M. A. CALLAHAN,
E. R. SHELDON,
HIGH SCHOOL SUPERVISORS

STATE OF KANSAS

DEPARTMENT OF EDUCATION

GEO. L. McCLENNY
SUPERINTENDENT OF PUBLIC INSTRUCTION
W. A. STACEY, ASSISTANT
TOPEKA

MRS. ADAH CAIN,
GEORGE C. TURNER,
RURAL SCHOOL SUPERVISORS

May 6, 1943

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

Dear Mr. Allen:

Owing to the uncertainty of my continuing in my present position, I am suggesting that any further correspondence you may have relative to Physical Fitness Institutes be addressed to State Superintendent George L. McClenny.

In this connection will say that it might be best not to depend upon me assisting further with these programs.

Yours very truly,

M A Callahan

M. A. Callahan,
State High School Supervisor.

MAC:EMH

June 30, 1943.

Memorandum to Chancellor Malott:

Dear Chancellor Malott:

I am writing you regarding the Physical Fitness Institute which had been planned for July 8, 9 and 10.

Mr. M. A. Callahan wrote me from the State Department of Education, stating that it might be best not to depend upon him assisting us further with the program.

Since we inaugurated this at the behest of Mr. Callahan, and since he will not be able to cooperate with us, we feel that this short refresher course would not be successful. With the coming of the V-12 students and the summer enrollment in the College, starting July 5, our personnel will be engrossed in an exceptionally heavy program. Therefore, we feel that we should discontinue plans for the program.

This is for your information.

Sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

The Corps Area Service Command

42-152
(b)

REGIONAL TRAINING INSTITUTE
on
PHYSICAL-FITNESS PROGRAMS FOR HIGH SCHOOLS
To be held at
The University of Nebraska, Lincoln, November 19-21, 1942
under the auspices of
The U. S. Office of Education.

The U. S. Office of Education, in cooperation with the Army and Navy, is actively trying to help the high schools of the country plan and carry out a wartime program of physical fitness. A manual outlining a proposed program of physical education has been completed by a committee composed of representatives of the Army, Navy, U. S. Public Health Service, Division of Physical Fitness of the Office of Defense Health and Welfare Services, public schools, and the U. S. Office of Education. Another manual outlining a high-school program of health education, directed toward wartime health problems, is inpreparation and will be ready early next year.

Plan To Introduce The Physical-Fitness Program To The Schools of America.

A plan has been developed for interpreting and introducing the physical education program to the high schools. This plan includes (1) a series of nine regional institutes, one of which will be held in each Army Service Command for a period of three days; and (2) a series of training institutes in each State.

States Covered By The Seventh Army Service Command.

Colorado	Kansas	Missouri	North Dakota	Wyoming
Iowa	Minnesota	Nebraska	South Dakota	

Purpose Of Regional Institutes.

The purpose of the regional training institutes is to train a group of persons to serve as organizers and faculty members for the training institutes within their home States. After these persons complete the program of training at the 3-day regional training institutes they should return to their States and promptly conduct a series of training institutes for the men and women high-school teachers of physical education and the school administrators from the local areas adjacent to the State training centers.

Who Should Attend the Institute.

Members of state departments of education, faculty members of state teachers colleges, universities, and city school systems, including administrators, physical educators, recreational directors and health educators, should attend the institute; also key persons interested in the promotion of physical fitness of high-school boys and girls, such as heads of physical-fitness committees of State Councils of Defense, American Legion, Y.W.C.A.'s, Y.M.C.A.'s, and youth organizations, are urged to attend the Institute.

Faculty of the Institute.

The faculty for the Regional Training Institutes will be made up of persons from the Office of Education, the Army, the Navy, the American Association of Health, Physical Education, and Recreation, and the Physical-Fitness Division of the Office of Defense Health and Welfare Services.

Endorsement Of The Army And Navy.

The program that is being introduced at the Regional Institutes has the unqualified endorsement and cooperative backing of the Army, the Navy, the U.S. Public Health Service, the Division of Physical Fitness of the Office of Defense Health and Welfare Services, and the U. S. Office of Education. It has been agreed that the Army and Navy will back this program and will not promote any separate programs.

Program For The Institute.

The detailed program of the institute is attached. Please read it carefully and if you plan to come make every effort to arrive in time for registration and assembly Thursday morning and also plan to stay through the last meeting on Saturday afternoon.

INFORMATION FOR THOSE WHO PLAN TO ATTEND THE INSTITUTE

No Fees To Be Charged.

There will be no expense involved in attending the institute other than the delegate's own travel and living expenses.

No Federal Funds Available.

There are no Federal funds available to help pay the expense of persons who attend the Regional Institutes.

Hotel Accommodations in Lincoln.

Capital Hotel, 149 North Eleventh Street
Rates: Single with bath, $2.75-$3.50; double with bath, $4.00-$5.50

Cornhusker Hotel, 13th and M Streets
Rates: Single with bath, $2.75-$4.40; double with bath, $3.85-$6.50
Group rates quoted on request.
Lincoln Hotel, 147 North Ninth Street
Rates: Single without bath, $3.25; double without bath, $3.25
Single with bath, $3.50; double with bath, $3.50-$6.00
Three or more to a room, $2 each.
(On account of the crowded conditions of hotels in these emergency times, it is suggested that delegates who would ordinarily ask for a single room indicate to the management if they are willing to share a room with one or more other delegates who are attending the Institute.)

Attendance At Meetings.

It is hoped that delegates will attend the entire session. Attendance of isolated meetings will have little meaning without the background of the other meetings.

Participation in Activities Of The Program.

Those who attend the Institute are not required to take active part in the program, but all who are willing to do so should bring gymnastic and swimming costumes with them. The women delegates may plan to use the University bathing suits but should furnish their own caps and bath shoes. Recommended costumes for men, tennis shoes, trousers, and shirt of washable material; and for women, tennis shoes and play suit, gymnasium suit, or slack suit. Towel and locker service will be furnished free of charge.

How to Find Your Way About In Lincoln.

In Lincoln the streets running east and west follow the letters of the alphabet, with "O" Street as the main street. The lettered streets A-N are south of O and those lettered P-Y are north. The streets running north and south are numbered, with 13th Street as the hub. First to 12th streets are west of 13th, and 14th on are east.

The University fronts on R Street between 10th and 14th, with the buildings to be used located as follows:

Student Union at 14th and R Streets.
Coliseum at 13th and Vine (V) Streets.
Grant Memorial Hall at 12th and S Streets. (Second building beyond R on 12th on west side of street)

The railroad stations are located as follows:

Burlington at 7th and P
Missouri Pacific at 9th and S
Rock Island at 21st and O

The main hotels are located as follows:

Capital Hotel at 11th and P
Cornhusker Hotel at 13th and M
Lincoln Hotel at 9th and P

Busses that Pass the University.

The bus marked "Ag College" goes down 13th Street to R, then to 14th and R, from there to 14th and Vine. These are the points nearest the 3 buildings where meetings will be held. The bus leaves 13th and M at 3 minutes before the hour and every 15 minutes thereafter. On the return trip to town it leaves 14th and Vine at 7 minutes after the hour and every 15 minutes thereafter.

The bus marked "University Place" goes from the Lincoln Hotel south to O Street, then east to 11th Street, then south to N Street, then east to 12th Street, then north to 12th and R, then east past the Student Union.

Send Your Name and Address.

If you plan to attend the institute please send your name and address to the local chairman, Miss Mabel Lee, Department of Physical Education for Women, University of Nebraska, Lincoln. A penny postal will do. Also let us know if you will attend the Thursday evening dinner.

PROGRAM FOR REGIONAL INSTITUTE
ON THE PHYSICAL FITNESS PROGRAM IN THE HIGH SCHOOL
Held under the auspices of the U. S. Office of Education
at
The University of Nebraska, Lincoln
November 19-21, 1942

THURSDAY, NOVEMBER 19

Morning - Ball Room, Student Union, 14th and R Streets

8:30-9:00 a.m.- Registration. (Check room on main floor will take care of gymnastic costumes until they are needed in the afternoon)

9:00-12:00 - General Assembly

9:00-10:30 - Physical Education

Physical Education Needs of the Army.	Capt. Callen Tjader, U. S. Army
Physical Education Needs of the Navy.	Lt. Comdr. Charles Forsythe, U. S. Navy
What the Schools Can Do.	Mr. Jackson R. Sharman U. S. Office of Education
The Manual on Physical Fitness Through Physical Education.	Mr. Strong Hinman, Assistant Supt. of Schools, Topeka
Physical Fitness of Girls and Women.	Miss Mabel Lee, Director of Physical Education for Women, University of Nebraska

10:30-12:00 - Health Education
The Relation of Health Education to Fitness in a Wartime Program.
The Manual on Physical Fitness Through Health Education.
Miss Ruth Grout,
U.S. Office of Education

Noon Recess

12:15-1:45 - Luncheon Hour. (Delegates are welcome to eat at the Student Union. Dining-room, cafeteria, and grill open at noon; cafeteria and grill open evenings.)

Afternoon - Working Conferences

2:00-4:00 - Gymnastics and Aquatics for Men - Coliseum, 13th and Vine Streets
(Basket and towel service will be provided free on application to the towel cage in the locker room)
2:00-3:00 - Gymnastics. Capt. Callen Tjader, U. S. Army
3:00-4:00 - Aquatics. Lt. John Miller, U. S. Navy

2:00-4:00 - Rhythmics and Gymnastics for Women - Grant Memorial Hall, 12th and S
(Towel and locker service will be furnished free of charge upon application to the matron in the west locker room.)

2:00-3:00 - Rhythmics - Miss Aileen Lockhart, Assistant Professor of Physical Education, University of Nebraska
3:00-4:00 - Gymnastics - Miss Miriam Wagner, Director of Physical Education for Women, University of Kansas City

2:00-4:00 - Health Education-Student Union, Parlor X - Miss Ruth Grout, U.S. Office of Education

4:30-5:30 - Small Discussion Groups
(The faculty members of the Institute will serve as leaders of these groups. Each delegate will be assigned to a group, and he will work in that group throughout the institute.)

Groups on Boys' Program - N Room, Coliseum

Groups on Girls' Program - Dance Studio, Grant Memorial Hall

Group on Health Education - Parlor X, Student Union

Dinner Hour - Monthly Dinner Meeting of the Lincoln Physical Education Association

6:15-7:30 - Parlors ABC, Student Union
Presiding, The President, Mr. Earl Johnson, Supervisor of Physical Education, Public Schools, Lincoln
(All delegates are cordially invited to attend this meeting. No program. Just an informal get-together. 75 cents per person. If you plan to attend

notify the local chairman of the Institute, Miss Mabel Lee, University of Nebraska. There will be opportunity that morning for a few last minute reservations.)

Evening - Motion Pictures - Parlors ABC, Student Union

7:30-9:00 - Conditioning Activities of the New York Program of Physical Fitness.

FRIDAY, NOVEMBER 20

Morning

9:00-11:00 - Working Conferences

Combatives and Sports and Games for Men, Coliseum

9:00-10:00 - Combatives - Capt. Callen Tjader, U.S. Army
10:00-11:00 - Sports and Games - Capt. Callen Tjader, U.S. Army

Aquatics and Sports and Games for Women, Coliseum

9:00-10:00 - Aquatics - Lt. John Miller, U.S. Navy
10:00-11:00 - Sports and Games. Discussion. - Dance Studio, Grant Memorial Hall, Miss Elizabeth Halsey, Director of Physical Education for Women, University of Iowa, Iowa City, Iowa.

11:30-12:30 - General Assembly - Dance Studio, Grant Memorial Hall

Screening Tests - Miss Ruth Grout, U. S. Office of Education
Dr. Earl Deppen, Resident Physician, University of Nebr.

Noon Hour - Student Advisory Committee Luncheon Meeting

12:30 - Parlor A, Student Union. Presiding: Mr. Jackson R. Sharman, U. S. Office of Education
(Each discussion group selects a chairman and these chairmen make up the Student Advisory Committee)

Afternoon - Working Conferences

2:00-4:00 - Combatives and Gymnastics for Men - Coliseum

2:00-3:00 - Combatives - Capt. Callen Tjader, U.S. Army
3:00-4:00 - Gymnastics - Capt. Callen Tjader, U.S. Army

2:00-4:00 - Rhythmics and Gymnastics for Women - Dance Studio, Grant Memorial Hall

2:00-3:00 - Rhythmics - Miss Aileene Lockhart, Assistant Professor of Physical Education, University of Nebraska
3:00-4:00 - Gymnastics - Miss Miriam Wagner, Director of Physical Education for Women, University of Kansas City.

2:00-4:00 - Health Education - Parlor A, Student Union - Miss Ruth Grout, U.S. Office of Education

4:30-5:30 - Discussion Groups

Women's Groups - Dance Studio, Grant Memorial Hall

Men's Groups - N Club Room, Coliseum

Health Education Group - Faculty Lounge, Student Union

Dinner Hour

Free

Evening - General Assembly

7:30 - The College Physical Fitness Program, Parlors ABC, Student Union

Discussion leaders: Mr. Jackson R. Sharman, U.S. Office of Education
Mr. Niels P. Neilson, Executive Secretary, AAHPER

SATURDAY, NOVEMBER 21

Morning - All meetings at the Student Union

9:00-10:30 - General Assembly - Parlors A, B, and C.

Tests - Mr. Niels P. Neilson, Executive Secretary, AAHPER

10:30-12:00 - Discussion Groups

Gearing Health Education to the Victory Corps - Parlors A, B, and C.
Miss Ruth Grout, U.S. Office of Education

General Discussion on Physical Education Problems - Parlors X and Y.
Mr. Jackson R. Sharman, U. S. Office of Education

Noon - Student Advisory Committee Luncheon Meeting

12:30 - Parlor A, Student Union

Afternoon

2:00-4:00 - Round Table Discussion - Faculty Lounge, Student Union

Organizing State Physical Fitness Institutes.

Leaders: Mr. Jackson R. Sharman
Miss Ruth Grout
Mr. N. P. Neilson
Mr. Strong Hinman
State Directors of Health Education
State Directors of Physical Education

Adjournment.

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Local Committee:

Chairman, Miss Mabel Lee, Director of Physical Education for Women, University of Nebraska
Dr. R. G. Clapp, Director of Physical Education for Men, University of Nebraska
Mr. Earl Johnson, Supervisor of Physical Education, Public Schools, and President of the Lincoln Physical Education Association
Miss Nina Lambkin, Director of Public Health Education, State Department of Health
Mr. James C. Lewis, Superintendent of Recreation, City of Lincoln, and President of Nebraska State Physical Association.
Mr. W. A. Rosene, Acting State Director of Physical Education, State Department of Public Instruction

May 10, 1943.

Dean J. W. Twente,
School of Education.

Dear Dean Twente:

Thank you for your letter of the 6th instant informing us that the dates of July 8, 9 and 10 are acceptable for the Kansas Physical Fitness Program for High Schools.

Henry Shenk, Mr. Strait and I will get together and get this data to you in the very near future. I am glad to know that Strong Hinman will be in Topeka this summer. I am very sure that we will be able to call upon him for a contribution, as we expect to call on the officer personnel of the Olathe Naval Air Base and the Topeka Army Air Base.

We will also take care of the advertising and promotion work, as you suggest. We will keep you informed as we make progress.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

THE UNIVERSITY OF KANSAS
SCHOOL OF EDUCATION
LAWRENCE

OFFICE OF THE DEAN

May 6, 1943

Dr. F. C. Allen
Robinson, 105
Campus

Dear Dr. Allen:

To schedule the state training institute on physical fitness programs for high schools as of July 8, 9, and 10, fits well into the summer session schedule. Strong Hinman attended a called meeting by the United States Office of Education not long ago in one of the cities in Ohio. The Office of Education is anxious that as many institutes as possible promote the physical fitness programs that now should be a part of the offering of every high school. I believe that the institute as it is being planned here will meet the request of the Office of Education.

You will be interested in knowing that Strong Hinman will not go to Missouri this summer as the superintendent of schools in Topeka has work for him there. I thought you might be interested in case you should care to use his services. I hope you will take care of the advertising and promotion work because these men who work in this area are well known to you. If there is any assistance that this office can give, please let me know.

Sincerely yours,

J. W. Twente
J. W. Twente
Dean

JWT:hs

May 4, 1943.

Mr. M. A. Callahan,
State High School Supervisor,
Department of Education,
Topeka, Kansas.

Dear Mr. Callahan:

I have just had a conference with Dean J. W. Twente of our School of Education, and we have tentatively agreed on July 8, 9, and 10 for the State Training Institute on Physical Fitness Programs for High Schools, to be held at the University of Kansas.

Dean Twente is checking with the administration to see if these dates are satisfactory. We would like to have any suggestion you might have to offer regarding the date of the conference and the program.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

STATE OF KANSAS
DEPARTMENT OF EDUCATION
TOPEKA

April 28, 1943

Deane W. Malott,
University of Kansas,
Lawrence, Kansas.

Dear Mr. Malott:

This department is encouraging all high schools in the State to include Physical Fitness or Physical Training in their daily programs. I am, therefore, wondering if you think it would be wise and practical to include a three-day conference or institute on this subject, similar to the one held in Lincoln, Nebraska, in December, 1942, conducted by your Physical Education Department at some time during your summer session.

This letter is meant merely as a suggestion and may or may not merit your consideration, however, I would like to hear from you at your convenience.

I shall be glad to assist in any way possible.

Yours very truly,

M. A. Callahan,
State High School Supervisor.

MAC:EMH

COPY

April 30, 1943.

Memo to Chancellor Malott:

Dear Chancellor Malott:

I have just received a carbon copy of the letter Mr. Callahan, State High School Supervisor, wrote you regarding the possibility of a refresher course, or rather a three-day conference or institute on physical fitness for the high schools.

Frankly, I think a refresher course would be much better than a three-day conference. I had suggested to Dean Twente the possibility of refresher courses for teachers of the high schools in the Victory Corps program, and also in Basketball and Elementary Playground Methods, and also the possibility of offering one in Community Recreation.

We will have so many teachers and coaches going into the service that a refresher course in these activities should be very helpful. As an indication of the poverty of coaches, I mention the fact that Elmer Schaake's resignation here at the high school has already caused the three members of the Board of Education and Superintendent Dean to call on me for help in filling that position. In the past week no less than twelve high school superintendents or principals have called me looking for coaches. There are none.

In fact, we will be hard put to get a capable man to fill in for Mr. Shenk because with his track and football it will mean that we have lost in the Department of Physical Education at least four-fifths of his work and efficiency. Football and track combined make anyear-round coaching activity.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

April 30, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

At the University High-Home Night you spoke to me stating that you wanted the commando courses given this summer.

I talked to Dean Twente this morning and he states that the Budget Committee ruled out all summer courses for the Department of Physical Education. I do not see how we can give any of these courses if such is the case. Certainly it will take some action by the Budget Committee, will it not, so that our people will know as to their employment?

Very cordially yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

April 30, 1943.

Mr. M. A. Callahan,
State High School Supervisor,
Department of Education,
Topeka, Kansas.

Dear Mr. Callahan:

I am sending you a carbon copy of the memorandum I have written to Chancellor Malott. Things are so disturbed that I do not believe you could get a three-day institute or conference that would get the people here that you would want. And too, three days would be too short.

I believe a four-weeks refresher course would come nearer to doing the job. We might tack on a conference to be held just about the time of the closing of the four-weeks refresher course. That would help the people enrolled, and also perhaps by that time things would be more stabilized. And at the end of this refresher course the contacts that these superintendents and principals might make with the people in the course would prove profitable to both the superintendents and the students.

But right now, at this time, so many of the schools are having their examinations and graduations, and also opening their various summer terms, that I believe confusion would result, rather than order.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

STATE OF KANSAS

DEPARTMENT OF EDUCATION

GEO. L. McCLENNY
SUPERINTENDENT OF PUBLIC INSTRUCTION

W. A. STACEY
ASSISTANT SUPERINTENDENT

MISS LOUIE LESSLIE
SECRETARY STATE BOARD OF EDUCATION

TOPEKA

November 2, 1942

To All Teacher-training Institutions:

I feel you and your Physical Training instructors are interested in this Physical Training program which will in the near future become a very important part of our secondary school curriculum. I am, therefore, extending this invitation to you and your Physical Training Department to attend the Lincoln Institute on November 19, 20, and 21.

Yours truly,

Geo. L. McClenny

Geo. L. McClenny
State Superintendent of Public Instruction

GLMcC:mg

STATE OF KANSAS

DEPARTMENT OF EDUCATION

GEO. L. McCLENNY
SUPERINTENDENT OF PUBLIC INSTRUCTION

W. A. STACEY
ASSISTANT SUPERINTENDENT

MISS LOUIE LESSLIE
SECRETARY STATE BOARD OF EDUCATION

TOPEKA

November 2, 1942

Dear Administrator:

The enclosed communication briefly analyzed and stated is this:

First: The U. S. Office of Education in cooperation with other governmental agencies has worked out a Physical Education program for the schools of the nation. This program was explained in full detail by Strong Hinman at the September 11 meeting in Topeka.

Second: A three-day institute or school will be held in Lincoln, Nebraska, on November 19, 20, and 21. This institute is to serve as a training school for area or sectional representatives from surrounding states.

Third: Following the Lincoln Institute the various area or sectional delegates who attend the Lincoln Institute are to conduct a local institute for their immediate area or section of the state. At these institutes administrators and teachers who will have charge of Physical Training in the high schools will receive information and instructions relative to the entire Physical Training program as outlined at Lincoln.

Fourth: Those invited to attend the Lincoln Institute are: The high school principal or superintendent and the Physical Training instructors for both the girls' and boys' Physical Training. The local superintendent may, if he chooses, invite his Health instructor if different from the Physical Training instructor.

Fifth: Expenses of the three-day institute must be borne by the local school as this department does not have sufficient funds to bear the expenses of those attending the institute.

Sixth: The area or sectional institutes following the Lincoln Conference will be arranged for and called by the State Department of Education.

Seventh: All delegates attending the Lincoln Institute should plan to attend the full three-day session. Part-time attendance would have no practical value.

Eighth: May we depend upon you or your principal and at least one Physical Training instructor to attend the institute and later to serve as instructors in a local institute for schools in your section of the state??

Ninth: It will be absolutely necessary that we have your reply on or before Tuesday, November 10th. If you or your principal cannot attend, we must endeavor to find someone to take your place--hence, the urgent necessity for a prompt reply.

Very truly yours,

Geo. L. McClenny

Geo. L. McClenny
State Superintendent of Public Instruction

GLMcC:mg

Enclosure

Federal Security Agency
U. S. OFFICE OF EDUCATION
Washington

INFORMATION CONCERNING REGIONAL TRAINING INSTITUTES ON PHYSICAL FITNESS

The U. S. Office of Education, in cooperation with the Army and Navy is actively trying to help the high schools of the country plan and carry out a wartime program of physical fitness. A manual outlining a proposed program of physical education has been completed by a committee composed of representatives of the Army, Navy, U. S. Public Health Service, Division of Physical Fitness of the Office of Defense Health and Welfare Services, public schools, and the U. S. Office of Education. Another manual outlining a high-school program of health education, directed toward wartime health problems, is in preparation and will be ready early next year.

A plan has been developed for interpreting and introducing the physical education program to the high schools. This plan includes (1) a series of nine regional institutes, one of which will be held in each Army Service Command for a period of three days, and (2) a series of training institutes in each State.

The purpose of the regional training institutes is to train a group of persons from State departments of education, State teachers colleges, universities, city school systems and other key positions to serve as organizers and faculty members for the training institutes within their home States. After these persons complete the program of training at the 3-day regional training institutes they should return to their States and promptly conduct a series of training institutes for the men and women high-school teachers of physical education and the school administrators from the local areas adjacent to the State training centers. In conducting these regional institutes the Office of Education will have the assistance of representatives from the Army, Navy, the Physical Fitness Division of the Office of Defense Health and Welfare Services, and other interested educational and governmental agencies.

Each State department of education is invited to cooperate with the Office of Education in introducing this intensive wartime program of physical education in high schools. This would involve (1) arranging for representatives from the State department and from other strategic agencies in each State to attend the regional training institute at State or local expense, and (2) conducting several local institues at convenient points in each State for the purpose of familiarizing the high-school teachers and administrators with the physical fitness program.

It may seem wise to suggest that some of the younger faculty members, as well as some of the more mature persons in administrative positions, be invited to attend the regional training institute. Approximately 25 persons would probably be an adequate number of representatives from each State.

Teachers and supervisors of health education in each State who can conveniently attend the regional institute will find an opportunity to discuss their problems and the new health education program with the Consultant in Health Education from the Office of Education who will be a member of the institute staff.

It may be that the State superintendent would wish to designate some member of his staff as a person with whom the Division of Physical Fitness in the U. S. Office of Education may communicate directly concerning the details of the institute.

SUMMARY OF CONFERENCE ON PHYSICAL FITNESS THROUGH PHYSICAL EDUCATION

1. It was recognized that programs of health service, health instruction, healthful school living, physical education and recreation all have an important influence on physical fitness.

2. The purpose of the secondary school physical education program is to make pupils physically fit to carry their responsibilities as members of the armed forces and as efficient workers in the war effort.

3. A person who is physically fit must be capable of maintaining sustained effort with a maximum of speed and skill. This means that one must have strength, stamina, endurance and coordination.

4. The success of a physical fitness program in high schools will depend largely on adjustments in the school program that must be made by school administrators. Education as usual, like business as usual, is out for the duration. The minimum essentials are adequate time, a competent teacher and a place for conducting the classes.

5. Gymnasiums and athletic fields are highly desirable but are not essential to the minimum functioning of the program. Enthusiastic well qualified leadership can adapt a program to minimum facilities.

6. There should be increased emphasis on the instructional, intramural and interscholastic programs.

7. The teacher should utilize community resources to a maximum in developing physical fitness. At the same time he should make himself and the school facilities available for the use of the community.

8. One school period daily of instruction in physical education for all pupils is recommended. This instructional period should be supplemented by a participation program including intramural athletics, interscholastic athletics and other vigorous activities for at least 10 hours each week.

9. The activities must be adapted in intensity and duration to the individual needs of pupils.

10. The needs of pupils may be found through examinations made by physicians and physical education instructors. A medical examination should preceed participation in physical education activities. The selection of pupils by teachers should be based on case history, physical inspection, and careful observation during activity.

11. The armed forces prefer health and physical education programs to programs of military training in high schools.

12. In high schools, instruction and practice in aquatics, gymnastics, combatives and sports and games should be emphasized.

13. The objectives in aquatics are to stay afloat, to swim under water and to swim long distances while fully clothed.

14. Under gymnastics the activities to be included are: marching, running, road work, cross country obstacle races, relays, conditioning exercises, grass drills, response drills, ranger exercises, apparatus activities and tumbling.

15. The combative activities include hand to hand fighting, boxing and wrestling.

16. The sports and games include group games, track and field, skating, rope skipping, hiking, camping, basketball, field hockey, football, soccer, speedball and volleyball.

17. Physical fitness is as important for girls and women as for boys and men.

18. The activities for girls must be selected and adapted to their needs.

19. The attainment of specific standards is a part of the total program.

20. Pupils should make the effort to meet certain standards in tests that measure the efficiency of the arm and shoulder, girdle muscles, the muscles of the abdomen, back and legs.

November 10, 1942.

Summary of Discussion on
Physical Fitness for the Victory Corps through Health Education

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That health education is an integral part of Victory Corps programs is emphasized by the statement, "A basic objective of the high schools wartime program must be the effort to make the greatest number of pupils physically fit to carry on as members of the armed forces or as efficient workers. ------ Whether for boys or girls, important aspects of the physical fitness program must be periodic health examinations, correction of remediable physical defects, nutrition schedules, safety education, first aid, and knowledge of personal, community, industrial and military hygiene."[1]

This wartime Victory Corps emphasis on sound health as a basic requirement for effectiveness in war activity or industrial and community activities will require that schools give increased attention to planning complete school health programs, to securing specially trained health educators, and to coordinating school health programs with the efforts of parents, health departments and other community groups concerned with the health and welfare of youth.

The attainment of Victory Corps health objectives requires that boys and girls take part in programs which will help them to:

1. Learn their health assets and health liabilities
2. Correct all remediable defects
3. Protect themselves and others from communicable disease
4. Select and eat foods adequate in quality and quantity
5. Protect themselves and others from accidents, but know how to give emergency care when accidents occur
6. Learn how to live as healthfully as possible under normal and adverse conditions
7. Develop sound mental attitudes and ways of meeting problems and disappointments

During the first two years of high school, students who are members of Victory Corps will be expected to progress toward these seven goals. Later, members of the five special service divisions (Air, Land, Sea, Production and Community) should be provided with additional health education experiences which will help prepare them for various kinds of adult military, production or community service. They should learn the specific health demands made upon young people by industry, agriculture, the military services, and community work. In all four years they will participate in physical activities appropriate to their abilities and needs.

It is a function of school personnel to organize health education programs which will aid students in meeting Victory Corps objectives. Every measure taken by schools to protect or to improve the health of students contributes to the nation's manpower and is in line with our national effort to win the war.

Correction of Remediable Defects

Freedom from certain physical impairments or defects is essential for effective service in the armed forces and for the highest efficiency in industry, agriculture and community service. By having remediable defects corrected during high school years, the load of medical service in the armed forces will be reduced and one factor slowing up production through lost time will be eliminated. Thus the high schools will be making an important contribution to producing men and women ready for action.

(1) U.S. Office of Education. High School Victory Corps

Particular attention should be given in securing correction of visual and dental defects, as these are the conditions which are found most often to prevent complete military activity. Students themselves may play an active part in making arrangements for obtaining corrections, and may when necessary earn the money needed for doing the work.

School programs may well emphasize the prevention of eyestrain through proper attention to proper lighting and seating.

Prevention of Communicable Diseases

The prevention of communicable diseases depends partly on education regarding the causes of disease, how they are spread, and how they may be prevented. Respiratory diseases, including the common cold, should receive careful attention in health education because of its importance to adolescents and young adults. Tuberculosis should be included in all high school health education. Students can collect facts about this disease in their State or community, learn the value of tuberculin tests and X-rays, variation in incidence in different occupations and plan with administrators, teachers and health authorities for adequate prevention and control measures in their own school and community.

Depending somewhat on local conditions, consideration should be given to including in the high school program through study and action, the following communicable diseases: Malaria, smallpox, syphilis, pneumonia and gonorrhea.

Other Content for Health Education

Nutrition, prevention and emergency care of accidents, home care of the sick, home hygiene, a daily routine for healthy living, and help in developing sound mental attitudes, are other important angles of the Victory Corps health education program. Experiences in all these areas should be provided for both boys and girls, for it is important that they not only have an u nderstanding of the factors which contribute to good health but also an active part in working for the betterment of their own health and that of others. Some experiences may be provided in conjunction with biology, physical education, home economics and other courses, but these should be considered supplemental to special health education courses taught where possible by teachers with special preparation in health education.

The bulletin "Physical Fitness Through Health Education" now in process of preparation by the U.S. Office of Education will contain specific suggestions for specialized health education information and activities for the various service divisions, namely, the Air, Land and Sea, Production and Community Service.

Administrative Provisions

There is general recognition of the need for administrative action to provide the essential organization needed for planning and carrying out complete health education programs. These administrative adjustments will be minor in schools which already have well-functioning programs, but will be considerable in those school in which health education has not previously been given due consideration. The most important administrative actions will be these:

1. Fixing responsibility. What is every-one's business soon becomes no-one's business. In each school one person, especially qualified in health education, should be given the responsibility for coordinating all school health activities and for relating them to other health activities in the community. This person should be assisted by a school health committee whose members plan together cooperatively for better health conditions. In small schools this committee may be the whole faculty plus student leaders and representatives of parent organizations. In urban schools the committee may be large and elaborate. It will include

teachers of physical education, hygiene, home economics, and in addition counselors, administrators, school medical adviser, school nurse, cafeteria manager, custodian, students, parents and representatives of local medical and dental organizations.

2. School medical advisers, school nurses and teachers must cooperate in finding the health problems of students and helping find solutions for them. Health problems would include defects, nutritional or mental hygiene problems, and problem of rest, daily regime, school adjustment.

3. Cumulative health records for students should be kept and used.

4. Time for health education must be provided, preferably five periods per week for at least one semester in the ninth or tenth grade, and a similiar amount of time in the twelfth grade. These would be supplemented by additional health education in conjunction with other su bjects. Each health education course should be given credit equivalent to that given for other subjects.

5. Health personnel . The health of young people is so essential at the present time that the best trained persons on each faculty should devote their time to the problem. Ideally these persons should have preparation in health education. Where this is not possible, those teachers who are given responsibilities for health education should obtain special preparation as soon as possible. In-service training may be used to help them with immrdiate problems. Reading and study of such books as "Health in Schools" and "Health Education" will provide much helpful material.

Federal Security Agency
U. S. OFFICE OF EDUCATION
Washington

Physical Fitness for Colleges

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ACHIEVEMENT TESTS

To conserve time in testing, detailed standards are given for 18 tests from which the instructor should choose 10 as a battery The tests have been grouped into three categories according to the general muscle groups primarily tested, namely, (1) arm and shoulder girdle, (2) abdomen and back, and (3) legs. It is recommended that in any battery of ten tests that no less than three tests be chosen from each category and that the first test listed in each category be included. In a battery of five tests or any other number always include the first test listed in each category. Until data are available for the tests under category II use the average performance of a classified group as "good," and locate the other ratings at the 10,25,75 and 90 percentiles.

Category I - (Arm and Shoulder Girdle)

1. Push-ups
2. Pull-ups
3. Dips on parallel bars
4. 15 foot rope climb
5. Bar vault

Category II - (Abdomen and Back)

There are no accepted standards available for these events.

6. Sit-ups
7. Hanging half lever
8. Leg lift
9. Forward bend
10. Bank Twist

Category III - (Legs)

11. Potato Race
12. Jump and reach
13. Standing broad jump
14. Running broad jump
15. Running high jump
16. 100 yard dash
17. 440 yard run*
18. 880 yard run*

NOTE --

* These activities should not be attempted below the 10th grade or in classes E and F.

CLASSIFICATION PLAN FOR SECONDARY SCHOOL BOYS[1]

Grades 7 to 12 inclusive

For purposes of competition in inter-school athletics and in individual events — derived from the formula 2A (years) + .475 H (inches) + .16 W (lbs.).

Exponent	Age	Height	Weight	Exponent	Age	Height	Weight
9			53-59	24	11:9-12:2	49½-51½	147-153
10			60-65	25	12:3-12:8	52-53½	154-159
11			66-71	26	12:9-13:2	54-55½	160-165
12			72-78	27	13:3-13:8	56-57½	166-171
13			79-84	28	13:9-14:2	58-59½	172-178
14			85-90	29	14:3-14:8	60-62	179-184
15			91-96	30	14:9-15:2	62½-64	185-190
16			97-103	31	15:3-15:8	64½-66	191 up
17			104-109	32	15:9-16:2	66½-68	
18			110-115	33	16:3-16:8	69½-70½	
19			116-121	34	16:9-17:2	71-72½	
20			122-128	35	17:3-17:8	73-74½	
21			129-134	36	17:9-18:2	75 up	
22	10:9-11:2	47down	135-140	37	18:3-18:8		
23	11:3-11:8	47½-49	141-146	38	18:9-19:2		

NOTE: Height is measured in half-inches. The boy must have attained the height listed before the exponent value changes. For example he remains at 49 until he reaches 49½.

Class	Exponent Value (Sum of exponents)
F	69 and below
E	70-74
D	75-78
C	79-82
B	83-87
A	88 and over

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[1] Cozens, Frederick W., Trieb, Martin H., Neilson, N.P. Physical Education Achievement Scales for Boys in Secondary Schools. New York: A. S. Barnes and Company, 1936. Page 13.

Neb 100
Ka 63
Ia 29
Mo 16
AD 17
ND 7
Colo 3
Minn 23
Wyo 2

Central District No 0
Hdqtrs
President Hotel
K.C. Mo.
2 Day Conf.
apr 2 & 3 - 1943
Fitness Problems