

necessary for the co-sponsors, in cooperation with the lay or planning committees, to contribute to the limit of their ability in furnishing facilities, materials and supplies to the local project units. Every resource should be tapped for contributions whenever they can be used to advantage in the operation of the project. It will be possible to furnish from Federal sources only such materials and supplies that cannot be supplied locally and can be secured under the project limitations. It is necessary that local contributions amount to at least twenty-five percent (25%) of the total funds expended for the recreational program on W.P.A. projects.

#### SAFETY PRACTICES FOR WORKERS AND PARTICIPANTS

Every care should be taken to prevent accidents to workers as well as to participants. Project workers should be fully informed of hazards involved in project activities and shall be instructed in safe practice. Project workers shall not be required to perform work not ordinarily included in their prescribed duties and for which they are not fitted by reason of physical condition or otherwise. Every worker should be required to take First Aid instruction courses as offered by the American Red Cross, if available.

The project workers should be warned repeatedly of the danger of infection when minor injuries sustained in the course of employment are not promptly reported for first aid treatment. There shall be ample arrangements made for first aid supplies on each project unit.

Every means of avoiding accidents to workers and participants should be used (visual education, bulletins, posters, contests, etc.). Periodic physical examinations for all leaders are encouraged, and records should be sent to the State Office.

#### NON-LEADERSHIP SERVICES

The primary responsibility of the W.P.A. Recreation Project is to supply leadership for the development of a leisure time activity program. Therefore, other than leadership services should be kept at a minimum. All requests for non-leadership services should be referred to your Area Recreation Supervisor for clearance and approval in the same manner as followed in making requests for additional workers. In all cases, non-leadership services can be furnished only in locations served by the regular W.P.A. leadership program.