

July 8, 1942.

Miss Ruth Hoover,  
Department of Physical Education for Women,  
University of Illinois,  
Urbana, Illinois.

Dear Miss Hoover:

Immediately upon receipt of your letter this morning I called Dean Smith and read it to him. He says it is all right for you to go ahead and try to locate someone for the position vacated by Miss Schilling. We may offer \$1300 for an inexperienced person, and \$1400 for an experienced teacher.

Confidentially, the question came up again about doing without an experienced person, as of two years ago. I hope we can get a personable individual, and naturally a good-looking one for the benefit of the Budget Committee.

I would be happy if you will send me Miss Schilling's address so that I may write her expressing our appreciation for the fine work she did here. I, too, am sorry that she is not returning this fall.

With kindest regards, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:HI

Dear Miss Hoover: Dr. Allen dictated this letter this morning and asked that I sign it in his absence so that it would not be delayed in reaching you. Thank you for your note of July 6th which came this afternoon. Mr. Shenk and I shall search again for the rool book.

A.H.



UNIVERSITY OF ILLINOIS  
DEPARTMENT OF PHYSICAL EDUCATION FOR WOMEN  
URBANA, ILLINOIS

July 5, 1942

Dr. J. C. Allen,  
Dept. of Physical Education  
University of Kansas,  
Lawrence, Kansas.

Dear Dr. Allen,

I have received a letter from Melba Schelling returning her contract for next year. She is in Dayton Ohio and has a position in some government work which she wishes to continue. Instead of going on with teaching. I have ~~still~~ interviewed a graduate of Illinois who has been teaching at Ferry



Hall, just out side of Chicago. She came through  
terbans on her way to Lindenwood for an interview.  
I liked her qualifications. I may go to Chicago  
this week end. They may have some candidates  
there or from Wisconsin. Shall I go ahead and  
see whom I can locate for the position. If  
the candidate has had previous experience will  
the salary remain at \$1400 as was contracted  
for Miss Schilling.

I'm very sorry to lose her, for her work in  
dentistry was excellent but she seems to feel  
she has a bigger future in her new position.

I shall appreciate hearing from you, as  
to what I should do at this time.

Sincerely  
Ruth Hoover



UNIVERSITY OF ILLINOIS  
DEPARTMENT OF PHYSICAL EDUCATION FOR WOMEN  
URBANA, ILLINOIS

July 6, 1942

Dear Mrs. Hulteen,

Miss Schellenz's roll book should either be in her desk, or in the large right hand drawer of the typewriter desk. The large roll book should also be in that drawer. If you don't find them you might write to her at 307 ~~South~~<sup>S.</sup> Central, Dayton Ohio.

Having wonderful cool weather here.  
Playing plenty of golf.

Sincerely

Ruth Hoover



July 9, 1942.

Miss Ruth Hoover,  
Department of Physical Education for Women,  
University of Illinois,  
Urbana, Illinois.

Dear Miss Hoover:

There is no desire on my part to influence you in your selection of someone to replace Miss Schilling, but this application came to my desk and I would like for you to look it over. It is possible that this person may not now be in the market, but you might wish to write to her.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.



July 9, 1942.

Dean George B. Smith,  
School of Education.

Dear Dean Smith:

I am enclosing a letter I have received from Bill Bingham, Director of Athletics at Harvard, concerning their use of the R.O.T.C. cadets in the physical training program.

When Henry Shenk and I talk on matters of our program we pool all our ideas, and discuss such possibilities as this. I thought you would be interested in knowing of the modus operandi at Harvard.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.



July 13, 1942.

Mr. William J. Bingham,  
Director of Athletics,  
Harvard University,  
Cambridge, Mass.

Dear Bill:

Thank you very much for the information you gave me.  
It was exactly what I wanted and helps us out no end.

With appreciation, I am

Very cordially yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



COPY

HARVARD ATHLETIC ASSOCIATION  
Cambridge, Massachusetts

William J. Bingham  
Director of Athletics

July 6, 1942.

Mr. Forrest C. Allen,  
University of Kansas,  
Lawrence, Kansas.

Dear Phog:

In reply to your letter of July 1, we use the R.O.T.C. Cadets during the first fifteen minutes of our physical training program. About half of this time is used for marching, and the other half for conducting some of the exercises from the Field Manual (FM 21).

The Cadets are not compensated for this work. As a matter of fact the Military Department is delighted to assign them to us, because it gives a boy practice in giving commands, and also in leading calisthenics.

After the Cadets have finished with the class one of our staff takes over with heavy calisthenics, and the last part of the period is devoted either to boxing, wrestling, or work on the obstacle course.

It is compulsory now for all undergraduates to exercise four periods per week, and the Dean's Office has cooperated by placing boys on probation who cut more than six times.

If a boy is retained on an intercollegiate squad this of course satisfies the exercise requirement.

We will also give a boy not more than two credits a week for tennis, squash racquets, golf, or single scull rowing.

With our swimming classes one-half of the period is devoted to heavy calisthenics, and the other half to swimming.

With best wishes, I am

Sincerely yours,

(Signed) WILLIAM J. BINGHAM



COPY

HARVARD ATHLETIC ASSOCIATION  
Cambridge, Massachusetts

William J. Bingham  
Director of Athletics

July 6, 1942.

Mr. Forrest C. Allen,  
University of Kansas,  
Lawrence, Kansas.

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With our swimming classes one-half of the period is devoted to heavy calisthenics, and the other half to swimming.

With best wishes, I am

Sincerely yours,

(Signed) WILLIAM J. BINGHAM



July 14, 1942.

Miss Ruth Hoover,  
Department of Physical Education for Women,  
University of Illinois,  
Urbana, Illinois.

Dear Miss Hoover:

Immediately upon receipt of your wire concerning Miss Patricia Roche I called Dean Smith. He stated that the members of the Budget Committee are out of town, but that he approved your offering the position to Miss Roche. He told me that he would wire you to that effect, but I desired to confirm this by letter. I trust you will be able to secure Miss Roche.

Lots of good luck to you.

Sincerely,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

# WESTERN UNION

1201

SYMBOLS

- DL = Day Letter
- NT = Overnight Telegram
- LC = Deferred Cable
- NLT = Cable Night Letter
- Ship Radiogram

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The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

KBB 133 46 COLLECT=CHAMPAIGN ILL 13 808P

1942 JUL 13 PM 8 55

DR F C ALLEN=

*Darp*

801 LA KR=

INTERVIEWED PATRICIA ROCHE, ILLINOIS GRADUATE EXPERIENCED  
 TEACHER. WANTED HER LAST YEAR BEFORE MELBA BUT SHE HAD  
 SIGNED AT DEPAW. WILL COME TO KANSAS AT 1400 IF SHE CAN  
 GET RELEASE FROM DEPAW. MAY I OFFER POSITION. NEED YOUR  
 IMMEDIATE CONFIRMATION BEFORE ASKING RELEASE FROM DEPAW=  
 RUTH HOOVER.

1400.



April 30 - Financial Statement (Estimated)

Balance on hand . . . . . \$950.00

Estimated expenses for remainder of fiscal year:

May payroll . . . . . \$400

June payroll . . . . . 100

Athletic Association . . . 150

Laundry for Apr., May, June. 50.

Stamps & office supplies . 50

Total . . . . . \$750.00

For emergencies and incidentals . . . . \$200.00

Out of this estimated balance we need to spend the following:

Netting for tennis courts . . . . . \$76.50

Poles and flags for golf course . . . 9.90



December 10, 1941

Dean George B. Smith  
Fraser Hall  
Campus

Dear Dean Smith,

I herewith hand you the suggested program of our department. The following Physical Education Activities will be available for two half-semester units during the fall and spring semesters:

Basketball	Life Saving
Tennis	Soccer
Volleyball	Modern Dancing
Handball	Folk Dancing
Individual Gymnastics	Track
Tumbling	Hockey
Recreational Sports	Social Dancing
Boxing	
Wrestling	
Softball	
Golf	
Fencing	
Tap Dancing	
Badminton	
Archery	

Each of the above will be available for men or women or both on the elementary and the advanced levels as needs may indicate. A student may take a maximum of  $1\frac{1}{2}$  semester hours credit in Swimming and Equitation, 4 semester hours in Varsity Athletics, and 1 semester hour in the other physical education activities listed in this letter.

Trusting that this will be satisfactory I am

Very cordially yours,

Director of Physical Education and Recreation  
Varsity Basketball and Baseball Coach

FCA/PG



The following Physical Activities will be available during the fall and spring semesters:

Basketball  
Tennis  
Swimming  
Volleyball  
Handball  
Individual Gymnastics  
Tumbling  
Recreational Sports  
Boxing  
Wrestling  
Softball  
Varsity Athletics  
Golf  
Fencing  
Tap Dancing  
Social Dancing  
Badminton  
Archery  
Equitation  
Life Saving  
Hockey  
Soccer  
Modern Dancing  
Folk Dancing  
Track

Each of the above will be available for men or women or both on the elementary and the advanced levels as needs may indicate. Additional work will be offered in Swimming and Equitation. As many as four quarters of Varsity Athletics will be available.



November 22, 1941.

Dear Dean Paul B. Lawson,  
College of Liberal Arts and Sciences,  
University of Kansas.

Dear Dean Lawson:

I am enclosing herewith suggested changes in the offerings of the Department of Physical Education which our department has worked out for the new catalog copy.

I would appreciate it if you will present this matter to your Administrative Committee, and, if you deem it advisable, to your College Faculty for action.

As you know, the catalog copy goes to the state printer in a very short time. For that reason, any action on the suggested changes will need to be taken soon.

I shall appreciate hearing from you.

Very sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball and Baseball Coach.

FCA:AH  
Enc.



## Physical Education

Physical Education activities may be elected by any student for one hour credit, each semester. Four such credits may be counted toward graduation.

The student may elect an outdoor activity for one half of the semester, and an indoor activity for the other half of the semester, or he may elect a single activity which is carried on throughout the entire semester.

### Service Courses in Physical Education

Physical Education 1. --- First Fall Term  
Physical Education 2. --- First Spring Term  
Physical Education 3. --- Second Fall Term  
Physical Education 4. --- Second Spring Term

A student enrolling in Physical Education for the first time in the fall will enroll in Physical Education 1. The second fall semester enrollment will be in Physical Education 3. The same applies to the spring semester enrollment: Physical Education 2. for the first spring enrollment, and Physical Education 4. for the second spring semester enrollment.

To fulfill the requirement for credit in Physical Education 1, 2, 3, or 4, the student, under the guidance of the Physical Education staff, may elect any of the following Physical Education activities, in accordance with his interests and needs.

#### Physical Education Activities:

##### Physical Education 1 or 3.

Hockey (W), swimming, tennis, modern dance, fencing, social dancing, equitation, badminton, archery, golf, tumbling (W), folk dancing, general physical education, basketball (M), varsity athletics (M), boxing (M).

##### Physical Education 2 or 4.

Basketball (W), swimming, life saving (W), diving (W), volley ball (W), modern dance, tap dancing, fencing, social dancing, badminton, equitation, tennis, golf, archery, track (W), softball (W), individual gymnastics (M), boxing (M), varsity athletics (M), handball (M), wrestling (M).

W - courses open to women only

M - courses open to men only



Suggestions

1. The enrollment in the specific activities would be taken care of by physical education staff members. The enrollment card for the deans' offices would read: Physical Education 1 or Physical Education 3, for the fall semester, and Physical Education 2 or Physical Education 4, for the spring semester.
2. A complete report as to the activities and hours for enrollment would be sent to the deans' offices immediately after enrollment.
3. Schedule of classes would appear much the same as at present with the exceptions that courses would be numbered either 1 or 3, and that there would be no listing of hours of credit other than a note with the statement that each course would carry one hour of credit.
4. One year of Physical Education be required of all students.



November 22, 1941.

Dean George Baxter Smith,  
School of Education,  
University of Kansas.

Dear Dean Smith:

I am enclosing herewith a copy of the letter I am sending Dean Lawson, together with a copy of the changes suggested by our department for the new catalog copy.

I simply desired to keep you informed on the progress that we are making.

Very sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball and Baseball Coach.

FCA:AH  
Enc.



November 22, 1941.

Mr. Raymond Nichols,  
Chancellor's Office,  
University of Kansas.

Dear Mr. Nichols:

I am enclosing a copy of a letter I have just written to Dean Lawson, together with a copy of the changes suggested by our department for the new catalog copy.

This will explain the reason for the slight delay in getting the copy to you.

Very sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball and Baseball Coach.

FCA:AH  
Encl.



## Physical Education.

Physical Education activities may be elected by any student for one hour credit, each semester. Four such credits may be counted toward graduation.

The student may elect an outdoor activity for one half of the semester, and an indoor activity for the other half of the semester, or he may elect a single activity which is carried on through out the entire semester.

## Service Courses in Physical Education.

Physical Education 1. --- First Fall Term  
Physical Education 2. --- First Spring Term  
Physical Education 3. --- Second Fall Term  
Physical Education 4. --- Second Spring Term

A student enrolling in Physical Education for the first time in the fall will enroll in Physical Education 1. The second fall <sup>semester</sup> enrollment will be in Physical Education 3. The same applies to the spring <sup>semester</sup> enrollment; Physical Education 2. for the first spring enrollment, and Physical Education 4. for the second spring <sup>semester</sup> enrollment.

To fulfill the requirement for credit in Physical Education 1, 2, 3, or 4, the student, under the guidance of the Physical Education staff, may elect any of the following physical education activities, in accordance with his interests and needs.

### Physical Education Activities:

#### Physical Education 1 Or 3.

Hockey (W), swimming, tennis, modern dance, fencing, social dancing, equitation, badminton, archery, golf, tumbling (W), folk dancing, general physical education, basketball (M), varsity athletics (M), Boxing (M)

#### Physical Education 2 or 4.

Basketball (W), swimming, life saving (W), Diving (W), volley ball (W), modern dance, tap dancing, fencing, social dancing, badminton, equitation, tennis, golf, archery, track (W) softball (W), individual gymnastics (M), Boxing (M), varsity athletics (M), handball (M), Wrestling (M)

W- courses open to women only

M- courses open to men only.

*Suggestion*  
The enrollment in the specific activities is taken care of by the Physical Education Staff members. The enrollment card for the Dean's office will read; Physical education 1 or Physical Education 3, for the fall semester, and Physical Education 2 or 4 for the spring semester.



### Suggestions

- 1 The enrollment in the specific activities would be taken care of by physical education staff members, The enrollment card for the Deans' offices would read: Physical 1 or Physical Education 3, for the fall semester, and physical Education 2 or 4 for the spring semester.
- 2 That a complete report as to activities and hours for enrollment be send to the Deans' offices immediately after enrollment.
- 3 Schedule of classes would appear much the same as at present with the exceptions that courses would be numbered either 1 or 3 and that there would be no listing of hours of credit other than a note with the statement that each course would carry one hour of credit.

4. One year of P.E. be required of all students.



Class Schedule -- 2nd  $\frac{1}{2}$  Semester

8:30	32M	Shenk	M. W. T. T.	Conditioning Exercises & How to teach them. Track
		Brown	T. T. F.	Softball
9:30	34M	Brown	T. T.	Golf
		Pfitsh	M. W. Friday	Recreative sports Golf
		Shenk 3c-	M. W. F.	Advanced swimming
10:30		Pfitsh	M. W. F.	3b. Intermediate Swimming
		"	T. T. F.	2aA. El. Tennis
11:30		Shenk	M. W. F.	Organization & Administration
		Pfitsh	M. W. F.	41aA. El. Golf
		Raugh	T. T. F.	41aB. El. Golf
1:30		Shenk		Practice Teaching
2:30		Shenk	M. W.	Exam. & Prescription of Exercise
		Belt	M. W. F.	42d Sabre
3:30		Shenk	M. T. W. T.	Equitation
		(Mott)		
		Pfitsh	M. W. F.	2aB El. Tennis
4:30		Shenk	M. W. W. F.	Calisthenics (course) Faculty Recreation
		(Mott)	M. T. W. T.	Equitation
		Nordstrom-	M. W. F.	8b. Gen. Phys. Ed.
		Raugh		Intramurals
		Belt	T. T. F.	Intermediate Fencing
10:30		Allen	M. W. F.	Community Recreation
9:30		Allen	T. T.	Kinesiology
10:30		Allen	T. T.	First Aid
11:30		Allen	T. T.	Baseball



April 29, 1942.

Miss Melba Schilling,  
Department of Physical Education.

Dear Miss Schilling:

I am very sorry that I will be unable to attend the Tau Sigma Spring Dance Revue this evening, as I am to speak in Lamont, Kansas. I am sure that you will have a lovely entertainment, and I am sorry that I will have to miss it.

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation,  
Varsity Basketball and Baseball Coach.



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

Dear *Dr. Allen*:

The TAU SIGMA SORORITY wishes to extend to you a very cordial invitation to attend their Spring Dance Revue, SYMPHONY IN MOTION. It is to be held at Fraser Theatre on the night of April 29, 1942.

The members of our sorority are endeavoring in this revue to entertain you with every style of dancing. There will be classical, and the ultra - modern jitterbugging to the music of such composers as Debussy, Moussorgsky, Mozart, Cole Porter and our own Bob Palmer. The costumes for each number are original. Even though you may not be a patron of "The Dance," we can assure you that you will enjoy its beauty and pageantry.

Because of the versatility of the entertainment we invite you to bring any and all members of your family as well as any friends.

Won't you be our guest on April 29th.?

Respectfully yours,

*Melba Schilling*



April 17, 1942.

Mr. Dell Davidson,  
1112 Illinois St.,  
Lawrence, Kansas.

Dear Mr. Davidson:

Since you are so busy at the stadium this weekend I thought it best to send this note so that you can plan your work for next week.

Miss Hoover has asked that the women's hockey field and the softball diamond be rolled while the ground is still soft.

Miss Schilling desires a chest made in which to store the Tau Sigma costumes, and I believe we have enough shiplap to use for this. She desires this chest to be six feet long, thirty inches high, and about three feet wide (not too wide to go through an ordinary door). The lid should be hinged, and fixed so that it can be locked. Make it as dustproof as possible, and if you could line it with some heavy building paper that would be fine.

Sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball and Baseball Coach.



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

March 10, 1942.

Dear Doc:

Regarding the number of men students that could be taken care of in Physical Education if we were to have a requirement ---

Personally, as a matter of conditioning and still contributing something of an educative nature (a) I believe the elimination of all activities in the program which are not of a very active nature; (b) require activities with a choice; (c) allow transfer to varsity activities - football, basketball, cross country only during the season; (d) use only activities in the program which could be used for large groups - boxing, soccer, wrestling, a conditioning class, touchfootball, cross country hiking. Each period to open with a conditioning period.

By using the gym and intramural fields each period in the day we could perhaps take care of between twelve and fifteen hundred. To meet this figure either the gym or auditorium would need to be available each afternoon. With sufficient staff we could offer mass coaching and conditioning for touchfootball and allow the games to substitute for physical education. This is done in some places. It demands more supervision, costs more money, and is educative; while I can see nothing in calisthenics but warming up for something else - an advertising feature and a perfect means of defeating the program for time to come. It takes rugged, rough games - not calisthenics, to win a war. I know that is how you feel.

