

FEDERAL SECURITY AGENCY  
OFFICE OF COMMUNITY WAR SERVICES

800 Kansas Avenue  
Topeka, Kansas  
May 6, 1944

Mr. R. R. Str<sup>a</sup>it, President  
Kansas Health and Physical Education Association  
University of Kansas  
Lawrence, Kansas

Dear Mr. Str<sup>a</sup>it:

I have been informed that your organization is sponsoring a Wartime Recreation Training Institute in cooperation with the National Recreation Association, on May 16 to 20, and I shall appreciate it if you will send me information regarding this Institute.

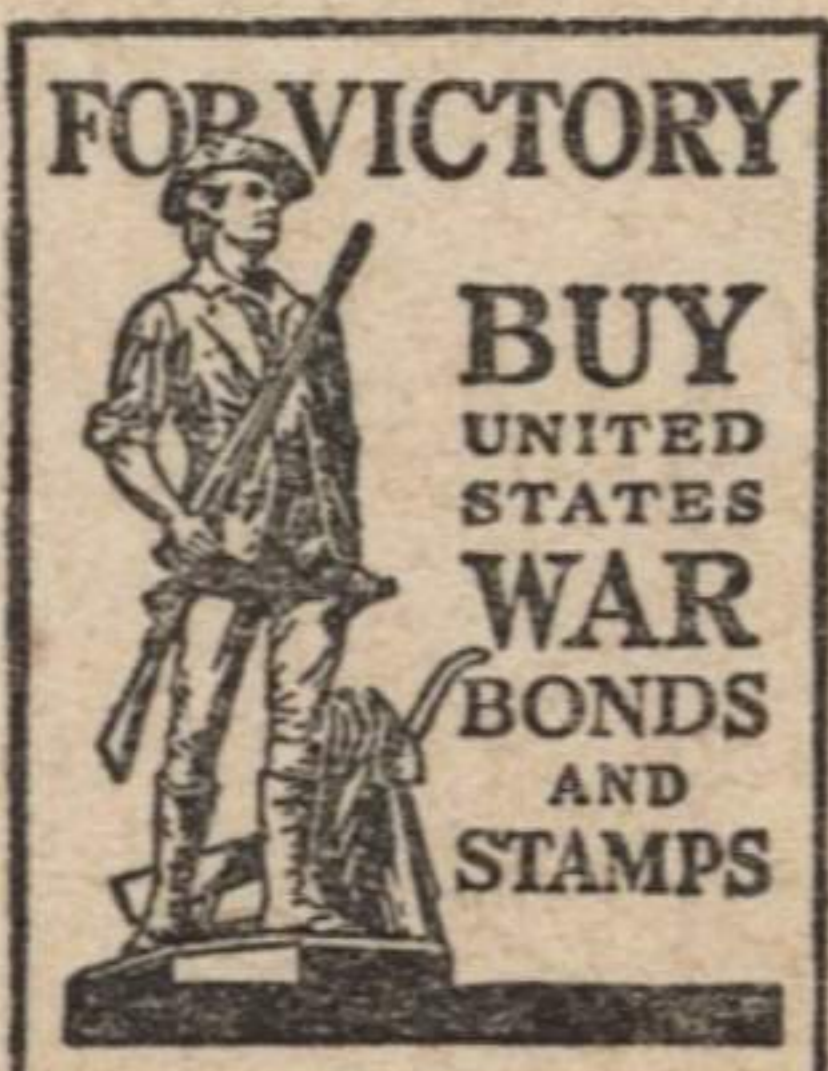
✓ Reverend Harry M. Cook, 126 East 8th Street, Concordia, Chairman of the Chamber of Commerce Committee on Youth Recreation, would also like to have information regarding the Institute. I am sure that his Committee as well as some of the Committees in many other communities would benefit considerably from participation in this training program.

Sincerely yours

*J. Lee Brown*

J. Lee Brown  
Field Recreation Representative  
Community War Services

JLB:tm





May 8, 1944.

Rev. Harry M. Cook,  
126 East 8th Street,  
Concordia, Kansas.

Dear Reverend Cook:

Mr. J. Lee Brown, Field Recreation Representative of the Community War Services, of Topeka, Kansas, has suggested that you and your Chamber of Commerce Committee on Youth Recreation, might be interested in some information on the War-time Recreation Training Institute which is being sponsored by this department at the University of Kansas on May 16-20, inclusive.

I am very happy to send you the enclosed material, and if there is anything further that you desire to know we shall be most happy to respond. We feel that the Institute is particularly valuable at this time.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.



May 8, 1944.

Mr. J. Lee Brown,  
Office of Community War Services,  
800 Kansas Avenue,  
Topeka, Kansas.

Dear Mr. Brown:

Mr. R. R. Strait, of our department, has handed to me your inquiry concerning our Wartime Recreation Training Institute, to be held at the University of Kansas on May 16 to 20, inclusive.

I am enclosing some of our publicity material on the institute, which I hope will answer your questions. Our advance registration is fine, and we definitely feel that this Institute will be very valuable at this time. I hope that representatives from your office will be able to attend the sessions.

We are very happy to send material also to Rev. Harry M. Cook, of Concordia. Thank you for suggesting that he and his committee might be interested.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.





THE MENNINGER SANITARIUM

TOPEKA, KANSAS

May 9, 1944

Dr. Forrest Allen  
University of Kansas  
Lawrence, Kansas

Dear Dr. Allen:

I would like some information about the coming Recreation Training Institute to be held there next week. I have all the information that was published in the Topeka paper, but would like to know the following:

Is advance reservation required, or can that be arranged upon arrival?

In what building will headquarters for the Institute be?

Is there a printed or mimeographed schedule of course material? If not, could you give me some idea of the dates on which particular subjects will be discussed?

I wouldn't request all this information ordinarily, but we have a staff of seven Recreational Therapists, each of whom specializes in some phase of the work. In order to avoid disrupting our work week, I would like to send two or three of them at a time to the meetings that would be most valuable to them.

If you prefer to answer this by telephone because of the time element or convenience, please call me collect Thursday or Friday, between 9:00 and 5:00.

Thank you very much.

Yours very truly,

K. Woolworth  
Recreational Director



May 10, 1944.

Mr. K. Woolworth,  
Recreational Director,  
The Menninger Sanitarium,  
Topeka, Kansas.

Dear Mr. Woolworth:

I am happy to answer your inquiry concerning our Recreation Training Institute to be held at the University May 16-20, inclusive.

While advance registration is not required, it is advisable because a planning committee consisting of Mrs. Anne Livingston, Mr. Pat Rooney, and members of our group here expect to meet on Monday evening and go over the registrants to determine their particular needs. However, if you desire, your people can register when they attend their first session.

All meetings will be held in Robinson Gymnasium, first floor, east end of the building.

I am sorry that it is not possible to send you mimeographed material on the particular subjects to be discussed at each meeting, but I am sure that your people who attend the meeting Tuesday night, May 16, can get this for you so you will have some idea of the program for the remainder of the week. I would have phoned you, but we can give you this information in detail much better by letter. We will be very glad to have all of your Recreational Therapists attend the Institute.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



May 15, 1944.

Mrs. Ora M. da Silva,  
2702 Benton Blvd.,  
Kansas City, Mo.

Dear Mrs. da Silva:

Your inquiry about the Recreation Training Institute to be held at the University of Kansas arrived at this office this morning, and I am hastening to send you as much as we can about the content of the program.

The daily sessions are from 7 p.m. to 10 p.m. on Tuesday, Wednesday, Thursday and Friday. On Saturday the sessions are from 10 a.m. to 12 noon, and from 2 to 4 p.m. The fee for the entire course is \$1.50, and for single sessions only, 50¢.

It is doubtful if a class in craft work will be offered during this short time. A planning committee is meeting this afternoon with Mrs. Anne Livingston to go over the needs of the registrants in this community, and after the first session on Tuesday night we will know more definitely about the contents of the course.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



May 12 - 1944

Kansas University  
Dear Sirs: -

I would like to enroll for the Wartime  
Recreation Institute May 16<sup>th</sup> - to 20<sup>th</sup>.

I have been assisting in the craft  
class of small children at Minute  
Circle Friendly House here in Kansas  
City Mo. for some time. Just  
what would be given in the classes  
that would be helpful for craft  
work? Would you please send me  
the hours of classes. and would it  
be possible to get an inexpensive  
room while there?

Thanking you

(Mrs) Ora M. da Silva,  
2702 Benton Blvd  
Kansas City  
Mo.

P.S.

Do \$1.50 for class correct?



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.

83  
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# WESTERN UNION

A. N. WILLIAMS  
PRESIDENT

1201

SYMBOLS

DL=Day Letter

NL=Night Letter

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(58)

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KAZ79 9=RUSSELL KANS 12 1137A

DR FORREST ALLEN=

UNIVERSITY OF KANSAS=

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SEND COPY OF PROGRAM AND INFORMATION ABOUT RECREATION

CONFERENCE=

THOMAS L IDEN SUPT OF SCHOOL.

TELEPHONED TO

TIME

*Permy*  
*105* BY *B*



KANSAS STATE COLLEGE  
OF AGRICULTURE AND APPLIED SCIENCE

DIVISION OF EXTENSION  
DEPARTMENT OF BOYS' AND GIRLS' CLUB WORK  
MANHATTAN, KANSAS



May 3, 1944

Mr. Forrest C. Allen  
Director of Physical Education  
University of Kansas  
Lawrence, Kansas

Dear Mr. Allen:

On March 25, you sent to Miss Mary Elsie Border, of our department, a letter concerning your proposed recreation training institute. The letter and a proof copy of the publicity which you sent along, stated that the institute would be held if an advance enrollment of 75 members was secured by April 10.

I am wondering if the necessary advance enrollment has been secured and if the institute is to be held? I might suggest that copies of the publicity material be sent to the following people:

Preston Hale, County Agricultural Agent  
C. L. King, County Club Agent  
Mrs. Mary Ziegler, County Home Demonstration Agent  
Federal Building  
Topeka, Kansas

(Mr. Deal Six, County Agricultural Agent  
Miss Dorothea Schroeder, County Home Demonstration Agent  
Lawrence, Kansas

Mr. Harvey Goertz, County Agricultural Agent  
Miss Alma Becker, County Home Demonstration Agent  
Paola, Kansas

Mr. Roland Elling, County Agricultural Agent  
Miss Anne Washington, County Home Demonstration Agent  
Ottawa, Kansas

Mr. Harry Duckers, County Club Agent  
Courthouse  
Kansas City, Kansas

One or two of us from this office will try to attend this institute, if it is held.

Very truly yours,

Roger E. Regnier  
Assistant State Club Leader

*Alert*



May 8, 1944.

Mr. Roger E. Regnier,  
Asst. State Club Leader,  
Division of Extension,  
Kansas State College, M  
Manhattan, Kansas.

Dear Mr. Regnier:

I am pleased to have your inquiry about our Recreation Training Institute, and am happy to advise that the Institute will be held at the University on May 16 to 20, inclusive. Our early registration has been fine and we are planning on having a fine training program.

I appreciate your giving me the names of county agents who might be interested in the institute, and am happy to send them our publicity material.

I hope it will be possible for representatives from your office to attend the meetings.

Very sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



March 25, 1944.

Miss Mary Elsie Border,  
Asst. State Club Leader,  
Extension Department,  
Kansas State College,  
Manhattan, Kansas.

Dear Miss Border:

I am very happy to have your letter of recent date and although we have not our printed publicity material ready as yet, we are sending you a proof copy. This will give you the general information, but it will not be possible to have the printed material before the first of the week, so I am sending this to you Saturday so that you may have the information at the earliest possible moment.

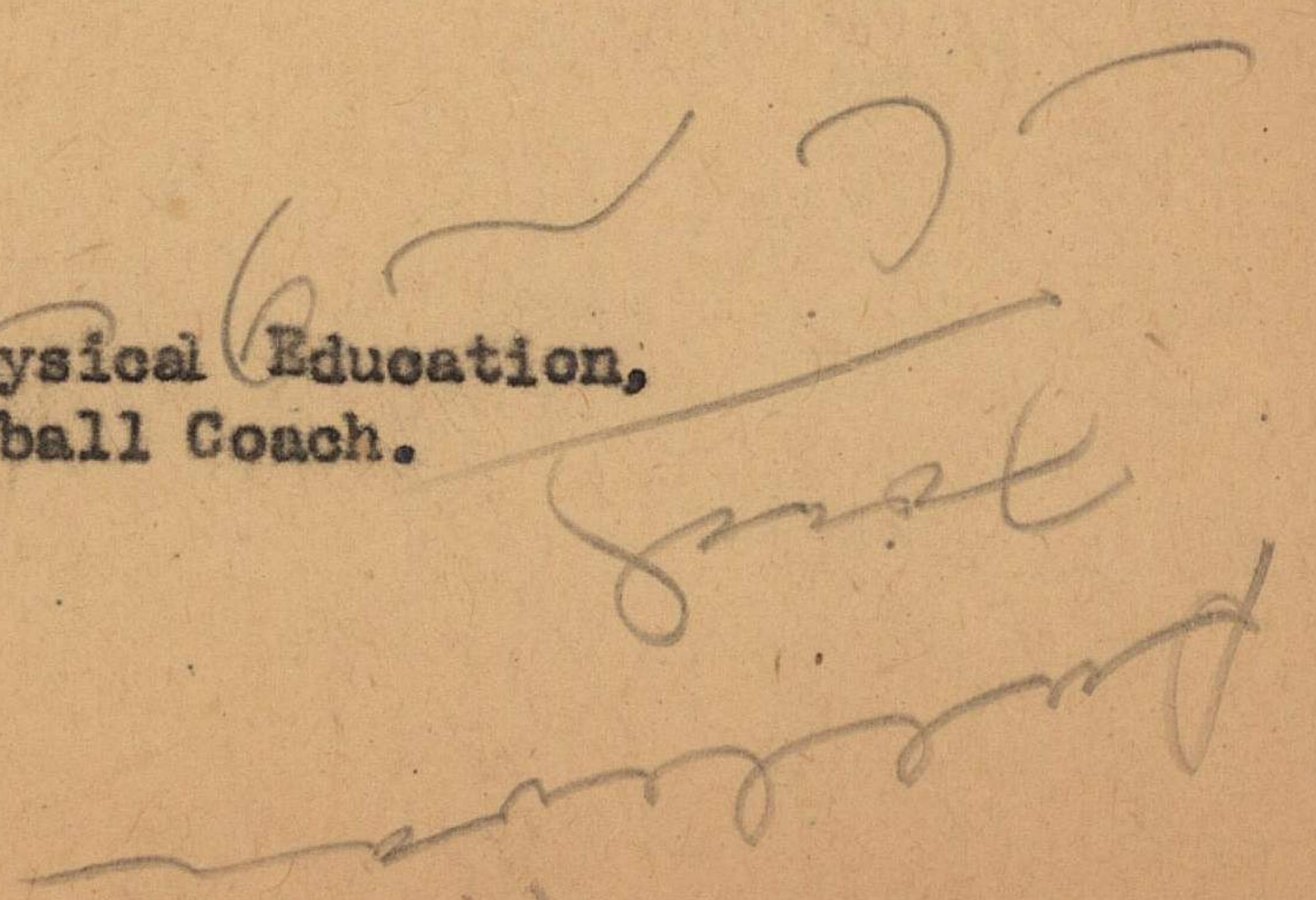
We believe that we will have a splendid institute and we would welcome you and any workers on your staff or students who find it convenient to attend this gathering. Won't you let me hear from you as to the possibility of enrollments from your area?

If there is any further information you desire it will be a pleasure to serve you. With all good wishes,  
I am

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH

A large, handwritten signature in cursive script is written over the typed name of the Director of Physical Education. The signature is somewhat illegible but appears to be 'J. C. ...'. There are also some additional scribbles and lines below the signature.



CO-OPERATIVE EXTENSION WORK  
IN  
AGRICULTURE AND HOME ECONOMICS  
STATE OF KANSAS

KANSAS STATE COLLEGE OF AGRICULTURE AND APPLIED SCIENCE  
AND UNITED STATES DEPARTMENT OF AGRICULTURE CO-OPERATING



EXTENSION SERVICE  
BOYS' AND GIRLS' CLUBS

MANHATTAN  
March 21, 1944

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

Dear Dr. Allen:

I just had a letter from Pat Rooney, Field Representative of National Recreation Association, telling about the training institute May 16 to 20 in your city. There is a possibility that some of the people from our staff could attend for a day or more, or perhaps just a session. I wonder if you could send us some information on the details such as registration fee, time of day the school begins, how long it lasts, and something about the program.

I would appreciate this information.

Most sincerely,

*Mary Elsie Border*  
Mary Elsie Border  
Asst' State Club Leader



May 9, 1944.

Mrs. Ralph Bentley,  
Oskaloosa, Kansas.

Dear Mrs. Bentley:

In answer to your letter of May 8th I am sending you some information on our Recreation Training Institute to be held at the University of Kansas May 16-20, inclusive. I believe you would find the training program offered to be very valuable at this time.

I trust you will find it possible to attend any or all of the sessions. If you have any further questions I shall be happy to hear from you again.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

Enc.



Oskaloosa, Kansas.  
8, May 1944.

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

Dear Sir;

Please may I have some information as to the nature of the recreation class and the requirements to enroll in said class.

Having moved to this small community a year ago from Atchison, I have found the need of some type of recreation for the young people as well as older groups.

Other than being a housewife, mother of two very active children, and one always interested in young people and their welfare, with a lot of time on my hands, I may not possess any of the desired requirements.

Thanking you for the information, and wishing you success in this class,

Sincerely,

*Mateel Bentley*

Mrs. Ralph Bentley.



THE LEAVENWORTH COUNTY FARM BUREAU

(Oldest Farm Bureau in Kansas)

ESTABLISHED IN 1912

COURT HOUSE

PHONE 3100

*Leavenworth, Kansas*

March 24, 1944

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

Dear Dr. Allen:

Mr. Roger Regnier, of our 4-H Club Department informs us that the National Recreation Association is holding a training school in Lawrence May 16-20.

✓ Will it be possible for Extension Agents and recreation leaders to attend some of these meetings? If so, will you please send us a s chedule and information concerning registration and fees or admission?

Very truly yours,

*Carmen Shoemaker*

Carmen Shoemaker  
Home Demonstration Agent

CS-vk



The Farmers Educational  
And Cooperative  
Union of America

GENERAL OFFICE  
KANSAS DIVISION  
BOX 296  
SALINA, KANSAS



March 31, 1944

Dr. Forrest C. Allen, Chairman  
Department of Physical Education  
Kansas University  
Lawrence, Kansas

Dear Dr. Allen:

A story in the Topeka Daily Capital indicates that a wartime recreation training institute will be held at the University of Kansas, May 16 to 20. I would appreciate receiving from your office all bulletins and announcements regarding the institute. We are very much interested in community recreation, and we are happy that steps are being taken to train leadership.

Sincerely yours

KANSAS FARMERS UNION

A handwritten signature in cursive script that reads "Esther Ekblad".

Esther Ekblad  
Director of Education

*Recd*



## SUGGESTIONS FOR RECREATION INSTITUTES

Conducted by ~~Ethel Bowers~~

National Recreation Association

- Material Covered:** Each institute is planned by the local committee or recreation executive, based on local needs. The outlines in this bulletin are merely suggestive. Please select or make up your own institute subjects.
- Balance:** The best plan seems to be one half lecture-discussion, one half activities, but any combination may be arranged.
- Time:** A two hour session with no intermission, but with a frequent change of pace and activity seems satisfactory. Sometimes - when people come long distances for an evening institute, a three hour one is held with an intermission, in the middle.
- Place:** A friendly hall with movable chairs is better than a cold draughty, barnlike gym with bleachers. Almost any quiet room will do.
- Equipment:** A blackboard is an absolute necessity. For a two day or longer institute a piano and a pianist, one hour each evening is helpful. Movable chairs and a table are recommended.
- Hours:** One or two sessions a day are recommended, not three.  
9:30 - 11:30 A.M. if a morning session is necessary or 10 - 12.  
1 - 3 P.M. if scout and other lay leaders are to attend, or 4 - 6 if teachers are expected.  
7:30 - 9:30 P. M. - or earlier or later, according to local dinner hours or 7 - 10 if only one session is held each day.
- Institute subjects -** Merely suggestions, remember!
- 1st session-Theory - Objectives, balanced program.  
(evening) Activities -Ways of starting the party, breaking the ice and introducing folks.  
Simple musical mixers and square dances.
- 2nd session-Theory- Types of People, Likes, Dislikes, Development and  
(day or evening) Interests, Types of Leadership method.  
Activities - Creative games, active, quiet and musical.



- 3rd session-Theory - What Service Men Like and Dislike-  
(evening) or meeting the needs of youth.  
Activities Games and stunts and songs for crowded places,  
and unusual conditions, musical mixers and square  
dances.
- 4th session-Theory - Conducting activities for girls and women or meeting  
(morning or afternoon) the needs of the boy crazy girl.  
Activities Folk dances and games for little children and  
growing girls..
- 5th session-Theory - The conduct of Parties and Dances.  
(evening) Grand March, Paul Jones and Old Time Couple Dances
- 6th session - Theory Rate of growth and games for Different Ages  
Activities Active and quiet games and relays
- 7th session-Theory Organizing and using Junior and Adult Councils..  
(evening) Activities Games & musical activities for too many women,  
not enough men or visa versa.
- 8th session-Theory Leadership Hints and Methods..  
(day or evening) Activities Advanced Folk and Square Dances.
- Other suggested subjects as needed.  
Methods and Activities for air raid recreation  
(day)
- Party Themes and activities (evening)  
Girls Club suggestions (day)  
Girls Athletics (day)  
Recreation for industrial girls and women. (day)  
Recreation for families of defense workers. (day or evening)  
Recreation for overworked homemakers (day)  
Community recreation for Service Men (day or evening)



**SPECIALIST—RECREATION LEADERSHIP TRAINING**



**ANNE LIVINGSTON**

- *Consultation Service*
- *Leadership Training*
- *Program Planning*

**NATIONAL RECREATION ASSOCIATION**

**315 Fourth Avenue**

~

**New York 10, N. Y.**



## **ANNE LIVINGSTON**

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- ▶ Specialized study in music. Extension courses, University of Florida.
- ▶ Taught music in public and private schools; served as social recreation leader, Department of Public Recreation, Jacksonville, Florida; has organized pageants and orchestral groups. Was Assistant State Supervisor, Florida Recreation Project, WPA, and director of Servicemen's Pier, Miami Beach, Florida.
- ▶ For seven years Mrs. Livingston has conducted statewide leadership training courses for professional and volunteer leaders in communities and defense areas, with special emphasis on program planning and instruction in social recreation and community music.



## **TYPES OF SERVICES AVAILABLE**

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*Anne Livingston's technical knowledge and experience is available upon request to help communities with*

**RECREATION ACTIVITIES INSTITUTE** — an elementary or beginners' program for those men and women recently entering recreation leadership as assistants or as summer workers, and for volunteers and laymen in public and private agencies, churches, clubs, chairmen of social or recreation committees and for mothers interested in home play.

**CO-RECREATION INSTITUTE** — an advanced program for professional recreation workers, physical education teachers, church young people's leaders and mature volunteers with background and experience with adolescents and adults who are interested in co-recreation and community activities for all ages and who are in a position to organize and promote councils and projects. This is not a children's games institute.

**PLAYGROUND LEADERS INSTITUTE** — a practical course offering suggestions for community use of playgrounds; for organizing councils, committees, clubs; conducting special events; and including actual participation in many games for all ages.

**CONSULTATION** — conferences with community groups having a special interest in the promotion of programs for teen age boys and girls and the establishment of youth centers — conferences on planning recreation programs for all ages — making recommendations for further development of recreation programs now in existence — assistance in any way in initiating new programs or developing already existing ones.



For further information regarding Mrs. Livingston's services and for outlines of institutes, write to the

**NATIONAL RECREATION ASSOCIATION, 315 Fourth Avenue, New York 10, N.Y.**





FOR NEARLY forty years the National Recreation Association has recognized the need for trained leadership. Many municipal recreation departments have worked together through the Association to secure and maintain high leadership standards.





WHY NOT HOLD A

RECREATION  
TRAINING  
INSTITUTE

IN **YOUR** CITY

Conducted by

**ANNE LIVINGSTON**

a Staff Member of the

NATIONAL RECREATION ASSOCIATION

- THE NATIONAL RECREATION ASSOCIATION, through its staff of specialists, is offering one week Recreation Training Institutes. The sessions are open to volunteers and paid workers in municipal recreation departments and all community agencies.

- The subject matter offered in the institute covers courses for the following types of workers:

*Playground leaders*

*Staff workers in recreation departments*

*Staff workers in other community organizations*

*Rural recreation workers*

*Workers with girls and women*

- Sessions for workers wishing advanced training may be arranged. The institute will be designed to meet the needs of *YOUR* city, and *YOUR* suggestions and cooperation are necessary for its success.



## **WHY** HAVE A NATIONAL RECREATION ASSOCIATION TRAINING INSTITUTE IN YOUR CITY?

- To train new staff workers, especially for summer playgrounds
- To train new volunteers
- To establish new programs
- To revitalize existing programs with new ideas
- To bring new vision, techniques, and activities to long-time staff members
- To help tried-and-true volunteers to obtain better results and greater satisfactions in service
- To establish higher leadership standards.

## **FOR WHOM** IS THE INSTITUTE GIVEN?

For those whom *YOU* enlist who are concerned with the recreational needs of *YOUR* community. In many cities where similar institutes have been held, representatives of the following groups have attended:

Staff, committee, and volunteer members of the

*Recreation Department*  
*Settlements*  
*Girl Scouts*  
*Boy Scouts*  
*Camp Fire Girls*  
*Y.M.C.A.*  
*Y.W.C.A.*  
*Y.M. and Y.W.H.A.*  
*Jewish centers and organizations*  
*Catholic Youth organizations and centers*  
*Boys' clubs*  
*Girls' clubs*

*Churches*  
*Servicemen's centers*  
*4-H Clubs and Extension groups*  
*Red Cross recreation workers*  
*Parent Teacher Associations*  
*American Legion and Auxiliary*  
*Youth leaders of Co-ops, Masons, etc.*  
*Camp counselors*  
*Industrial leaders*  
*Hospitals and institutions*  
*Labor unions*

## **WHAT** IS THE CONTENT OF THE COURSES?

Games, activity programs, techniques, practical suggestions to meet your need. To mention only a few of the subjects you may wish to select:

Games for all ages

*Creative games, active games, games for small spaces, quiet games, games for hot weather and rainy days*

Parties and social recreation

*Gay parties for lively people*  
*Parties for special days*  
*Fun for threesomes*  
*Banquet games and ideas*

Musical mixers and folk games

Stunt songs

Music for fun for everyone

Dramatics for fun for everyone

How to meet the needs of neighborhoods

Conduct of playgrounds, community centers and youth centers

Servicemen's centers—what the man in uniform likes and dislikes.

Sessions are held twice daily—two hours each morning and either afternoon or evening for five consecutive days. You may select two courses. It is possible to arrange combinations of courses best suited to your needs.



## WHO ARE THE INSTITUTE LEADERS?

### Ethel Bowers

Graduate of Arnold College and Brenau College. Post graduate work at New York University, University of Georgia and Chalif School of Dancing. Professor of Physical Education, Brenau College. Since 1928, Specialist in Recreation for Girls and Women. Has had long experience in conducting in recreation institutes.



### Ruth Garber Ehlers

Graduate Des Moines University. Post graduate work at Northwestern University. Coached dramatics in Iowa schools. Graduate of National Recreation School. Director of Recreation, New York State Reformatory for Women. Supervisor of Social Recreation, Clubs, Music and Dramatics, and in charge of Recreation for Men and Women in Service, Baltimore Department of Public Recreation. Has taught in many recreation courses.

### Helen M. Dauncey

Graduate of Boston School of Physical Education. B. S. degree in Physical Education from Boston University. Taught in colleges and schools. Experience in community recreation, playgrounds and camps. For seven years has conducted recreation institutes for professional workers and volunteers.



### Anne Livingston

Specialized study in music. Extension courses, University of Florida. Taught school music. Social Recreation Director Public Recreation Department, Jacksonville, Fla. Assistant State Supervisor, Florida Recreation Project. Director of Servicemen's Pier, Miami Beach, Fla. For seven years conducted state-wide recreation institutes for employed and volunteer workers.

## WHO SPONSORS IT?

For a successful institute it is advisable to have a community-wide committee of energetic, interested citizens representing such organizations as the following:

*The municipal recreation board*

*The park board*

*Schools*

*Local youth agencies*

*Churches*

*The Education-Recreation Division of the Council of Social Agencies*

*Service clubs*

*Community organizations and similar groups*

The chairman or executive secretary of the sponsoring group might well be the municipal recreation director or some other professional recreation or youth worker.



## **HOW** IS IT FINANCED?

The cost of the institutes has sometimes been financed by a registration of \$1.00 charged each student for every ten hour course. The local sponsoring group provides the meeting place, services of a pianist and a secretary-treasurer, and meets such incidental expenses as postage and telephone.

In addition to the services of the institute director, the National Recreation Association provides suggested publicity material, posters, and similar items.

Institute leaders, in addition to conducting courses, will be available, as far as time and strength permit, to meet with interested citizens and groups or staff workers to advise on local programs.

## **PUBLICITY**

When institute plans have been completed you will want to secure city-wide publicity in order to insure satisfactory attendance. Promotional material will be sent you by the National Recreation Association to supplement your own. A request blank is enclosed for your convenience.

## **PLAN AHEAD!**

If you want the institute to come to your community, make your request promptly. Workers are sometimes scheduled for a long period in advance.



FROM National Recreation Association  
315 Fourth Avenue, New York 10, N. Y.

"Servicemen are boys are heart," says Anne Livingston, who ought to know after directing the third largest servicemen's center in the country at Miami Beach, Florida, where an attendance of 7,000 men was average for an ordinary Sunday. By using thousands of volunteers this center served many thousands of different servicemen and learned what they like and dislike, and what they want to do. The results of this experience she will bring to leaders here.

Not only has Anne Livingston had wide experience in working with servicemen and volunteers, but she has been conducting training institutes for the past seven years, teaching individuals what to do as paid workers or volunteers on playgrounds, in schools and churches, youth centers, boys' and girls' clubs, and similar organizations.

As a Training Specialist of the National Recreation Association, she is here to conduct an institute starting \_\_\_\_\_ . This local course, which is open to all leaders of recreation, will be held in the \_\_\_\_\_ building under the joint sponsorship of the National Recreation Association and the local \_\_\_\_\_

Classes will be held daily from \_\_\_\_\_ to \_\_\_\_\_

How to lead children, how to conduct a teen age party, what to do on Sunday night at a servicemen's center, how to keep children busy on a rainy day recess at school, are only a few of the things Mrs. Livingston will present during the institute. Leaders will learn by doing, have fun, and secure excellent material for use in their organization for young or old, indoors or out. For further information phone \_\_\_\_\_