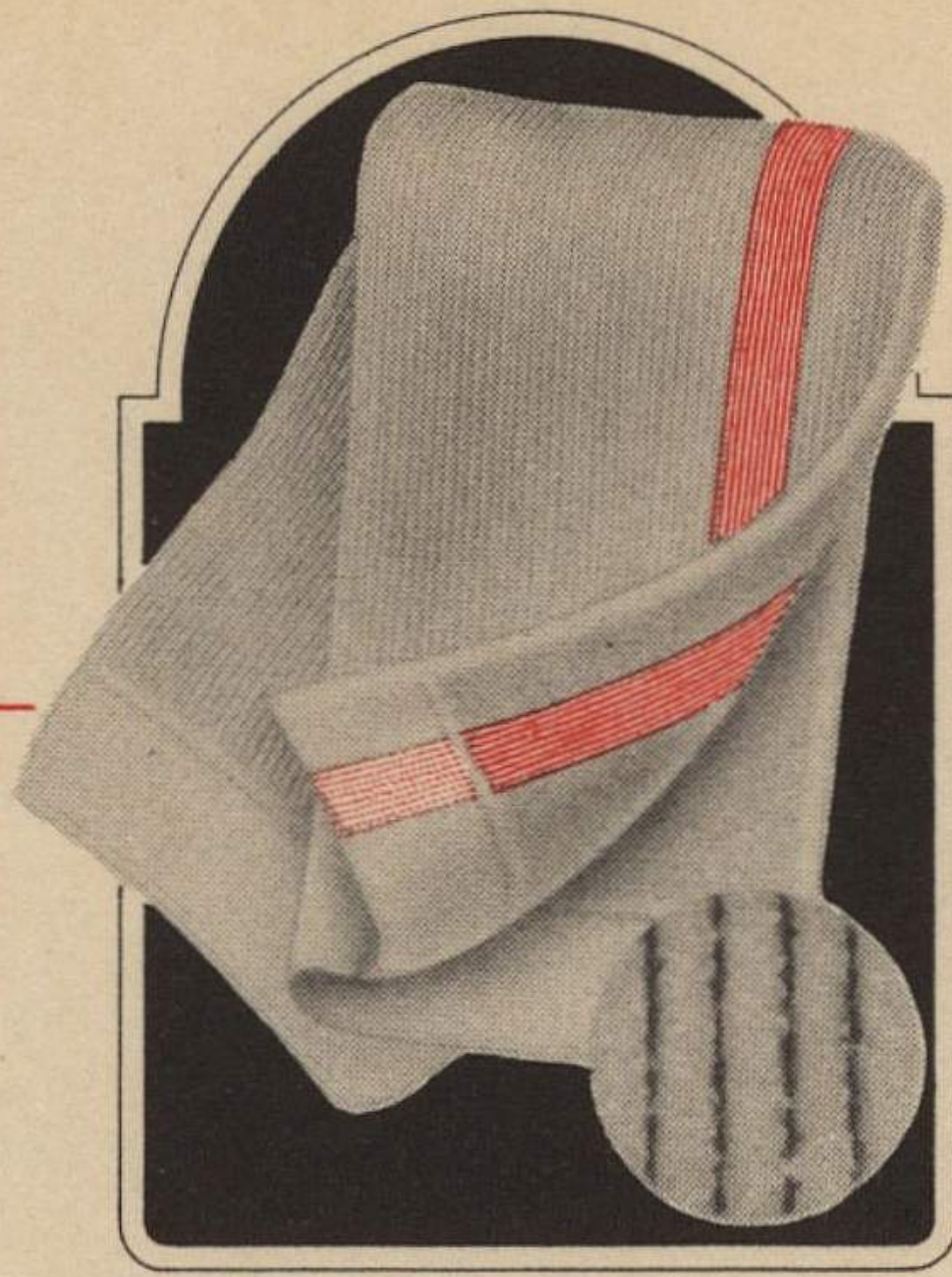
Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



**GEO. McARTHUR & SONS**

*Baraboo*, WISCONSIN



Manufacturers of  
*Super-Turk* and *Super-Gym*  
BATH TOWELS  
*Velva-Terry* BATH ROBES  
BARABOO CRASH TOWELING

October 19, 1942

University of Kansas  
Department of Physical Education  
Lawrence, Kansas

ATT: Mr Allen- Athletic Director

Dear Mr Allen:

We have some more good news for you. We are making shipment today on 25 or more dozen, depending on how many they can dig up in the cutting and sewing room. We hope that these will help you along.

Have you given thought to additional towels, Mr Allen? I do not know how many students you have enrolled in your classes, or how you stand, but it is well to think ahead in these times.

The business we are now booking is for delivery in late December and January. If you are planning any more classes or needs for more towels, it would be well to get your order placed as early as possible. The price would be the same, and deliveries would be as quoted above.

It has been a real pleasure to serve you, Mr Allen. We hope that deliveries have been speedy enough for you. We certainly have pushed your order ahead of others. We have one from the University of Missouri, in an even month ahead of yours, that we haven't looked at yet.

My best personal regards to you, Mr Allen.

Yours very truly,

*GEO. McARTHUR*  
GEO. McARTHUR & SONS

AM/AA



October 27, 1942.

Miss Jean McFarland,  
105 No. Courtland,  
Topeka, Kansas.

Dear Jean:

I have just filled out a questionnaire to the Base Intelligence Officer at the Army Air Base at Topeka, Kansas, giving you an outstanding rating on loyalty, discretion, energy, intelligence, leadership, honesty and ability. And under remarks, I said, "Miss McFarland is a young woman of outstanding intelligence and leadership. I would recommend her without reservation."

Hope you hold your job, Jean.

With love to you and the family, I am

Sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



CONFIDENTIAL

HEADQUARTERS ARMY AIR BASE  
Office of the Base Intelligence Officer  
Topeka, Kansas

In reply refer to: BASE INTELLIGENCE OFFICER  
Army Air Base  
Topeka, Kansas

Re: Mary Jean McFarland 530

Your name has been given as a reference by the individual listed above, who is being considered for a position of trust and responsibility.

Accordingly, this office will appreciate your filling in the inclosed questionnaire relative to the candidate's character and ability. Please enter under "Remarks" on the form, any data you believe will be of interest, but which is not covered by other headings. All information furnished will be held strictly confidential by this office.

A self-addressed franked envelope (no postage required) is enclosed for your convenience in replying. An early reply will be of assistance to both the candidate and this office

Yours truly,

*Forest M. Moore*  
FOREST M. MOORE  
Captain, Air Corps  
Base Intelligence Officer



November 18, 1942.

Mr. Howard H. McGee,  
Hamlin Rural High School,  
Hamlin, Kansas.

Dear Mr. McGee:

Thank you very much for your letter and check of the 16th instant which arrived in this morning's mail. I have autographed a copy of "Better Basketball", and am mailing it to you.

If you will send me a schedule of your practice program I will be glad to offer any suggestions. I would stress particularly daily drill on individual fundamentals - both offensive and defensive. Then gradually work in team fundamentals. But I would not let them scrimmage more than five minutes. You will find a chapter on this in the book, which I am sure will be very helpful to you.

If you have questions at any time I shall be happy to have you write me.

With best wishes for your success, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



**HAMLIN RURAL HIGH SCHOOL**

DISTRICT NO. 6

WALTER H. BURDEN, PRINCIPAL

**HAMLIN, KANSAS**

November 16, 1942

Dr. Forrest V. Allen  
Lawrence, Kansas

Dear Sir,

I find inclosed a check for \$4.08, for which please send me one of your latest books on the coaching of basket ball. Could you autograph it please.

I would like particularly to get a program for daily practice especially for the first two weeks.

You may remember me as the fellow who called at your office the latter part of the summer asking what to do about a sore knee. You treated it.

I havent been taking much exercise that would put any strain on the knee. When I do run or play at any thing it does not hurt as it used to. However there is a little soreness there. Do you know of osteopaths in this region that would be good to go to? Hamlin is about ten miles from either Hiawatha or Fall City, Neb..

May you have another successful year in basket ball and may you ~~you~~ also be able to make good account of your selves when you meet Missouri in foot ball.

Respectfully

Howard H. McGee

*Howard H. McGee*



November 18, 1942.

Mr. Clarence McGuire,  
Hoover Brothers, Inc.,  
922 Oak Street,  
Kansas City, Mo.

Dear Mac:

Thanks for your letter of the 17th instant. I am enclosing a mimeographed copy of our basketball schedule, and when the printed ones are ready I will send you a supply. I am also sending one to John Irwin.

The students are using Hoch Auditorium as a dance floor since the Union Building is not available to them. Mr. Bayles, our superintendent of buildings and grounds, is out of floor finish. I remember that you were talking to Mr. Bayles and me about floor finish, and I would suggest that you drop down and see him very soon. I am pretty confident that you can get the business.

Cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



ESTABLISHED 1900

# HOOVER BROTHERS, INCORPORATED

EDUCATIONAL MATERIALS

SOUTHWESTERN DISTRIBUTORS FOR MILTON BRADLEY COMPANY

922 OAK STREET  
KANSAS CITY, MISSOURI

November 17, 1942



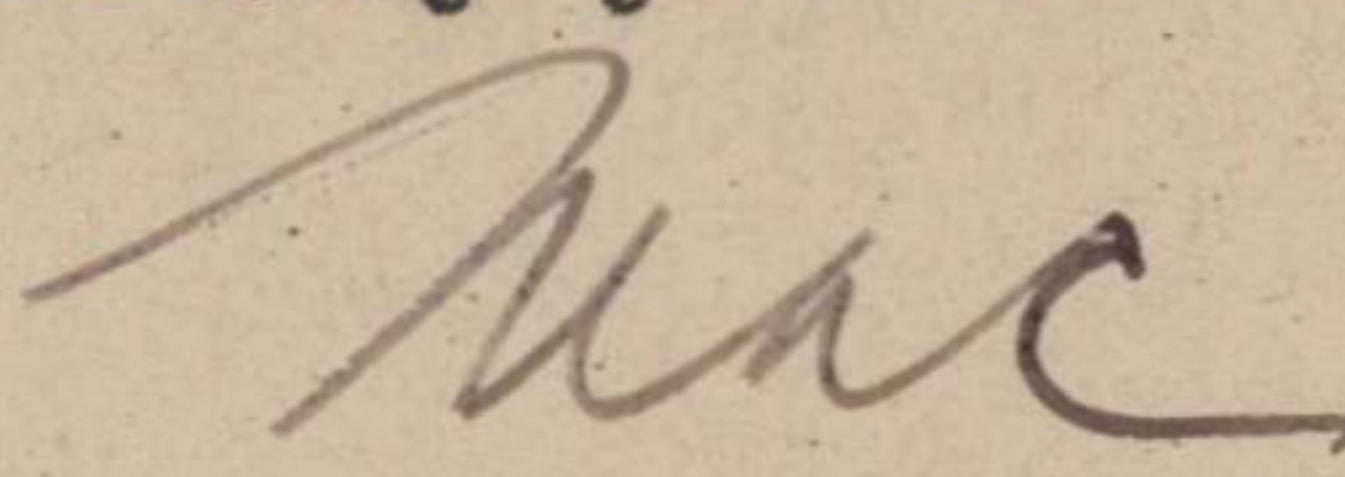
AGENCY  
LIQUID PROCESS AND  
GELATINE DUPLICATORS

Mr. Forrest C. Allen  
Director of Physical Education  
University of Kansas  
Lawrence, Kansas

Dear Doc:

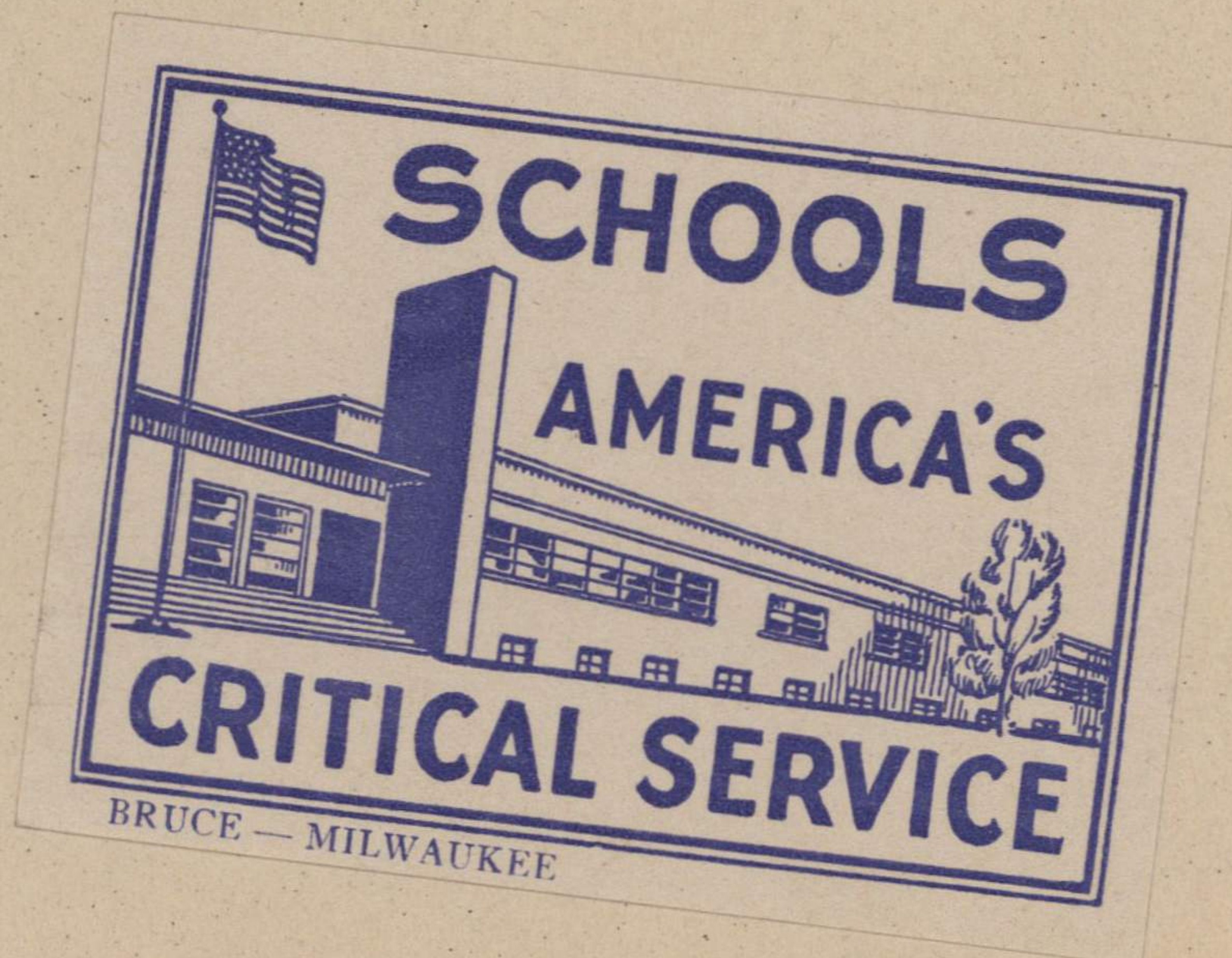
Mr. John Irwin and I are very anxious to see the Oklahoma game this year. Will you kindly send me a schedule by return mail? Also, send John Irwin one at the Palmolive Peet Company, Kansas Avenue, Kansas City, Kansas. Thank you very much, Doc, and oblige.

Cordially yours

BY 

M:F

P.S. Since writing you Johnnie Irwin just called me and he wants to know what your idea is as to the next best game to Oklahoma. Thanks Doc.





November 9, 1942.

Mr. A. N. McArthur,  
Geo. McArthur & Sons,  
Baraboo, Wisconsin.

Dear Mr. McArthur:

Thank you for your kind letter of October 31. We do appreciate the effort you made to deliver the towels to us as promptly as possible, and it helped to relieve a very critical situation here.

There is one thing, Mr. McArthur, that I want to tell you about. The towels don't seem to absorb the moisture very readily. They seem to have some sort of pulpy material in them. I am not trying to analyze the texture of the towels, but only stating what a number of our people have said - that they do not absorb the moisture. Perhaps repeated launderings will take care of that.

Very sincerely yours,

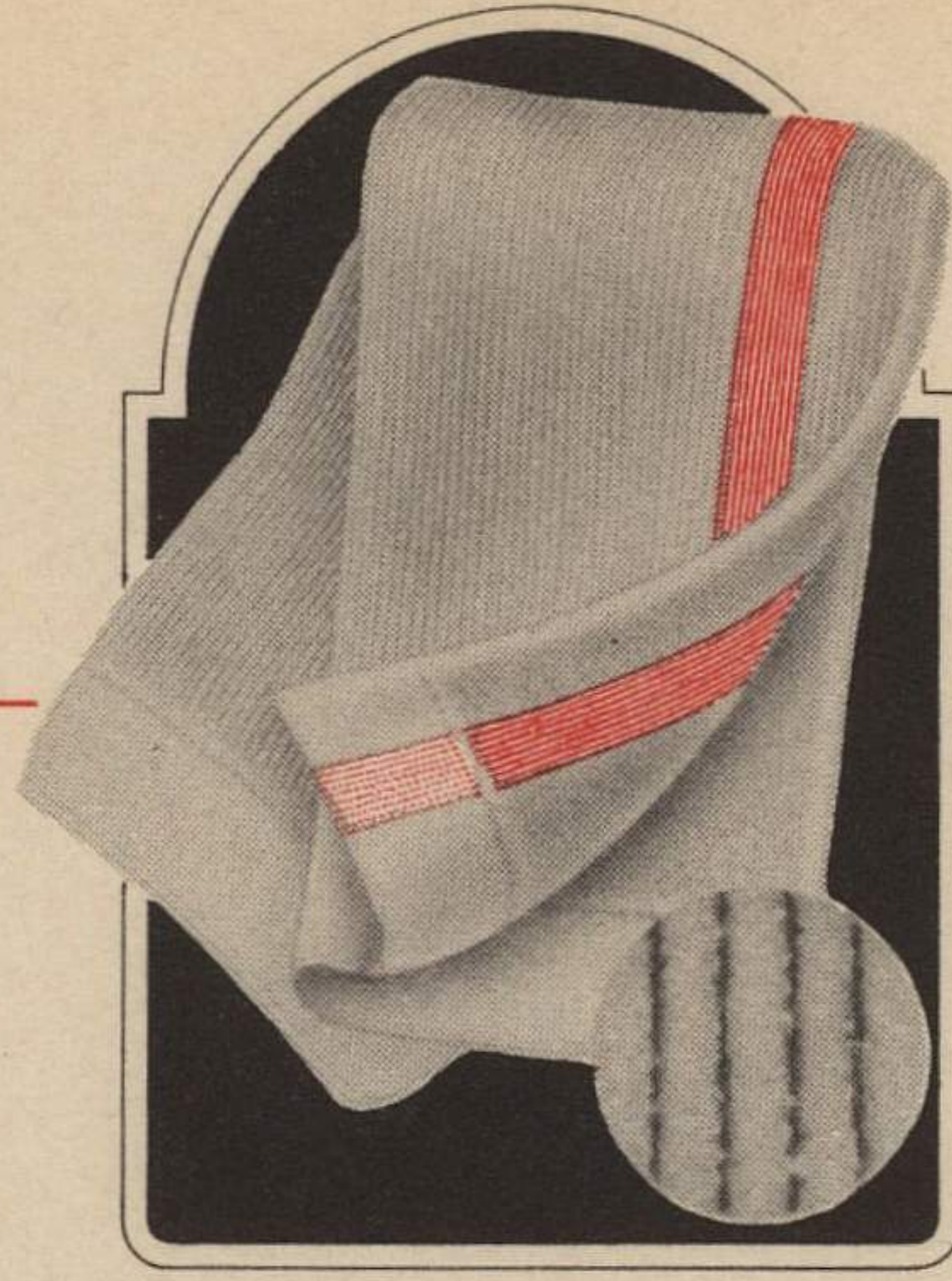
FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



GEO. McARTHUR & SONS

*Baraboo*, WISCONSIN



Manufacturers of  
*Super-Turk* and *Super-Gym*  
BATH TOWELS  
*Velva-Terry* BATH ROBES  
BARABOO CRASH TOWELING

October 31, 1942

University of Kansas  
Lawrence, Kansas

Attention: Mr. Forrest C. Allen  
Director of Physical Education  
Varsity Basketball Coach

Dear Mr. Allen:

Thank you very much for your letter of October 27th.

It was a real pleasure to serve you with the towels for your school, Mr. Allen. We hurried the order along just as much as possible, and we hope that it has relieved the critical situation at the school.

Please bear in mind, Mr. Allen, that if you are going to need more towels for the second semester, now would be an ideal time to get an order placed. I talked with the State Purchasing Agent last week when I was in Topeka, and he coincided with my ideas on the situation. It is well to anticipate at least two months in advance in these trying times.

My best regards to you, Mr. Allen, and I assure you again that it was a pleasure to serve you.

Yours very truly,

GEORGE McARTHUR AND SONS

*A. M. McArthur*  
Andrew M. McArthur *mh.*

AMM:mh



November 6, 1942.

Coach Guy McCoy,  
Jefferson, Oklahoma.

Dear Coach McCoy:

Thank you very much for the order for a copy of "Better Basketball". I am autographing a copy of the book and sending it to you under separate cover. I am sure that it will prove valuable to you in your coaching problems.

If at any time you have any questions I shall be happy to answer them.

With best wishes for your success, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 31, 1942.

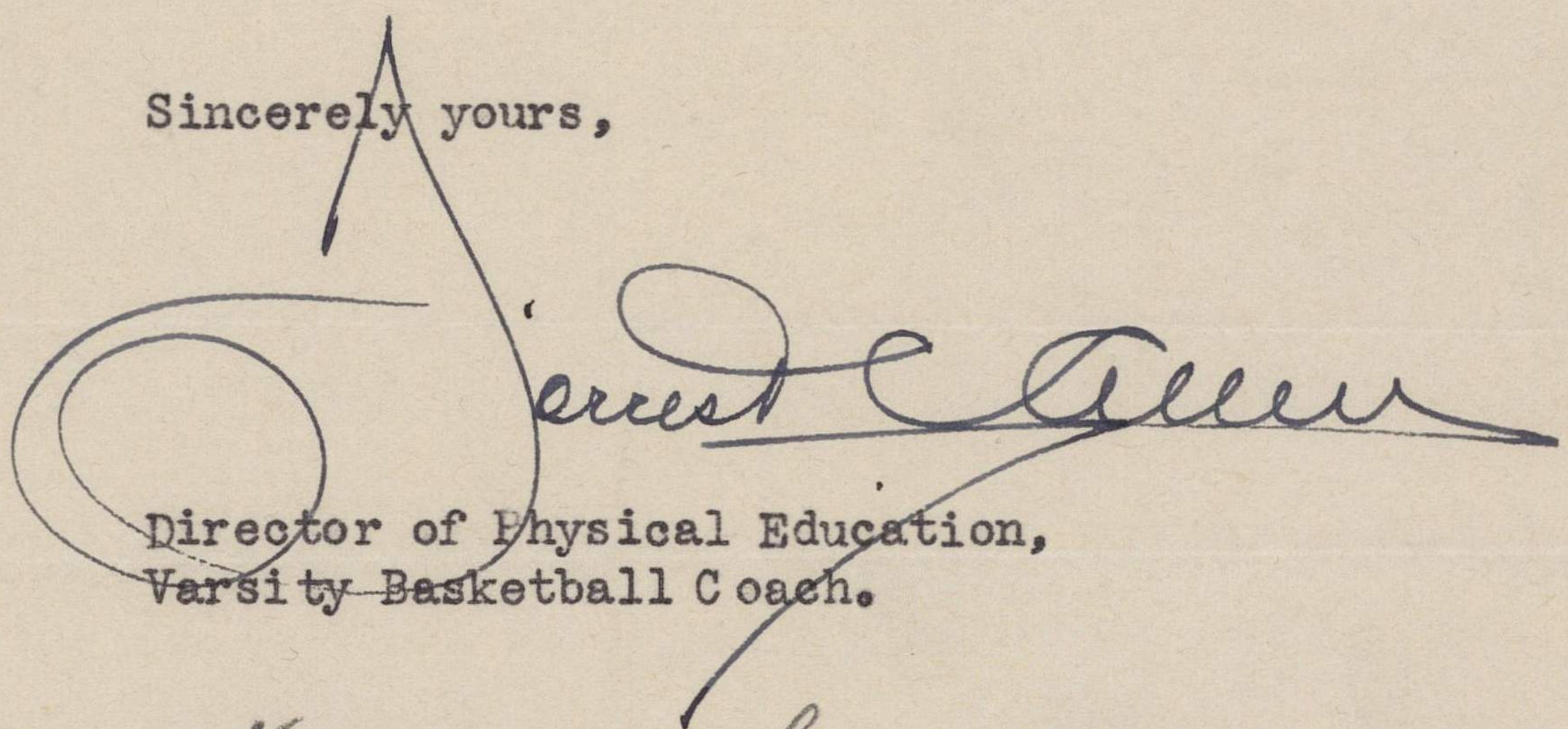
Mr. Guy McCoy, Coach,  
Jefferson, Oklahoma.

Dear Coach McCoy:

I am happy to have your letter of October 26th, and I believe the text I have written, entitled "Better Basketball", is the book you want to answer your problems. I had the high school coach in mind when I wrote it.

I am enclosing some descriptive material so that you may know something about the contents of the book. The book is sold by leading athletic goods firms, or if you desire an autographed copy I will be glad to send it to you postpaid upon receipt of your check or money order for \$4.00. It may be that your school library will desire to purchase a copy.

Sincerely yours,



Ernest Allen

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH

Enclosed find \$4.00 for your  
book, "Better Basketball".

Respectfully  
Guy McCoy



August 29, 1942.

Mr. Andrew M. McArthur,  
Geo. McArthur & Sons,  
Baraboo, Wisconsin.

Dear Mr. McArthur:

We have just received approval from the Chancellor and his budget committee to go ahead on orders for equipment for our compulsory physical education program.

I am sending through a purchase request for 200 dozen of your Super-Gym Towels, which you quoted at \$6.35 per dozen. We desire the plain stripe along the side in red.

If the State Business Manager approves our recommendation of your firm handling this order you will receive notice from him in a short time, I hope.

Very sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



7890  
8  

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7120  
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6  

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1290

9360  
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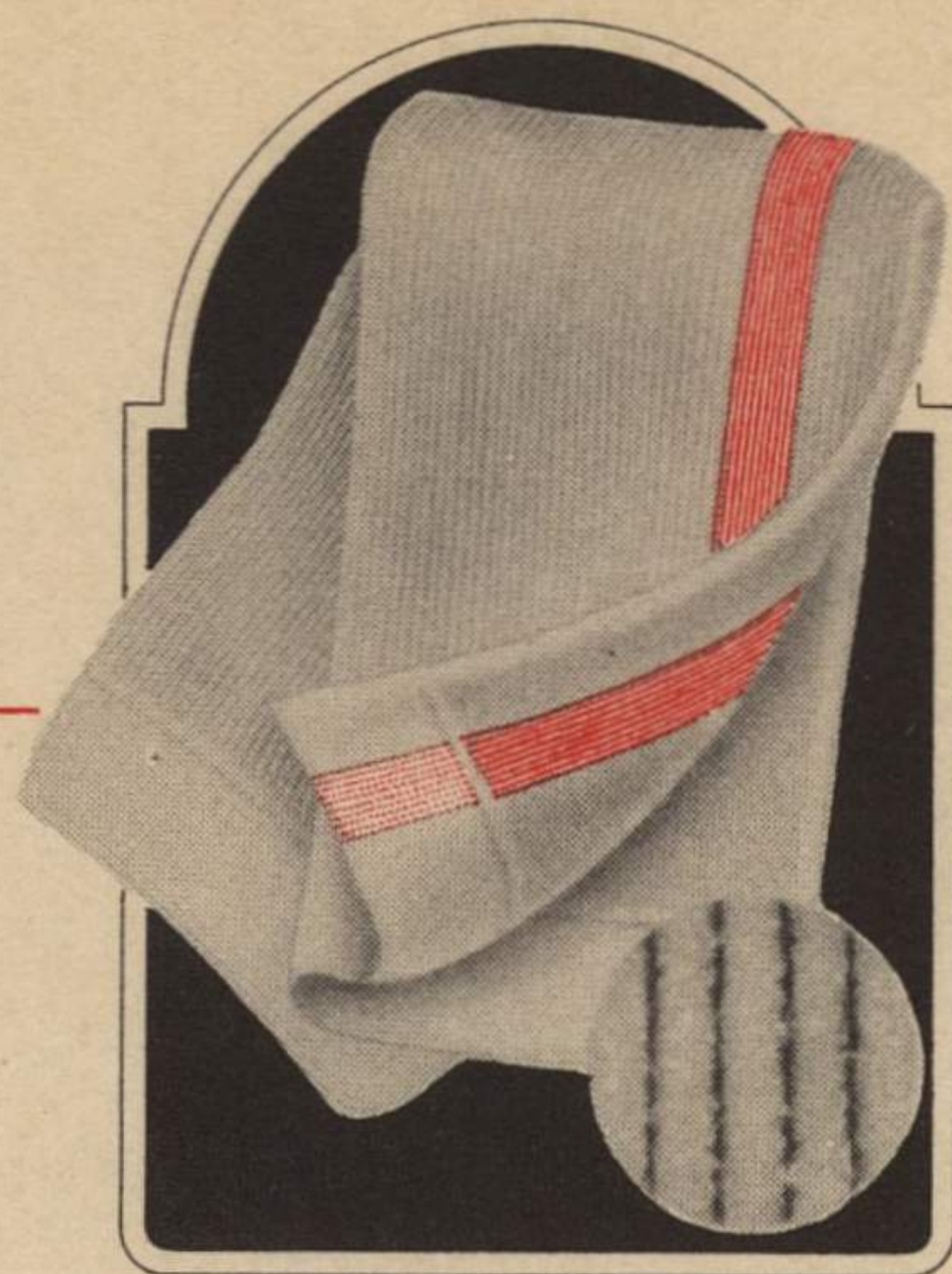
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81.00



# GEO. McARTHUR & SONS

Baraboo, WISCONSIN



Manufacturers of  
*Super-Turk* and *Super-Gym*  
BATH TOWELS  
*Velva-Terry* BATH ROBES  
BARABOO CRASH TOWELING

August 10, 1942

The University of Kansas  
Department of Physical Education  
Lawrence, Kansas

Attention: Mr. Forrest C. Allen  
Director of Physical Education,  
Varsity Basketball Coach

Dear Mr. Allen:

Thanks very much for your letter of August 7th regarding the status of the towel order that is standing at your school for the Physical Education Department.

We appreciate your letting us know about this, and we sincerely hope that the Chancellor's budget committee will clear you in the near future so that you can get your order placed. Towels for non-military needs are getting very scarce these days, and we are urging all our customers to get covered just as soon as possible.

It has been most interesting to see what would happen in some of the Ordnance Plants that are purchasing towels. They are having a hard job finding anything of value for them. The only towels available are very cheap, flimsy articles, however, we offer you our #2834 which is a mighty fine towel and one that I am sure will give you the utmost of service.

We will look forward to hearing from you in the near future.

Yours very truly,

GEORGE McARTHUR AND SONS

  
Andrew M. McArthur

AMM:ma



August 7, 1942.

Mr. Andrew M. McArthur,  
Geo. McArthur & Sons,  
Baraboo, Wisconsin.

Dear Mr. McArthur:

Thank you for your promptness in responding to our request for quotations on towels.

The Chancellor's budget committee has frozen our actions until such time as they can determine the amount of finances that we are to receive for compulsory physical education. At this time they are not in a position to render us a definite opinion. Therefore, we are not in position to make any move until we know what funds we will have to purchase towels and other equipment. At the earliest possible moment we will advise you.

Thanking you for your courtesy, I am

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



September 24, 1942.

Mr. C. J. McCoy,  
Salina, Kansas.

Dear Curt:

Mighty happy to have your letter of the 17th. I haven't seen Jack yet but if he doesn't show up in the next week I will send for him to assure him that we want to help him in every way possible. You can rest assured that I will do all I can for him and I do want him to come out for basketball.

Everybody is up to their ears in work at the opening of school, so I will make this letter short and snappy, and assure you that we want to do all we can for your son. In your next letter to Jack insist on his coming by my office.

With all good wishes, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



FILTRATION PLANTS  
PAVING  
REINFORCED CONCRETE

**C. J. McCOY**  
MUNICIPAL CONTRACTOR  
AND  
CONSTRUCTION ENGINEER  
EMPORIA, KANSAS

SEWAGE DISPOSAL  
SEWER SYSTEMS  
WATER WORKS

Salina Ks, 9/17/42.

Dear Hog:-

My son Jack has enrolled at  
H. U. and I hope he gets acquainted  
with you soon & I know you can be  
a help and good influence & guide for  
him and I trust before he graduates  
he can be of some benefit to the  
school and you.  
Wishing you a successful & happy  
year, I am, Sincerely yours,  
Curt McCoy



October 19, 1942

Mr. J. G. McElhinny,  
Supervisor, Towel Room,  
Robinson Gymnasium.

Dear Mr. McElhinny:

Thank you for the rating on the men employed in the towel room. At the present time I do not see how the 7:30 arrangement can be worked out unless we give that person reporting at 7:30 work for the 8:30 class also. If we do that we will have to follow the rotation plan as we are now functioning until we can get someone to take the 7:30 hour straight through the week. That is rather difficult, I fear. However, we are endeavoring to work toward that.

It seems to me that the evening assignments will be subject to the procurement of the men. We cannot expect these boys who are working in the afternoon to do work in the evening. They must have time to study, so it will be up to us to get additional men for the evening.

We work by the class schedule on the Hill and I do not see how we can end the assignments at 12 noon and 5 o'clock. I believe we had better plan to open the towel room at 7:30 with a minimum number and we will have to work out a schedule to keep the towel room open until 11 or 11:30 at night, using as few men as is consistent with good operation during the peak and the lesser hours.

As for the CPT assignment, that is just a service to the government and I do not believe that we can procure a boy three times a week who will come promptly at 5:15 and quit at 6:45. I believe we can work this out by assigning a man on a two-hour shift and let him do additional work in the towel room at his off hours.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

PCA:AH



October 9, 1942.

Mr. Andrew M. McArthur,  
Geo. McArthur & Sons,  
Baraboo, Wisconsin.

Dear Mr. McArthur:

We are delighted to know that you are able to ship  
the additional towels. Keep the towels rolling and we  
will be happy!

Very sincerely yours,

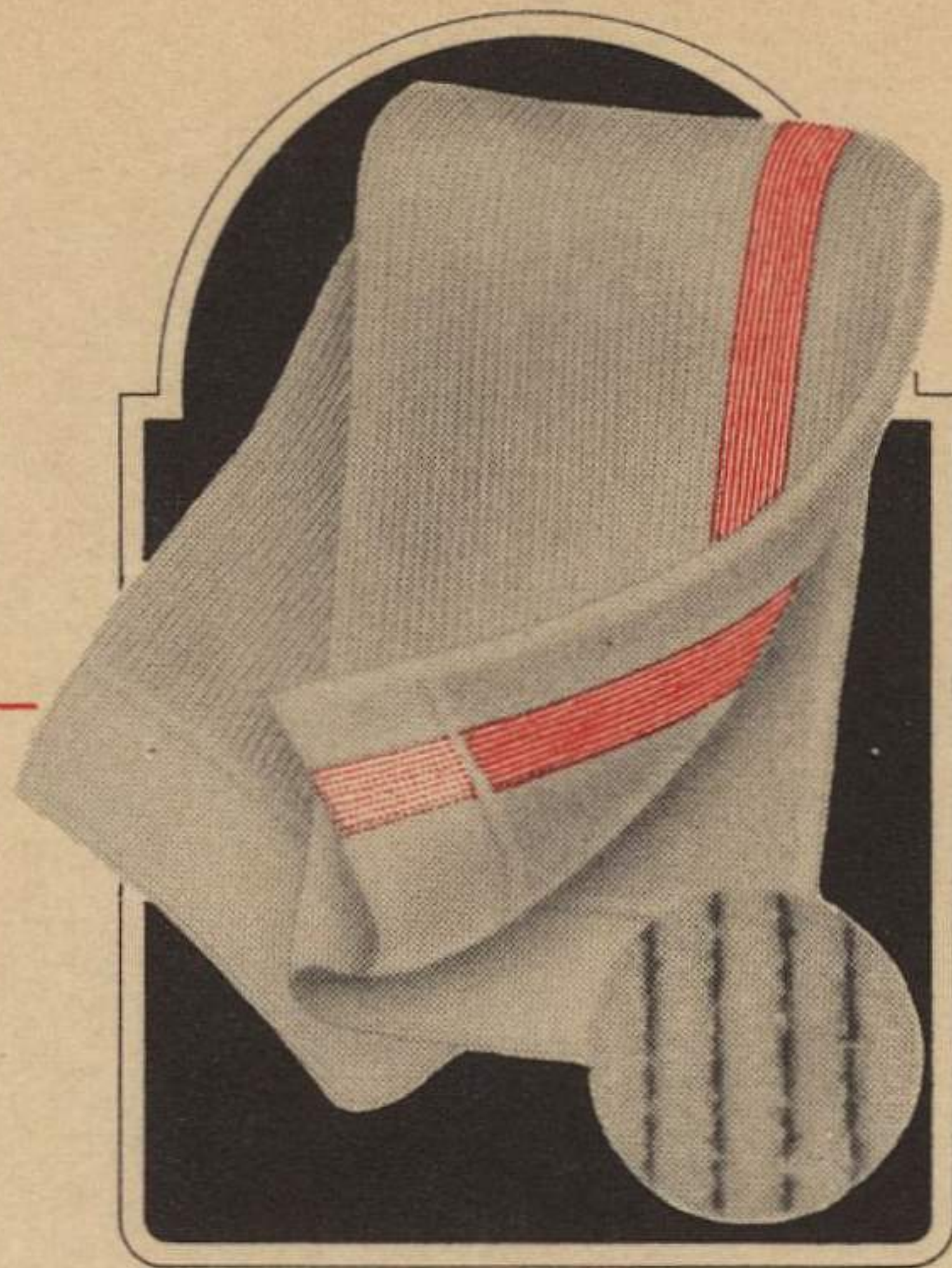
FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



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Baraboo, WISCONSIN



Manufacturers of  
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BATH TOWELS  
*Velva-Terry* BARABOO  
BATH ROBES CRASH TOWELING

October 7, 1942

University of Kansas  
Department of Physical Education  
Lawrence, Kansas

Attention: Forrest C. Allen  
Director of Physical Education,  
Varsity Basketball Coach

Dear Mr. Allen:

Thank you very much for your letter of October 5th regarding the receipt of the 82 dozen SUPER-GYM towels.

We are mighty happy to state that we are making the shipment of 40 dozen additional towels today, and will be making regular shipments from now on. Since you are in great need for these towels, we will make shipment in 20 or 25 dozen lots as fast as they come off the loom so that they will get to you as soon as possible.

Thank you again for this business, Mr. Allen, and it has been a pleasure to serve you. We are mighty happy to know that you are pleased with the towels.

Yours very truly,

GEORGE McARTHUR AND SONS

*A M McArthur*  
Andrew M. McArthur

AMM:ma

*Shipped 50 dozen this afternoon. Hope  
that they help matters there.  
A M*



October 7, 1942.

Mr. Larry McSpadden,  
1725 Indiana Street,  
Lawrence, Kansas.

Dear Larry:

I note that the Freshman Frolic is set for Saturday night, October 24th, in Hech Auditorium. I am now taking up with Mr. C. G. Bayles, Superintendent of Buildings and Grounds, the matter of what to put on the floor.

I feel that this is the last dance that should be scheduled for this floor until the basketball season ends on March 6th.

I am not at all sure that we can go on with the waxing because I don't know that Mr. Bayles can refinish the floor in time. As you know, it is necessary for us to use the floor for gym classes as well as basketball practice. Mr. Bayles has a labor problem, and he may not have the men to take care of the floor. The floor is now finished with Vesta, similar to Seal-O-San, and it cost over a hundred dollars to put this finish on.

We will cooperate with you in every way we can, but you can understand that the labor situation is a serious thing.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH

cc - Mr. Werner  
Miss Meguiar



October 5, 1942.

Miss Marie McMorrow,  
828 E. Drive,  
Oklahoma City, Okla.

Dear Miss McMorrows:

I am very happy to enclose a copy of our basketball schedule and several copies of the printed football schedule. I hope it will be possible for you to see a number of our games this season.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc



MARIE McMORROW

828 EAST DRIVE

OKLAHOMA CITY

Wednesday.  
Sept 23-1942

Dr. F. C. Allen.

Dear Doctor Allen:

Will you please  
send me a foot ball and  
Basket ball schedule for this  
year, thanks so much.

Best of luck.

Sincerely

Marie M Morrow.

828 E. Drive.

Oklahoma City. Okla.