

October 1, 1943.

Physical Education Instructors:

This is a reminder that any equipment checked out for class use must be returned to the check room at the end of the class period. Please do not leave boxing gloves, balls, or any other equipment on the floor for the next class. Each instructor may check out necessary equipment, but it must be returned at the end of the period. I need not stress how important it is that we take especially good care of all our equipment at this time.

May I also remind you of the necessity of locking the office door in the evening. Only a few days ago the office was found open late at night and a number of students were going in and out. Valuable office equipment and records are kept here which must not be disturbed. Be sure to close the door when you leave the office in the evenings.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

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