

January 26, 1940

We are discontinuing the Saturday morning classes for the children of faculty members until weather conditions have improved. The cold weather has cut the class attendance to practically nothing.

Since examination time is upon us, and enrollment for the second semester will soon take place, Miss Byrn and Mr. DeGroot, who have so generously contributed their time on Saturday mornings, will be occupied with other duties for a time. Notice will be sent to you as soon as the classes for the children are to be continued.

I trust that the children who have been coming to Robinson Gymnasium at 9 o'clock on Saturday mornings have enjoyed themselves, and that their parents are pleased with their activities.

Assuring you of our cooperation at all times,

I am

Very sincerely yours,

Director of Physical Education
and Recreation

FCA:AH
CHG

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

February 12, 1940

Dr. Forrest C. Allen,
Director, Physical Education,
University of Kansas,
City.

Dear Dr. Allen:

The following is the report of the Committee on Trips for the Department of Physical Education:

One trip for the entire Department to the Teachers College Demonstration Saturday, February 17th to see a Program of Health and Physical Education throughout the Elementary and College levels at Kansas City, Missouri.

Content and Method - 2 trips
a. Elementary schools
b. Junior and Senior high schools

Personal Hygiene (girls) - 1 trip

Elementary Playground Activities - 1 trip

Practice Teaching - 2 per semester
a. One possible combined with Content and Method
b. One long trip (not to be taken this Spring) to be taken in the Spring Semester and to be a rather extended trip.

Very sincerely,

Ruth Hoover
Ed Elbel
Bert DeGroot
Joie Stapleton, Chm.

MINUTES

PHYSICAL EDUCATION FACULTY

A meeting of the Physical Education Department was held Friday, January 5, at 1:30 p.m.

Dr. Elbel recommended that, "In connection with the major courses of Content and Method and Practice Teaching in the P. E. department, at least two field trips be required each semester and that these trips be considered part of the courses."

The motion was seconded by Mr. Allphin, and passed by the faculty.

Dr. Allen appointed a committee of Miss Stapleton, Mr. DeGroot, Dr. Elbel and Miss Hoover to study over the situation of field trips for other courses and to submit a recommendation to the faculty.

Dr. Allen appointed a committee of Dr. Elbel, Mr. DeGroot, Mr. Raport and Mr. Allphin to submit a revision of the courses PE31M, 32M, 33M and 34M.

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Minutes
Physical Education Faculty Meeting

A meeting of the P.E. Dept. was held Friday,
January 5th at 1:30.

Mr. Elbel recommended that "In connection
with the major courses of "Content and Method"
and "Practical Teaching" in the P.E. Dept,
at least 2 field trips be required each
semester and that these trips be
considered part of the courses.

The motion was seconded by Mr. Alphin
and passed by the faculty.

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of Miss Stapleton, Mr. DeGroot, Mr.
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tion to the faculty.

Dr. Allen appointed a committee
of Dr. Elbel, Mr. DeGroot, Mr. DePort
and Mr. Alphin to submit a
revision of the courses BE 31 H, 32 H, 33 H
and 34 H.

February 14, 1940

University of Kansas,
Lawrence, Kansas.

Dear Faculty Members:

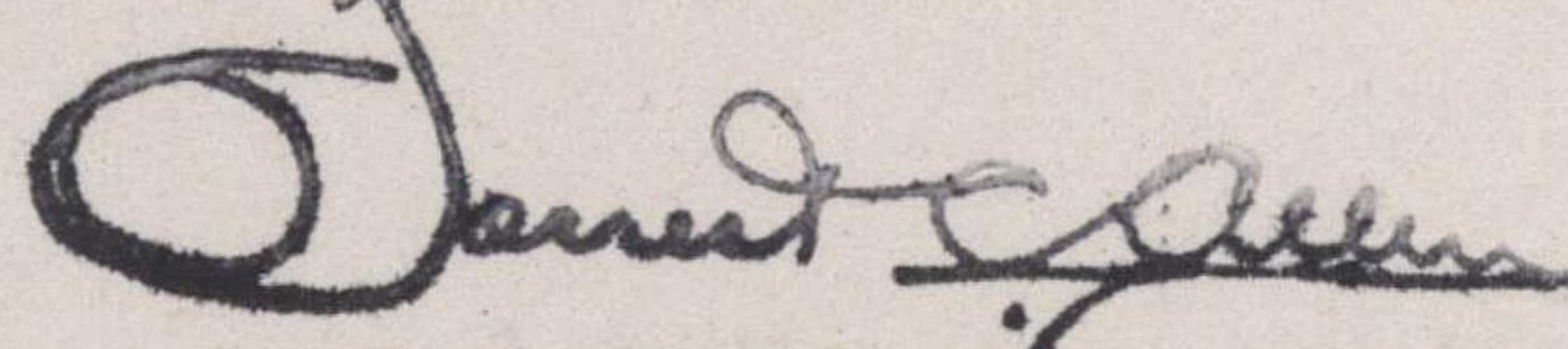
Opportunity for recreation in Robinson Gymnasium is definitely assured for faculty members during the second semester. The gym floor has been reserved exclusively for faculty use on Tuesdays and Fridays from 4:15 p.m. to 6:00 p.m.

Individual sports such as badminton and aerial darts are available from 4:15 to about 5:00 or 5:15 p.m. Volley ball is played from about 5:00 to 6:00 p.m.

A group of "regulars" have been participating in both badminton and volley ball since October, but there is plenty of room for more. Two volley ball courts are available.

Keys to the new faculty dressing room may still be obtained at the Physical Education office.

Sincerely yours,



Dir. of Physical Edu. and Recreation,
Varsity Basketball Coach.

FCAm

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

February 15, 1940.

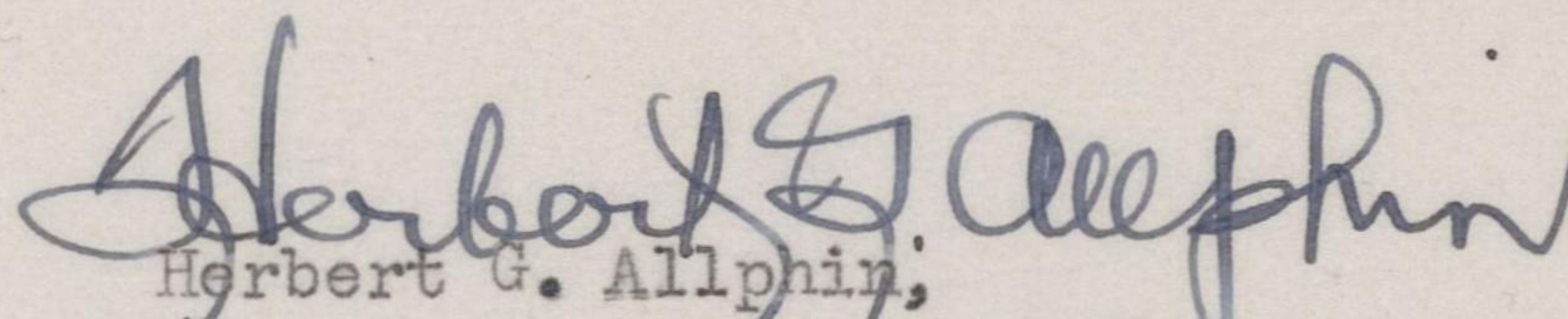
Dr. Forrest C. Allen

Mr. Gwinn Henry.

Gentlemen:

Steve Renko made an "Incomplete" last fall on account of not attending swimming in the course 33M. He promised to make the swimming up this semester. I wish to state that up to date he has done nothing about it.

Very cordially yours,


Herbert G. Allphin,
Department of Physical Education.

HGA:AH

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

February 21, 1940

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

Dear Dr. Allen:

Again, with the season of basketball well under way, the menace of the high school and grade school boys has invaded our gymnasium. These boys come to the gym after their schools are out and bother class activities by coming in and out of the gym until the class is dismissed. They even interrupted the 3:30 class to ask the teacher when she would get off the floor so they could play. Then at about 4:30 they swarm in and take possession of the floor.

When the women come up to play their intramural activities they find the floor occupied. Often they leave without playing their matches. Sometimes they will stop at the office to ask when the floor will be free. Then one of the staff members has to go to the gym and ask the boys to leave. The women students have been told to request the boys to leave when they want the floor but they refuse to do so until a staff member comes out and does the ordering. The staff members have to act as policemen from four o'clock on through the night until ten or eleven o'clock to keep the floor clear of those boys.

The boys not only take possession of the floor but last Saturday they broke the piano bench, moved all the ping pong tables, chipping the edges of them, and used the corrective room back of the piano as a toilet. They tear down material which has been placed on the bulletin board and often write or change words on posters to make indecent, filthy meanings.

I do hope some arrangement can be made to keep these boys out of the University buildings.

Very truly,

Ruth Hoover

Ruth Hoover

RH:ek

Money spent for
reaction train equipment

Heldring	35 ¢
Botts	15
Spring bay	26
	<hr/>
	76 ¢

J. K. Elber

Paid
4/1/40

April 4, 1940.

Miss Jane Byrn,
Department of Physical Education,
University of Kansas.

Dear Jane:

This will acknowledge receipt of your note of the 2nd instant. Of course, you will be released from your teaching duties at the end of the school year. It has been a great pleasure to us to have had you on our staff.

May I take this opportunity to wish you much happiness in the future?

Cardially yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball Coach.

April 2, 1940

Dr. F. C. Allen,
Director of Health and Physical Education,
University of Kansas,
Lawrence, Kansas.

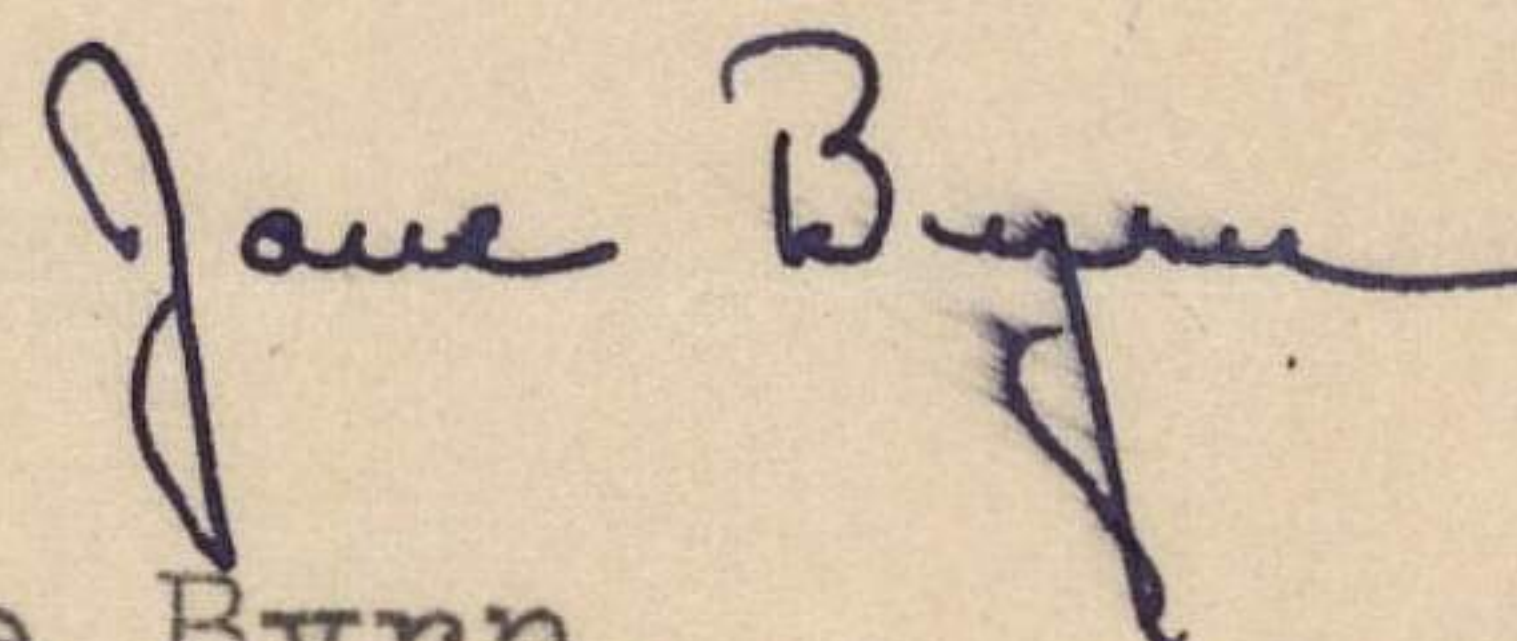
Dear Dr. Allen:

I should like to be released from my contract, the resignation to become effective at the end of this school year. In view of my approaching marriage, I find it necessary to tender my resignation.

I am grateful to have had the opportunity to assist in the work of this department and the experience of working with you and the other members of the department has been a most pleasurable one.

May I have your consideration of this request and a reply in this regard at your earliest convenience?

Sincerely yours,

A handwritten signature in cursive script that reads "Jane Byrn". The signature is written in dark ink and is positioned above the typed name.

Jane Byrn,
Instructor in Dance

MINUTES
OF
PHYSICAL EDUCATION FACULTY MEETING

A meeting of the Physical Education Department was held Monday, April 24, at 2:30 p.m.

The project of a window display at the Journal-World for "Observation of Child Health Week" was discussed. Dr. Ed Elbel was appointed chairman of the committee. The Sasnak Club members on the committee are: Dean Nesmith, Max Replogle, Mary K. Lattner, Margaret Van Cleave and Virginia Anderson.

The general ideas suggested for use were: (1) Revolving drum with pictures of activities; (2) Relationship of play activities and war activities of the children of the different countries; (3) The relationship of the Physical Education majors to the teaching of health. Dr. Elbel was to use his judgment in the arrangement of the display.

The question of keeping the gymnasium building and grounds in repair was discussed. Each staff member is to report anything which is not satisfactory to Mrs. Hulteen who will then see that it is taken care of.

Ruth Hoover, Secretary.

Minutes
Phy Ed. Faculty Meeting

A meeting of the PE Dept was held Monday,
April 24 at 2:30.

The project of a window display at
the Journal World for "Observation of
Child Health Week" was discussed.

Dr. Ed Elbel was appointed chairman
of the committee. The Sarnak members
on the committee were D. Nesmith,
Max Replogle, Mary K. Lattner,
Margaret Van Cleave and Virginia Anderson.

The general ideas suggested for use
were: (1) Pooling dream with pictures
of activities (2) Relationship of play activities
and war activities of the children of
the different countries. (3) The relationship
of the P. E. majors to the teaching

of health.

Dr. Ethel was to use his judgment
in the arrangement of the display.

The question of keeping the gymnasium
building and grounds ~~in~~ in
repair was discussed. Each staff
member is to report any thing
which is not satisfactory to
Mrs. Hulteen, who will then see
that it is taken care of.

May 22, 1940.

Miss Ruth Hoover,
Department of Physical Education.

Dear Miss Hoover:

As I entered the gymnasium this morning I noticed quite an aggregation of boys and girls on the steps at the east end of the gym - nearly all of them smoking.

I spoke to Dr. Elbel about it and he said he thought it was his Community Recreation class, and he would caution them about doing this. We would appreciate your doing whatever policy duty is necessary to stop this practice, and if you need any help, please call on me.

Cordially yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

UNIVERSITY OF KANSAS
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND
INTERCOLLEGIATE ATHLETICS

May 22, 1940

Dr. Forrest C. Allen
Director, Physical Education and Recreation
University of Kansas

Dear Dr. Allen:

Enclosed in this letter is a summary report of the faculty recreation classes and the use made of the faculty dressing room during the school year 1939-40.

The attendance in the classes has fluctuated from time to time, but permant interest, particularly in volleyball, has increased throughout the year. This is evidenced by the fact that we had so many in class ^{this week} that we found it necessary to conduct two volleyball games at once, and that the group invariably continued to play as late as 6:30 or 6:45 p.m.

Next year I expect the number of faculty members participating to be considerably larger. May a definite time allotment and floor space be set aside for this group (for next year) when the time schedule of classes and activities is drawn up this Spring? It is practically impossible to reorganize ~~the~~ time schedule after it is once completed; therefore, I hope this group will be given consideration at the time that the schedule is made.

Sincerely,

E. B. DeGroot, Jr.
E. B. DeGroot, Jr.

DG:g

MEN'S FACULTY RECREATION CLASSES AND USE OF

FACULTY DRESSING ROOM, 1939-40

REPORT

I The faculty recreation classes:

1. Have met twice per week, September through May.
2. Activities are available and conducted for $2\frac{1}{2}$ hours per meeting: 4:15 p.m. to 6:45 p.m.
3. Activities in regular classes are badminton, aerial darts, volleyball, and swimming.

Other activities in which members participate are fencing and handball.

4. Total number of faculty members participating in organized class activities during year: 32
5. Number of departments and divisions of the University represented in the above group: 19

II Use of faculty dressing room:

1. Additional number of faculty members ^(besides 32 above) participating in activities on their own time: about 12
2. Additional number using the faculty dressing room: 12

III Total number of faculty members using physical education facilities and equipment: 56.

E. B. DeGroot, Jr.
E. B. DeGroot, Jr.
Instructor

FACULTY RECREATION CLASS - 1939-40

The following men participated in regular class activities:

<u>NAME</u>	<u>DEPARTMENT</u>
McCord, Fletcher	Psychology
Kanaga, Eugene	Entomology
Gemmel, Lee	Extension Division
Stene, E. O.	Political Science
Beamer, Raymond	Entomology
Janeway, Ray	Library
Wellhausen, Edward L.	Library
Price, Edwin F.	Dean of School of Religion
Williamson, Ben L.	Water Department
Boyce, Earnest	Water Department
Smith, H. T. U.	Geology
Martin, James B.	Chemistry
Gibson, Hilden R.	Political Sci. & Soc.
Deschner, Walter W.	Chemical Engineering
Moore, John J. O.	Y. M. C. A.
Booth, W. E.	Botany
Crow, Raymond	Electrical Foreman Bldg. & Grds.
Hankins, John E.	English
Hoffman, Gordon	Chemistry
Lutness, Otto J.	Chemistry
Mishou, Edward C.	Bureau of Corres. Study
Shoemaker, Wm. H.	Romance Language
Gronicka, Audre	German
Ramskill,	Chemistry
White, Leland M.	Chemistry
Stover, Dalton	Geological Survey
Meyers, Joe	Anatomy
King, Joseph F.	Religion
Virtue, John B.	English

In addition to the above, 24 other faculty members participate in individual sports or use the dressing room for showers.

June 6, 1940.

Mr. E. B. DeGroot, Jr.,
847 Santa Barbara Avenue,
Pasadena, California.

Dear Mr. DeGroot:

This morning after you left Lawrence a call came from the Business Office saying that you had not signed the payroll before you left.

I am enclosing a set of voucher sheets for you to sign (marked X), and these should be returned to the University Business Office at once. I think your check will be ready on July 1st, so perhaps you should tell them where to send it at that time.

I hope you and Mrs. DeGroot have a most enjoyable summer.

Sincerely yours,

Secretary to Dr. Allen.

July 3, 1940

Dr. E. H. Elbel,
Department of Physical Education,
University of Kansas.

Dear Eddie:

I should like to suggest that in the future we do not enroll in the Community Recreation course for the summer these football players who find it necessary to work at the ice plant or other places in the evenings.

It makes a very difficult situation if they are not able to cooperate with the class in their laboratory work on the playground in the evenings.

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

July 8, 1940.

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

Dear Eddie:

Henry L. Quass, who is taking his doctor's degree at New York University, has written me and asked to be remembered to you.

I also have a letter from Guy R. McMurray, coach at Fort Scott Junior College, who sends you his kind regards.

Cordially yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball Coach.

July 8, 1940.

Mrs. Orman Wanamaker,
1426 Jewell,
Topeka, Kansas.

Dear Jane:

Your lovely letter of the 27th ultimo has arrived and we are delighted to hear from you. We are passing on your letter to the people in our department who are here, and when Miss Hoover and Miss Stapleton and Mr. DeGroot return it will be passed on to them so that they may have your address.

Thanks a lot for the invitation. You know, it is true that when people are so close to each other they visit less than when they are far away - as if you were in New York, for example. But we do thank you so much for the invitation, and some time when the Allen family is sojourning in the capitol city we certainly would like to stop by and see that artistic skill that you exercise over the things that you have in charge.

With sincerest best wishes to you and yours for health, wealth and longevity, I am

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FGA:AH

1426 Jewell,
Topeka, Kansas.
June 27, 1940

Dear Dr. Allen and fellow P.E. faculty friends -

I want you all to know how much I appreciate your friendly thoughts and lovely gift to us. No more charming remembrance, of the delightful friendships I have had could possibly have been chosen as I am so very fond of Mrs. Crow's work. I have long cherished the desire to have a piece for my own.

This house-keeping business is turning out to be as much of a job as running a three-ring circus. It's not quite so simple as it seems, looking on - but with a little experience I think I can hold down the job.

I know that all of you must now and then come to Topeka and I do hope that you will find time to visit us

when you are here. Now - please do that.

Again I thank you for the very
beautiful gift.

Yours Sincerely -

Jane -

August 5, 1940.

Miss Ruth Baker,
N.Y.U. Camp,
Sloatsburg, N. Y.

Dear Ruth:

Congratulations on your new job at Lakeview Consolidated! I hope you will be very successful and happy in your new location, and if at any time we can be of service, don't hesitate to call on us.

I have made no recommendations for the Salina place, and I am sure that Alice Paden would be fine. Doubtless the recommendation of a person who has made a success there in the job will carry a lot of weight.

Mrs. Josephine Lantz Sams told me that she taught a couple of weeks for you while you were ill. She has her master's degree and is looking for a job. She has two children, and I am hoping that she will find something in the very near future.

With best wishes for your continued success, I am

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

July 30, 1940.

Dr. F. C. Allen
Kansas University

Dear Mr. Allen:

Just a minute to say I
am accepting a position in
Lakeview Consolidated School,
Battle Creek, Michigan as
Supervisor of Elem. Phys. Ed. and
teacher of Girl P. E. in Jr. & Sr.
High Schools.

I'm recommending Alice
Paden in Salina as my successor.
If you have anyone else in
mind, be sure to have them
contact Supt. Hawkes immediately.

There's the bell! I must
get my clothes on & go to class

Sincerely

Ruth Baker
744 Camp
Sloatsburg, N.Y.

August 10, 1940
Coffeyville, Kans.

Dr. J.C. Allen
Physical Education Department
Kansas University

Dear Dr. Allen:

Just a short note to let you know that I received my slip of appointment, and to thank you for the many kindnesses and the consideration you have given to me.

I shall be waiting for any further information you may want to send me.

Sincerely,

Catherine Dunkel

C. D. D.
1221 West 6th
Coffeyville

August 10, 1940.

Dr. F. C. Allen,
c/o Professor D. K. Brace,
Department of Physical Education,
University of Texas,
Austin, Texas.

Dear Dr. Allen:

I am enclosing a letter which came this morning from Ernest Mehl, and which seems to need an immediate reply.

The re-written article came from Dan Partner this morning, and I am sending it on air-mail to Mr. Doyle. I have written to Mr. Partner, telling him that I am forwarding this during your absence.

The weather is still cool and cloudy, with occasional showers. It is very pleasant - so pleasant that we have nearly forgotten those two or three weeks of hot weather.

The campus is forsaken. The playground is bare, and now the grass will have a chance to grow. The rains will help that immensely. Dave finished his work yesterday, getting all the equipment stored away, repairing the broken articles, and so forth.

I'm very sorry that I didn't get to wish you and Mrs. Allen a pleasant trip to Texas. I didn't realize that you were leaving so soon. But I'll see you when you return, and I still want to have that little visit with Mrs. Allen that I promised her.

With best wishes to you both, I am

Sincerely yours,

August 28, 1940

Dear Dr. Allen:

Enclosed is a letter received this morning from Ralph Miller. I thought you might like to have it as soon as possible.

This seems to be the only important bit of correspondence at present.

I hope you are having a fine trip.

Sincerely yours,

August 28, 1940

Miss Catherine Dunkel
1221 West 6th Street
Coffeyville, Kansas

Dear Miss Dunkel:

Your letter to Dr. Allen of August 27 regarding your courses, textbooks and the opening of school came while Dr. Allen was enroute to Louisville, Kentucky to visit his daughter. From Louisville he will go to Chicago to attend a meeting of the National Collegiate Athletic Association Executive Committee, and does not expect to return to Lawrence until about the 8th or 9th of September.

Perhaps I can answer a few of your questions. Registration for University students begins on September 14. Enrollment begins on September 17, and both registration and enrollment end on the 18th. Classes begin on Thursday the 19th. I believe for the most part, faculty members usually return to Lawrence about a week before the first class period, which will be around the 12th of September. Of course, this is purely a personal matter.

Miss Ruth Hoover, whose present address is General Delivery, in care of Mrs. W. G. Hutson, Estes Park, Colorado, is the person you should contact regarding your courses and textbooks, if any. I do not know when Miss Hoover plans to return to Lawrence.

I hope I have been of some assistance.

Sincerely yours,

Secretary to Dr. F. C. Allen

August 27, 1940

Dear Dr. Allen:

Since I don't know exactly when I should be at Lawrence for the teaching year, I wonder if you could give me this information, so I can make plans for my moving.

I would also appreciate any information that might help me in organizing my courses; such as text books, if there were any used, etc.

Hoping you enjoyed your recent vacation.

Sincerely,

Catherine Dunkel

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

August 28, 1940

Dear Dr. Allen:

Enclosed is a letter received this morning from Ralph Miller. I thought you might like to have it as soon as possible.

This seems to be the only important bit of correspondence at present.

I hope you are having a fine trip.

Sincerely yours,

Lauretta Gerstenberger

August 29, 1940

Miss Catherine Dunkel
1221 West 6th Street
Coffeyville, Kansas

Dear Miss Dunkel:

Yesterday I wrote you a letter giving you Miss Hoover's Estes Park address. This morning I learn she has returned to Lawrence.

You may address her either here at the Physical Education Department or at the Eldridge Hotel here in Lawrence.

I hope this communication reaches you in time to delay any inconvenience.

Sincerely yours,

Secretary to Dr. Forrest C. Allen