

supervision as time spent in recreation leadership.

Preparation time may be spent in conference for planning of project work, in meetings devoted to professional matters, in training courses for leadership, and in professional reading under the direction of supervisors, when such conferences, courses, and professional reading are directly related to the work to which recreation leaders are assigned on recreation projects. No allowance for this time shall be made for attendance at conferences, meetings and courses of general character not directly related to the leaders' work on projects. The amount of time has been determined with the approval of the State Administrator.

REPORTING SPECIAL TRAINING MEETINGS:

Reports on special training meetings held in counties shall be transmitted to the Area Supervisor, who in turn will incorporate it into a report to the State Supervisor. These reports should describe the scope and nature of the training program for supervisors and leaders, specifying the techniques used, the types of subjects taught, and what, if any, assistance in planning and instruction was given by other agencies and other WPA programs or by individuals not employed by the Work Projects Administration. Project supervisors must keep an accurate record of each worker's training on the project (dates, types, accomplishments, etc.)

ADMISSIONS AND COLLECTIONS ON WPA RECREATION PROJECTS

Where WPA workers are directly concerned with the organization, development, promotion and presentation of such activities as dances, pageants, shows, festivals, mass singing, games, tournaments, etc., and where the attendance as well as participation is expected, the practice shall be to make no admission charge and no collection.

Where WPA recreational leaders conduct activities involving participation of the public, such as swimming, art and craft work, etc., no admission shall be made and no collection made. Minimum charges for laboratory or equipment fees or incidental operating costs may be assessed and collected by the project sponsors or co-sponsors for the cost of materials used and not supplied by the participants. (These cases should be referred to your superior before actually done)

COOPERATION WITH OTHER WPA PROJECTS

In conducting recreation activities in fields which are closely related to the activities of other types of projects, care shall be taken (1) to avoid duplication of activities; (2) to secure cooperation between recreation project personnel and personnel of the other projects with the view toward providing the community with a coordinated program which makes use of the services of both projects.

COOPERATION WITH OTHER AGENCIES

In order to insure coordinated community programs at the point of operation, cooperation with the National Youth Administration, U. S. Housing Authority, U. S. Forest Service, the National Park Service, the Extension Service of the Department of Agriculture and