

March 5, 1941

Dr. E.R. Elbel

Mr. E.B. DeGroot

Mr. J.H. Raport

Mr. John Cress

It will be my policy to pass on to the different men in our Department of Physical Education, the available positions that are open. This will enable us to help land jobs for our Physical Education majors.

I am attaching a short list herewith.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg
Enc.

Football coach and track man - Belleville Public Schools, Belleville, Kansas
(needed for next year) Mr. A.C. Hainline, Superintendent
Position will pay \$1,440.00 for 9 months.
(this is the present salary)

"We will need an Athletic Coach, work
to begin in September, who has a Master's
degree, and who can coach football, basket-
ball and all other sports and one who could
teach Physical Education in college."

-- The Eble Teachers' Agency,
613 Merchants Bank Bldg.
Indianapolis, sent a blank
to be filled out and returned
to them if we knew of someone
with these qualifications.
They stated they received an
inquiry from a Dean of a
college located in one of the
Central States stating they
had a vacancy.

Feb. 21, 1941

Mr. DeGroot:

Dr. Allen asked me to give you the following information:

He called Mr. Barnett, the Athletic Director at the Topeka High School and found out Mr. Van Slyck had already arranged for a physician, Dr. Born, to speak to all the physical education classes next Wednesday morning.

Mr. Barnett stated that he would be glad to have your practice teachers come any other time--one day is just as good as another. Dr. Allen thought it would be wise for you to write to Mr. Barnett and Mr. Dittimore to advise them of your coming. Dr. Allen would like to know when you plan to go.

Mr. Dittimore is supervisor of the 6 junior high schools
Mr. Buck Weaver is in charge of physical education in
the Topeka High School.

February 1, 1941

Dr. E. R. Elbel
Robinson Gymnasium
University of Kansas

Dear Ed:

Regarding the suggestion for the 75th Anniversary exhibition, would it not be a good idea to plan on showing the old peach baskets that Dr. Naismith used to originate the game of basketball?

Perhaps it would not be necessary to have a game, but if we would have some boys in long, white trousers, quarter length sleeves, mustaches, etc., to toss the soccer ball around at certain times of the day when the crowd was at its highest, it might be an interesting recollection of the early basketball days.

I don 't know what you have in mind, but this is one thought that we should perhaps capitalize on.

We might also use the projector and throw a very large picture of Dr. Naismith on the wall. Of course, enlarging a picture of Dr. Naismith would be much better, but the item of expense enters in. I will be glad to talk with you sometime when it is convenient, with an idea of making some complement to Mr. Montgomery's efforts.

Sincerely yours,

FCA:lg:mln

Director of Physical Education and Recreation
Varsity Basketball Coach

DEPARTMENT OF PUBLIC WELFARE
BUREAU OF GENERAL INFORMATION
BUREAU OF SCHOOL SERVICE AND RESEARCH
LECTURE COURSE BUREAU
BUREAU OF VISUAL INSTRUCTION

THE UNIVERSITY OF KANSAS
UNIVERSITY EXTENSION DIVISION
LAWRENCE

DEPARTMENT OF EXTENSION TEACHING
BUREAU OF CLASS INSTRUCTION
BUREAU OF CORRESPONDENCE STUDY

January 13, 1941

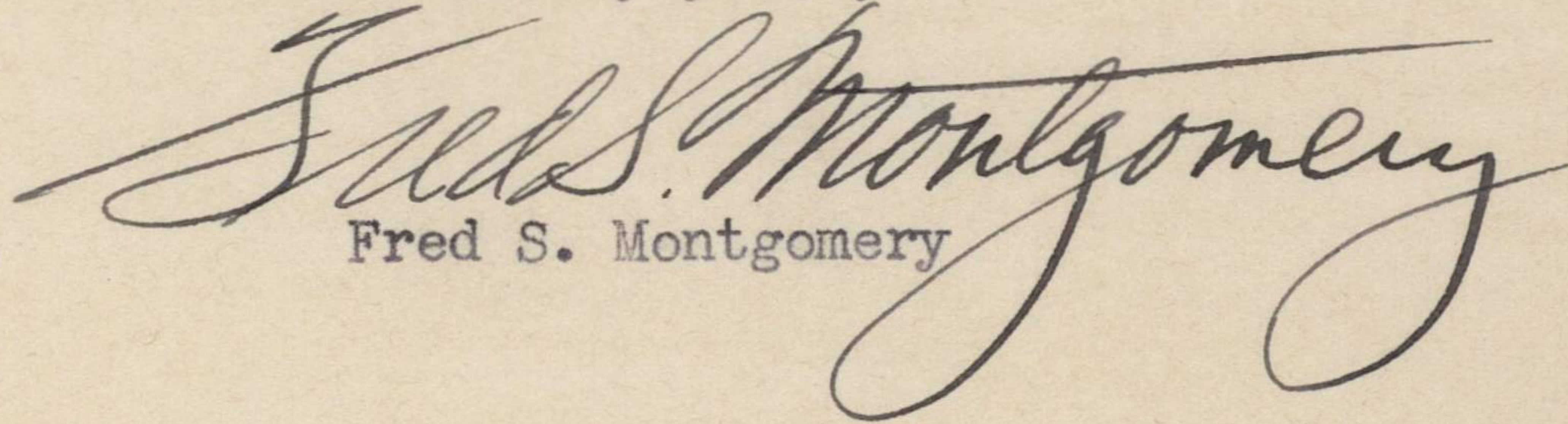
Dr. F. C. Allen
105 Robinson
Campus

Dear Dr. Allen:

The exhibits committee will meet Thursday, January 16,
3:30 p. m., Room 109 Fraser Hall.

Enclosed is a list of the suggestions made at the
last meeting of the committee. The name following each item
indicates the person assigned to secure complete information
in regard to the exhibit, including an estimate of the cost
of the exhibit and the person who will supervise the exhibit.

Sincerely yours,


Fred S. Montgomery

FSM:RM

SUGGESTIONS FOR 75th ANNIVERSARY EXHIBITS

Architectural models-- (V. Smith)

Entomology Department-- place museum collection on display (at least part)

Miniature of University as it now is and as it was 75 years ago. Also
the University fifty years from now.

Replica of North College on the site of the original building.

University Student Hospital-- open house, pictorial display, Dr. Dixon's
exhibit. Possibility of giving chest x-ray at no charge to
visitors. Iron lung on display. (Canuteson)

Fraser Hall-- Wilcox Museum open to visitors.

Curriculum Laboratory open.

Reading Diagnostic Exhibit.

Bureau of Visual Instruction-- motion pictures and WPA
Museum Display.

(Althaus)

Green Hall-- historical display of law books. (Viesselman)

Blake Hall-- Apparatus displays--cosmic rays, polarized light, etc.
Astronomy display. (Stranathan)

Bailey Lab-- liquid air demonstration and other demonstrations of this
type, historical display, and glass blowing by George King.
(Chiles)

School of Pharmacy historical display. (Reese)

Chemical Engineers-- historical movie and exhibits. (Deschner)

Watson Library-- display of rare books. Photographic display of color
transparencies of campus scenes. (Bingham)

Geology Building-- fluorescent minerals, polarizing microscopes, models,
Dr. Stevenson's petroleum laboratory in operation, Prof.
Grider's display. (Schoewe)

Robinson Gymnasium-- pictorial display. Possibly a basketball game--old
and new. Recreation on quadrangle. (Elbel and Allen)

Marvin Hall-- Engineering Exposition. Polarized light by applied
mechanics department.

Frank Strong Hall-- Fine Arts Departments present displays.

Decorate lamp posts in addition to the K.U.-Jayhawk signs,
hitching posts, guide posts. (Jones)

Dyche Museum-- (Lane)

Spooner-Thayer Museum--

Power Plant and other maintenance buildings open for inspection. (Bayles)

Scientific companies may be glad to supply displays. (Stranathan)

Other alumni may wish to supply exhibits. Possibly Brown of the
National Museum.

Finger Printing by Alpha Phi Omega. (Canuteson)

Record voices and play back for person whose voice is recorded.

Install loud speakers on Dyche Tower to play recordings or broadcasts. (Bayles)

Construct 1866 locomotive to drive around campus. Also possible that
Union Pacific or Santa Fe would provide their model trains. (Montgomery)

Residence Halls open to visitors.

Guide service-- student groups in costumes. Have printed outlines of
itinerary.

Provide refreshments at convenient points around campus. (Montgomery)

Provide places in and out of buildings for visitors to rest. Law school
room and others.

Take movies of the celebration. (Montgomery)

High-wheel bicycle

Exhibits to be open all of time where practical and others at special times.

January 27, 1941

Mr. James Raport
Robinson Gymnasium
University of Kansas

Dear Jim:

I want to congratulate you on the very excellent way that you have been collaborating with the other teachers in Physical Education regarding the grades in physical activity courses.

Before you took charge of this situation there was a general confusion, but now I see the minimum of this difficulty. It is not an easy matter to do the job the way you are doing it, and we appreciate the patience and the care that you exercise in reducing such errors to the minimum.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

January 24, 1941

Miss Joie L. Stapleton
Physical Education Dept.
University of Kansas

Dear Miss Stapleton:

I regret exceedingly that I failed to answer your communication of the 14th instant.

I think it would be an excellent thing if you could suggest Dr. Clifford L. Brownell's name to the Committee on Convocations and Lectures as a possible speaker to University groups.

I trust that you have gone ahead and made the suggestion and not waited for my untimely reply; however, I do appreciate your writing me.

With all good wishes, I am,

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

January 14, 1941

Dr. F. C. Allen
Director of Physical Education and Recreation
Varsity Basketball Coach
University of Kansas

Dear Dr. Allen:

A letter, dated January 13, from the Committee on Convocations and Lectures has just reached me, asking for suggestions on speakers for University groups.

Miss Edna McCullough, President of the Kansas Health and Physical Education Association, in a recent letter, states that Dr. Clifford L. Brownell, who succeeds Dr. Jessie F. Williams as Director of Physical Education at Teachers College, New York City, is to be the main speaker at the Kansas Health and Physical Education convention this year.

I have had courses with Dr. Brownell and have heard him lecture and he is both a dynamic speaker and a fine scholar.

Do you think it feasible to suggest Dr. Brownell's name to the Committee on Convocations and Lectures?

Sincerely,

Joie L. Stapleton
Joie L. Stapleton

JLS:ek

January 13, 1941

Miss Joie Stapleton
Robinson Gymnasium
University of Kansas

Dear Miss Stapleton:

Enclosed is a copy of a letter I have written to T.P. Hunter and Bob Johnson. After you were kind enough to call me up I felt chagrined that these boys did not make their regular assignment.

You can always count on my full cooperation, and when any of my boys do not play the game with the administration all that is necessary for you to do is to inform me.

By checking up with the trainer, Dean, I found that both of these boys missed the car to Kansas City. Maybe it was unintentional but at the same time the results will be no different.

Very sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg
Enc.

March 13, 1941

Dear Physical Education Faculty Member:

Due to the fact that our office handles an enormous amount of detail, it is impossible for the Secretary to take dictation from the other members of the Department. Exception can only be made in the case of an emergency or a long, complicated letter.

An additional Royal typewriter will be placed in the Intramurals Office within a short while. This will make it possible for members to get out their work on time and not wait for the use of a typewriter.

We would appreciate it if you would let Miss Gerstenberger know when you are in need of a stenographer or typist and she will be glad to arrange for someone to come in and help you.

We will appreciate your cooperation in this matter.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach

December 9, 1940

Dr. Allen:

Dean Schwegler was in this afternoon and said Virgil Wise was in to see him about the one hour he needs for eligibility.

Dean Schwegler offered two solutions:

"one, if he happens to have a low grade course with a mark of incomplete, then it is thinkable that the department could permit Virgil to make up the incomplete by special examination;

"or if that isn't feasible, then it is thinkable that he could enroll for a correspondence course not to exceed 2 hours and get busy on it ."

Dean Schwegler says if you need the boy bad enough he would be glad to see what he can do for him.

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

Dec. 2, 1940

Dr. F. C. Allen
Director of Phys. Ed. and Recreation
University of Kansas

Dear Dr. Allen:

At least four usable basketballs are needed immediately in the towel room. All the balls that are in the towel room now either have leaky bladders or split seams.

We have a box of old basketballs in the equipment room upstairs that were returned from the sporting goods company as "beyond repair". The balls in the towel room now are in about the same condition as the latter.

With intramural basketball season starting this week, there will be a greater demand for basketballs.

Yours sincerely,

E. B. De Groot, Jr.
E. B. DeGroot, Jr.

December 13, 1940

Mr. Burt DeGroot
Physical Education Department
University of Kansas

Dear Burt:

I want to thank you very much for your latest outline of the Equitation course. I am very much interested in this; in fact, I am taking it home for Mitt and Bob to see. They were both at Culver and belonged to the Black Horse Troop; that is a crack outfit at Culver, and they really were taught expert horsemanship.

I congratulate you on the get-up.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

December 13, 1940

Dr. E.R. Elbel
Physical Education Department
University of Kansas

Dear Ed:

Evelyn Herriman came into the office to inquire if it would be satisfactory for her to work for you during the Christmas vacation.

Of course it will be, but it would be much more systematic if you would make the inquiry and have arrangements made to turn in her time after she is finished.

Hereafter will you kindly do this?

Very cordially yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

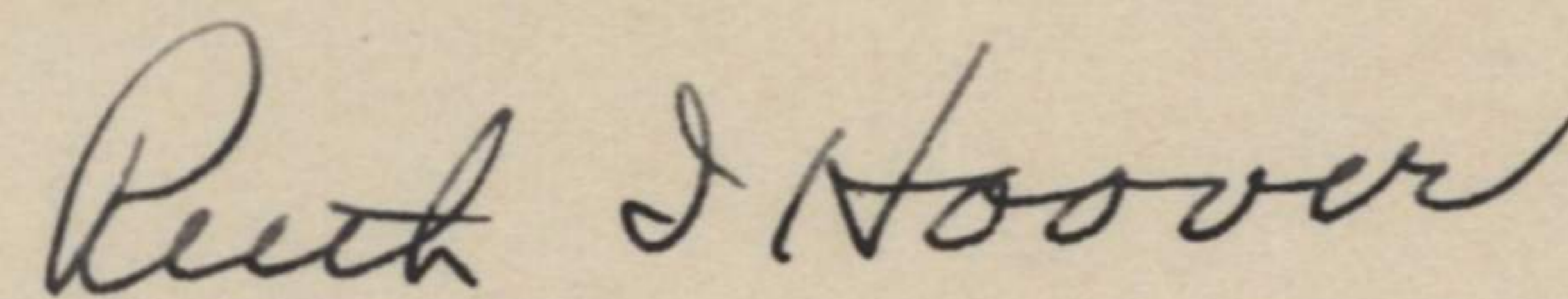
November 20
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Dr. F. C. Allen
Director of Physical Education
University of Kansas

Dear Dr. Allen:

I am sorry about the mistake with the stop watch. I talked to Miss Gerstenberger about it and she said to take it to Mr. Marks for repair. I will see that this does not happen again.

Sincerely,



Ruth Hoover

RH:EEH

November 22, 1940

Dear Fellow Faculty:

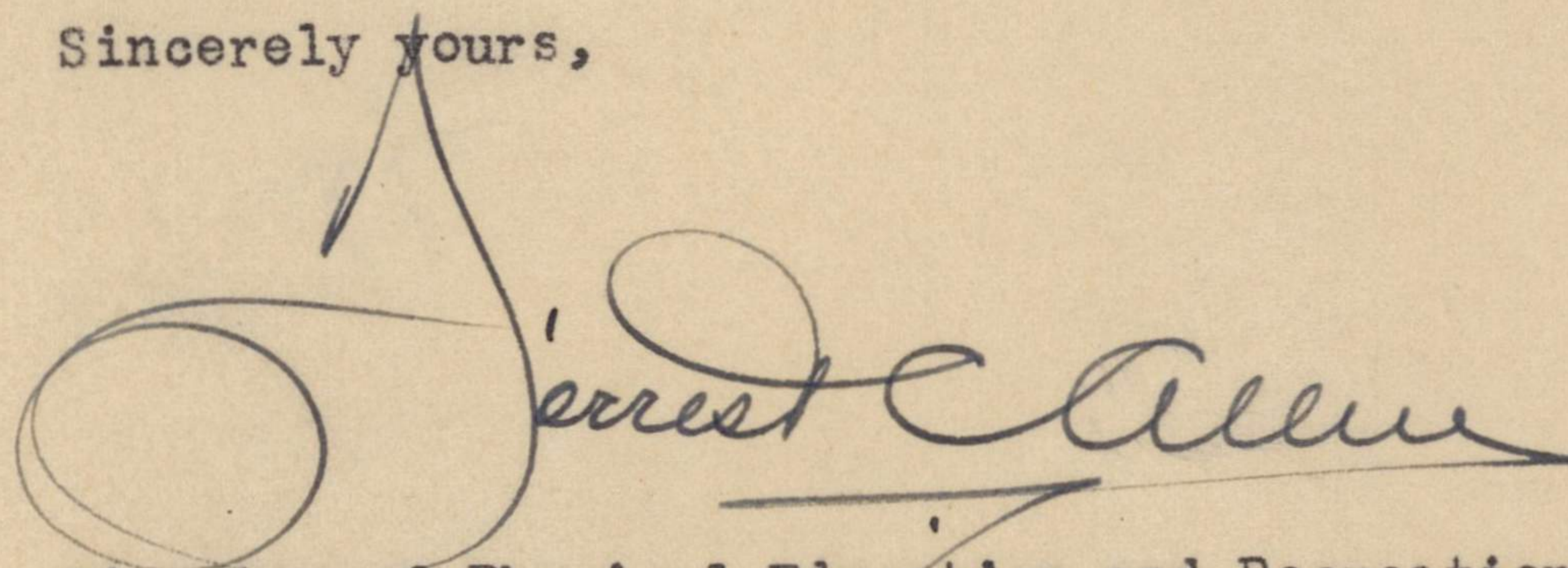
We have been endeavoring to get the control of all equipment under the direction of one individual so that we might be more efficient in handling such matters. This also applies to the matter of ordering new equipment as well as the major repairs needed.

Last week I noticed all of our mats loaded out in the hall with cords tied around them. I asked what they were doing there and was told that they had been used down at the Community Building for our Homecoming. These mats were not clean and I am sure that they carry a great deal of dirt with them. Keeping these mats clean is a problem and I do not see how we can continue to let our mats go out in this fashion without picking up debris.

It is thinkable that some such things, as loaning mats, may have to happen occasionally, but we should make the loaning of them a very difficult task. Perhaps we should set aside some old mats and let only the painted ones go to such places. These could then be washed and sterilized but the cloth mats cannot.

For efficiency sake we have appointed Mr. Burt DeGroot as Coordinator of Equipment. Any equipment that is purchased through the office will receive Mr. DeGroot's attention. For the matter of repairs of a minor nature these can be brought to our office and they will receive prompt attention, but any repairs of any magnitude should be referred to Mr. DeGroot as a first order of business.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Ernest Allen". The signature is written in dark ink and is positioned above the typed name and title.

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

November 21, 1940

Mr. Dell Davidson
Custodian, Intercollegiate Athletics
University of Kansas

Dear Mr. Davidson:

You will remember that we asked you to cut down on the time of Lawrence Johnson, and some of the other boys at the stadium. This month Johnson had $71\frac{1}{2}$ hours which totals to \$25.03, and last month he had $82\frac{1}{2}$ hours, totaling \$28.88. For the two months this makes a total of \$53.91, or nearly enough work for three months instead of two. I will write him a letter and tell him that we are forced to drop him for a month because our payroll will not stand it.

Kenneth Dugan was promised about \$7 or \$8 per month, and he has been getting about double that amount. Last month he received \$21.70.

Bob Abrams was the only man that we had definitely promised regular work to.

Suppose we make this arrangement, that we do not hire any more of the boys down there; just cut them off until you can see me about the situation.

Very cordially yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

November 15, 1940

To Members of the Physical Education Department:

We have just received from Raymond Nichols, the Chancellor's Executive Secretary, a letter saying that all applications for purchase requests must first go to the Business Office, and they in turn send them to the State Business Manager who makes the purchase. However, in the case of an emergency the Business Office has authority to make the purchase.

Due to a change in personnel in our office a stopwatch was taken to Sol Marks & Son for a new crystal. A purchase request was made out after the watch had been repaired and Mr. Klooz took the matter up with the Chancellor's Executive Secretary. The Executive Secretary called our attention to the improper handling of such requests.

For the benefit of those who are new on our staff, I desire to call your attention to the inflexibility of this law. If any member of the staff desires to make a purchase which he feels should be an emergency purchase, the request should first be given to this office and purchase requests will be made out and submitted to the Business Office. The Administration reserves the right to ask the individual making the purchase assume the responsibility for paying it if this procedure is not followed.

We know that you will be happy to cooperate with the laws of the State and the University.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

DEPARTMENT OF PHYSICAL EDUCATION
University of Kansas

April 7, 1941

Dear Physical Education Faculty Members:

On Friday, April 18, at the time of the Inter-scholastic Track and Field Meet, Mr. Harold G. Ingham is sponsoring high school tourages from the western part of the State to the University. Mr. Ingham has asked permission to use the first floor of Robinson Gymnasium in the afternoon and early evening in order to entertain these high school youth.

Also, they are anxious to have this space available for serving the picnic dinner to the visitors in case cold or rainy weather forces them inside.

This is a University function and we would appreciate your cooperation in this matter.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach

FCA:lg

November 2, 1940

Dr. Elbel:

Dr. Allen asked me to give you the attached letter from Dean Stouffer, and said he would like for you to confer with members of our Department regarding any necessary changes they thought should be made in our courses.

Dr. Allen said personally, that he thought we were moving along in good shape because our courses are fairly new.

Dr. Allen would like for you to give him a report on this matter when he returns to the office.

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 28, 1940

Miss Gerstenberger
Physical Education Department

Dear Miss Gerstenberger:

I have taken the stop watch to Mr. Mark
for repair. The bill will be sent to the
Physical Education Department.

Sincerely,

Ruth I. Hoover
Ruth I. Hoover

RIH:ek

October 25, 1940

Mr. Del Davidson
Custodian
Intercollegiate Athletics
University of Kansas

Dear Mr. Davidson:

The west basket seems to slope down a little. I wonder if you could put a level on it and even up the basket.

Perhaps it would be a good idea to put a level on all the baskets to be sure they are straight and even. The west basket is definitely sloping, however.

Thank you, I am,

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

October 18, 1940

Miss Ruth Hoover
Robinson Gymnasium
University of Kansas

Dear Miss Hoover:

I learn with regret the loss of an archery target and face which disappeared one night this week.

It has always been my emphatic conviction that these should be chained down, but more than that, I believe they should be put away each night and put up each morning.

We have the Bee House down there now and it could be used for storage. If there is no way of locking the targets to the standards, then they should be taken care of each night and morning.

I remember making a very emphatic statement that they would be taken if they were left loose in that location.

It might be well to have some interested soul observe the fraternity and sorority house play fields.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg