

- D. Significance. Does the program demonstrate good educational standards?
 - E. Progression. Does the center program show and encourage continued advancement through the use of various levels of leadership?
 - F. Flexibility. Is the program so organized and conducted so as to allow for changes or variations as requested by the participating groups to more effectively meet the aims of the program?
4. Facilities, equipment and materials:
- A. Ventilation of the center.
 - B. Lighting in the center.
 - C. Sanitation in the center.
 - D. Cleanliness in the center.
 - E. Condition of equipment. Is provision made for the upkeep? Is the equipment in good usable condition at all times?
 - F. Adequacy of equipment. Is it sufficient to carry on an activity program?
 - G. Planning of facilities. Does the arrangement allow for good administrative control of traffic in the center, and for good circulation of traffic.
 - H. Flexibility. Do the facilities lend themselves to all types of uses for a varied program of activities?
 - I. Location. Does the location make it possible to meet the greatest needs of the greatest number of people in the community?

RECREATION REFERENCE MATERIAL

A list of reference material has been sent to you for the purpose of aiding supervisors and leaders for better program organization and operation. All of the bulletins and pamphlets are filed in the State Office and can be secured by the county supervisors by making a written request to your Area Recreation Supervisor. In requesting material, please refer to the listed number as well as the heading under which the material is classified. Supervisors are urged to use this material to the greatest advantage in the training of the leaders, and to keep a record of material studied by each individual leader.

REQUESTS FOR ADDITIONAL WORKERS

If additional assignments are needed on the project units, supervisors should first determine the exact need and special requirements for workers. This information should be given to the Area Recreation Supervisor, who will make a request to the State Supervisor of Recreation. No commitments should be made at any time to the co-sponsors for additional assignments as the assignments will be controlled by quota limitations within the Division as well as the State.

SPONSORS' CONTRIBUTIONS - REQUESTS FOR MATERIALS AND SUPPLIES

The cooperation of sponsors and co-sponsors is necessary for the proper functioning of the recreation program and it will be