

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