

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