

October 4, 1940

Dear Faculty Member:

We are asking the members of the Department of Physical Education to communicate their requests for repair work, trimming of branches, mowing and marking fields, and so forth, to the office in writing. In this way there will be no misunderstanding as to where the responsibility lies.

Any written request for work done will receive prompt attention.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:G