

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.