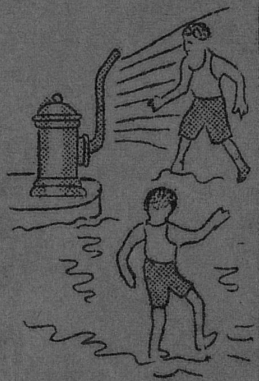


RECREATION PLANNING CONFERENCE



Report of
*spring & summer
meeting*

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supervisors

STATE-WIDE RECREATION
PROJECT
WPA

SEELBACH HOTEL

Conference of WPA recreation supervisors

LOUISVILLE K.Y.

U.S. Work projects administration

MARCH 25-30 1940



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FOREWORD

The Supervisors Planning Conference was held at the Seelbach Hotel, Louisville, Kentucky, March 25-30. The purpose of this conference was to formulate plans for the organization of summer playgrounds, the training of Recreation Leaders, and a program of activities to be conducted.

We were indeed fortunate in having Mr. Frank Bentley, Regional Supervisor of Professional and Service Division, and Mr. Earl D. Hale, State Supervisor, Community Service Section, to open the conference. Mr. Bentley also attended the session of the conference on Wednesday and gave a short address on the trends of the recreation program.

Austin J. Welch
State Supervisor of Recreation

PERSONNEL OF CONFERENCE

STATE OFFICE STAFF:

Austin J. Welch.	State Supervisor
Douglas Ramey	Executive Assistant State Supervisor
Paul D. Binford	Supervisor of Training and Social Recreation
Edward L. Smith	Supervisor of Physical Activities
Alice Moore	Supervisor of Nature Study, Camping, and Pre-School
Harry Jackson	Supervisor of Arts and Crafts
Tommy A. Noonan	Supervisor of Puppetry and Folk Dancing
Ben Russak	Supervisor of Drama and Choral Music

FIELD SUPERVISORY PERSONNEL:

District 1 and 2	Jack Goodykoontz	Area Supervisor	Paducah
	Addie Edwards	Asst. Area Supvr.	Trenton
	Horace L. Beard	Asst. Area Supvr.	Central City
	Forrest Rice	Recreation Director	Paducah
District 3 and 4	Charles Braidwood	Area Supervisor	Bowling Green
	Mary Ruth Shiver	Asst. Area Supvr.	Owensboro
	Eunice H. Batsel	Asst. Area Supvr.	Bowling Green
	Flossie Lindsey	Asst. Area Supvr.	Brownsville
District 5 and 6	Richard O. Richards	Area Supervisor	Louisville
	Asher B. Strull	Asst. Area Supvr.	Danville
	Josephine Burger	Project Supervisor	Louisville
District 7 and 8	George D. Downing	Area Supervisor	Lexington
	LaFayette Carmine, Jr.	Asst. Area Supvr.	Lexington
	Virginia Nosler	Recreation Director	Covington
	Edna B. Dryden	Recreation Director	Paris
District 9	Wilford C. McCarty	Area Supervisor	London
	Uncas J. Miller	Asst. Area Supvr.	Somerset
	John L. Moore	Asst. Area Supvr.	Pineville
District 10 - 11 and 12	James F. Maggard	Area Supervisor	Ashland
	Mary Betty Brown	Asst. Area Supvr.	Hazard
	Robert Montgomery	Asst. Area Supvr.	Paintsville
	Edith Sparks Atkins	Asst. Area Supvr.	Ashland
	Leola M. Caudill	Asst. Area Supvr.	Morehead

WORK PROJECTS ADMINISTRATION IN KENTUCKY
Ninth and Broadway
Louisville

STATE-WIDE RECREATION PROJECT

SPRING AND SUMMER PLANNING CONFERENCE FOR RECREATION SUPERVISORS

Hotel Seelbach - Reception Room, Tenth Floor

AGENDA

MONDAY

March 25, 1940

8:30 - 9:00 Registration - Steering Committee.

9:00 - 10:15 Opening of Conference - Austin J. Welch

Introduction of Mr. Frank Bentley, Regional Supervisor of P&S Division, and Mr. Earl D. Hale, State Supervisor of Community Service Section.

Problems to be considered during the conference, and methods to be used.

The Functions of the Study Committees - Paul D. Binford

Evaluation of the Training Program, January 1 to April 1.

10:15 - 10:30 Recess

10:30 - 12:00 1. Program Planning Committee - Summer Playground Activities.
Sub-committee meetings - Consideration of types of activity to be conducted in each phase of the program on the summer playground.

Arts and Crafts

Richard O. Richards - John Cantrell - Uncas J. Miller
Horace L. Beard - Leola M. Caudill

Nature Study

Josephine Burger - Wilford C. McCarty - Robert Montgomery
Flossie Lindsey - Addie Edwards - Mary Ruth Shiver

Physical Activities

Jack Goodykoontz - Charles Braidwood - George Downing
James F. Maggard - LaFayette Carmine - Mary Betty Brown
Asher B. Strull

Puppetry

Eunice H. Batsel - Edith Sparks Atkins - Virginia Nosler
John L. Moore

12:00 - 1:00 Lunch.

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MONDAY (Continued)

1:00 - 2:30 1. Program Planning Committee - Summer Playground Activities.
Sub-committee Meetings - Consideration of types of activity
to be conducted in each phase of program on the summer
playground.

Drama

Edith Sparks Atkins - Eunice H. Batsel - Virginia Nosler
Leola M. Caudill - Horace L. Beard - Josephine Burger
Mary Ruth Shiver - Charles Braidwood

Folk Dancing

Asher B. Strull - John L. Moore - Mary Betty Brown
Leola M. Caudill - John B. Cantrell - George Downing

Social Recreation

Addie Edwards - Flossie Lindsey - LaFayette Carmine
Uncas J. Miller - Robert Montgomery - James F. Maggard

Use of Reports for Public Relations

Austin J. Welch - Edward L. Smith - Jack Goodykoontz
Richard O. Richards - Wilford C. McCarty

2:30 - 3:00 Recess

3:00 - 5:00 Dr. Augustus Zanzig - Music Specialist, National Recreation
Association - Meet at Y.M.H.A. - 2nd and York Street.

(*) Group III. The Music Survey. Organization of Musical Groups.

7:00 - 8:30 Program Planning Committee. Summer Playground Activities.
Sub-Committee Meetings.

Children's Little Theatre

Children's Play Centers

(*) Dr. Zanzig's Institute is being conducted in three groups.

Group I - 10:00 - 12:00 Music Leadership skills and materials for Music
Leaders and Music Supervisors.

Group II - 1:30 - 3:00 The Music Workshop.
Personnel same as Group I.

Group III - 3:00 - 5:00 The Organization Problems of a Community Music
Program.

Personnel to be Recreation Supervisors and others
who have special permission.

TUESDAY

March 26, 1940

- 8:30 - 8:45 Announcements - Steering Committee.
- 8:45 - 10:15 1. Program Planning for the Summer Playgrounds.
Report from all sub-committees on playground program.
- 10:15 - 10:30 Recess.
- 10:30 - 12:00 I. Continuation of meeting on Program Planning for the Summer Playground.
- II. Organization, Administration, and Supervision of Playgrounds.
- (a) Factors Affecting Location of Playgrounds -
James F. Maggard
 - (b) Layout of Facilities and Play Areas -
Charles Braidwood
 - (c) Lighting for Recreation Areas -
George Downing
 - (d) How to Prepare a Playground Budget.
 - (e) Scheduling of Workers - Horace L. Beard
 - (f) Equipment - Flossie Lindsey - Mary Ruth Shiver
 - (g) A Public Information Program for the Playground Neighborhood - Asher B. Strull
 - (h) A Safety Program for the Summer Playground - Uncas Miller
 - (i) A Point System for the Playground - Mary Betty Brown
 - (j) How to Supervise a Playground.
- 12:00 - 1:00 Lunch.
- 1:00 - 2:30 II. Continuation of the meeting on Organization, Administration, and Supervision of Playgrounds.
- 2:30 - 3:00 Recess
- 3:00 - 5:00 Dr. Zanzig - Y.M.H.A.
Music Materials for Spring and Summer.

WEDNESDAY

March 27, 1940

- 8:30 - 8:45 Announcements - Steering Committee.
- 8:45 - 10:15 II. - Organization and Administration of Playgrounds (Continued)
- Austin J. Welch
- 10:15 - 10:30 Recess.
- 10:30 - 12:00 Training - Paul D. Binford
 - (a) In-Service Training for Playground Leaders.
 - (b) Training for Negro Leaders.
 - (c) Training of Leaders for Summer Camps.
 - (d) Announcement of College Level Training.
- 12:00 - 1:00 Lunch
- 1:00 - 2:30 Organization of Special Programs and Special Events for the Summer.
 - 1. Baseball (Junior and Senior) - Edward L. Smith
 - 2. Baseball Clinics
- 2:30 - 3:00 Recess.
- 3:00 - 5:00 Dr. Zanzig - Y.M.H.A.
 - 8:30 - 8:45 Announcements - Steering Committee.
 - 8:45 - 10:15 II. Organization and Administration of Playgrounds (Continued)
- Austin J. Welch
 - 10:15 - 10:30 Recess.
 - 10:30 - 12:00 Training - Paul D. Binford
 - (a) In-Service Training for Playground Leaders.
 - (b) Training for Negro Leaders.
 - (c) Training of Leaders for Summer Camps.
 - (d) Announcement of College Level Training.
 - 12:00 - 1:00 Lunch
 - 1:00 - 2:30 Organization of Special Programs and Special Events for the Summer.
 - 1. Baseball (Junior and Senior) - Edward L. Smith
 - 2. Baseball Clinics

THURSDAY

March 28, 1940

- 8:30 - 8:45 Announcements - Steering Committee.
- 8:45 - 10:15 Organization of Special Events for the Summer.
 - 1. Hobby Shows - Harry Jackson
 - 2. Craft Exhibits.
- 10:15 - 10:30 Recess
- 10:30 - 12:00 Continuation of Organization of Special Events.
 - 1. "Learn to Swim" Week - Edward L. Smith
 - 2. Aeroplane Meets - Edward L. Smith and Harry Jackson
 - 3. Archery Tournaments - Edward L. Smith
 - 4. Badminton Tournaments - Edward L. Smith
- 12:00 - 1:00 Lunch
- 1:00 - 2:30 Continuation of Organization of Special Events.
 - 1. Gardening and Flower Shows - Alice Moore
 - 2. Beautification of Playground
 - 3. Outdoor Theatre and Pageants - Ben Russak
- 3:00 - 5:00 Dr. Zanzig - Y.M.H.A.
 - Music suitable for camps.
- 7:30 Moving pictures of Olympic Games and Amateur World Series.
 - Baseball picture - Seelbach Hotel (Ballroom)

FRIDAY

March 29, 1940

- 8:30 - 8:45 Announcements - Steering Committee.
- 8:45 - 10:15 Procedures - Douglas Ramey
1. Discussion of work which may be performed by Unskilled Project employees in connection with playgrounds, centers, equipment, etc.
 2. Inventories
 - (a) Requisitioning materials and equipment.
 - (b) Movement of property, both intra-county and inter-county.
 - (c) Reporting of repair and production of equipment.
- 10:15 - 10:30 Recess.
- 10:30 - 12:00 Procedures - Douglas Ramey
- Continuation of No. 1 and No. 2.
3. Sponsors' contributions
 - (a) Acceptable items
 - (b) Reporting on 710 and 710-a
- 12:00 - 1:00 Lunch
- 1:00 - 2:00 Camping - Alice Moore
- 2:30 - 3:00 Recess
- 3:00 - 5:00 Dr. Zanzig - Y.M.H.A.
- Organization of Spring and Summer Music Festivals.

SATURDAY

March 30, 1940

- 8:30 - 8:45 Announcements - Steering Committee.
- 8:45 - 10:15 Completion of plans for music for the spring and summer months - Grace Whitney and Ben Russak
- 10:15 - 10:30 Recess
- 10:30 - 12:00 Childrens' Community Theatre at Y. W. C. A.
- 12:00 - 1:00 Lunch
- 1:00 - 2:30 Public Relations - Austin J. Welch
 - 1. County-wide Sponsors' Meetings
 - 2. Observance of State-wide Recreation Week
 - 3. "This Work Pays Our Community" Week
 - 4. Use of the Radio
 - 5. "Leisure Leader" and Use of Our Bulletins.
- 2:30 - 3:00 Recess
- 3:00 - 4:30 Completion of Reports and Adjournment.

STEERING COMMITTEE FOR CONFERENCE

- 8 -

Wilford C. McCarty, Chairman

Virginia Nosler
Horace L. Beard
John L. Moore
Leola Margaret Caudill

F U N C T I O N S

A training program should function in a genuinely democratic manner. It follows, if fine human relationships are always maintained, that all persons engaged in training will share in the development of the program. Trainees should help with the preparation and modification of plans, the examination of techniques and the evaluation of the results of the experience.

The Steering Committee may do this by:

- A. Representing the trainees in all matters necessary to be brought to the attention of the program administration of the conference
- B. Reveal the feeling of the group as to:
 - 1. Whether a common understanding is being reached between trainers and trainees
 - 2. Is the training method being used achieving the goal
 - 3. Is the training program functioning in a truly democratic manner?
- C. Help determine the needs of the participants with respect to training
- D. Help plan a practical program to meet such needs
- E. Help supervise the operation of the training program and attend to mechanical arrangements
- F. Bring in the community point of view
- G. Help evaluate the results of the training program.

F I N D I N G S C O M M I T T E E

Mary Ruth Shiver, Chairman

Edith Sparks Atkins
Jack Goodykoontz
Asher B. Strull

This committee was appointed by the Steering Committee to be responsible for the content of the reports and summaries throughout the entire conference.

FACTORS THAT ENTER INTO THE SELECTION AND LOCATION OF A PLAYGROUND

As each community is an individual problem no set formula can be established. However, there are a number of factors which should be considered before the construction of a playground is begun.

- I. The first factor is the need of a playground. This need can be determined by making a survey within the community to determine the existing facilities, leadership available, and the program which is being offered to the public by other agencies.
- II. Before the construction of any playground a definite budget should be established, and bids and plans on the construction should be considered, maintenance cost, or the amount of money to be spent for improvements, and the money available for supervision. Each community contemplating building a playground should take all of the above factors into consideration. The community should be aware of exactly what it is to cost for construction, and the cost of operation after completion.
- III. Playgrounds should be located in the most heavily populated sections of town. Statistics show that small children up to the ages of fourteen will not go farther than a quarter of a mile from their homes to playgrounds. Therefore, it is necessary that it be in the most heavily populated areas, and, in this connection, the Park System should plan to have small childrens' playgrounds located in various sections of the community. Older boys and girls will travel as much as a mile for highly organized recreation; therefore, in each community, there should be centrally located one large playground with facilities necessary to accommodate all highly organized activities.
- IV. Playgrounds should be located on sites which are less hazardous as to traffic. A good plan is to locate playgrounds where they will be surrounded by dwellings and away from all highways and main lanes of traffic.
- V. The site under consideration for a playground should be as level as possible, both as an aid to the program and as regards construction costs. Another important factor is the location of playgrounds well removed from the railroad tracks, due to the danger to the individuals physically, and from a health standpoint.
- VI. Space should be large enough to accommodate all age groups. The size of playgrounds will vary according to the size of the community and the type of activities to be conducted. Since a baseball, football, or softball field requires about three acres, it will be necessary to have approximately ten acres in a playground accommodating all age groups.
- VII. Another important factor in the location of playgrounds is the available shade. Each playground should have a shady area which may be used for quiet games. In planning a playground, where there are no trees immediate steps should be made to plant them.

Selection of a Playground: (Continued)

- VIII. In the planning of a playground it should be located on property that is owned by the City or Park Commission, with the idea of making it something that would be permanent for the generations to come.

B I B L I O G R A P H Y

Play Areas
Their Design and Equipment (By National Recreation Association).

Development of a Leisure-time program in small cities and towns (Ella Gardner) No. 241
U. S. Government Printing Office - Price five cents.

Practical Considerations For the Planning of Physical Education and Recreation Areas - (By Casswell M. Miles, Thomas Lyon White, and Leonard G. Wheeler.)
(New York University, 1938.)

Rural Recreation Area WPA Technical Series, Recreation Circular No. 6, May 31st, 1939.

City Planning
Why and How (By Harold McLeon Lewis)

Outline of Town and City Planning - (By Thomas Adams).

LAYOUT OF FACILITIES AND PLAY AREAS

Classification of Recreation Areas:

- I. Play lots or kindergarten playgrounds for children of pre-school age.
- II. Neighborhood or childrens' playgrounds primarily for children up to 12 or 14 years of age.
- III. Neighborhood playgrounds, sometimes termed "district playgrounds," are primarily for the active play of young people over 14 and adults. They usually contain a childrens' playground, however.
- IV. Athletic fields for organized games and sports for young people and adults.
- V. Large parks that are primarily landscaped areas but may provide facilities for active play of children and adults.
- VI. Reservations are large areas usually outside of city limits and are available for camping, picnicking and other activities.

Layout of Facilities: (Continued)

In addition to these areas there are special types such as golf courses, camps, bathing beaches and tennis courts.

1. Location:

Great study and consideration should be given the location of a playground.

Considerations:

- A. Congested areas or neighborhoods having the largest number of delinquent children
- B. Acquisition of needed land before playground is constructed and the price is excessive
- C. Present and future needs of the communities
- D. Future development of the neighborhood - industrial or residential.

City officials and recreation authorities should cooperate closely with school boards and city planning commissions when considering playgrounds near school sites. It should be understood that playgrounds are to be accessible the year-round for children and, under certain conditions, for adults.

II. Size:

- A. Determined by amount of land available in a certain neighborhood and its cost
- B. One acre playgrounds should be limited to children under ten years of age. Three and four acre playgrounds may be satisfactory but the cost of maintenance and operating is high and, from the standpoint of service rendered, larger areas are much more efficient. Large playgrounds can be planned to serve young people and adults as well as children. Minimum size for a neighborhood playground should be ten acres. Smaller areas may be preferable to none at all but ten acres are required for the various facilities and game areas. Ten to twelve acres are recommended for all modern schools.

III. Topographical Survey:

Considerations:

- A. Water supply system
- B. Sewers
- C. Soil condition.

Boundaries of the play areas should be accurately established before the property is acquired.

IV. Grading and Drainage:

It is possible to use uneven surfaces for playground localities such as picnic grounds, outdoor theatres, etc., but most organized games and sports require a level field.

Layout of Facilities: (Continued)

The cost of grading and drainage is frequently the largest item of expense in the construction of a playground and must be considered when acquiring play areas. Occasionally swamp land is accessible and may be had at low cost. If the city purchases and fills in such land it will gain a health as well as a recreational asset.

Grading is very important since water must not be permitted to remain on the playground. Areas are usually graded from the center to sides where catch basins may be provided. A grade of six inches to one hundred feet is usually satisfactory. If the slope extends more than two hundred feet on a dirt surface or more than three hundred feet on turf surface, cross drains will probably be needed. The subgrade should parallel the finished surface. (The subgrade is the primary or foundation grade upon which other surfaces or grades are laid.) The purpose of drainage is to remove surface and ground water from the play areas; the size of the drains is to be determined by topographical and soil conditions.

V. Surfacing:

Different parts of play areas require different kinds of surfacing. Turf is best surface for the play of small children; games such as bowling and clock golf and major sports such as football and baseball are also well suited to turf surfaces.

Desirable qualities in playground surfacing:

- A. That it be porous for drainage
- B. Firm when wet
- C. Dustless when dry
- D. Not too hard on the children's feet.

Features such as running tracks, tennis courts and handball courts require special surfaces.

Dusty or muddy playgrounds may be detrimental to the health of children using it and hard on children's clothing, whereas a well surfaced play area is not only attractive but permits healthful and enjoyable play.

VI. Fencing:

It is universally agreed that children's playgrounds should be fenced. Although if it is located in a park-like area a fence may not be necessary. It is advisable, however, to fence in the section devoted to children's playground.

Advantages of fencing:

- A. Safety
- B. Keeps children from running heedlessly into the street
- C. Protection of property from vandals - trespassing on neighborhood properties
- D. Simplifies the problem of maintenance
- E. Discipline is minimized - outside distractions are lessened

Layout of Facilities: (Continued)

- F. Provides solution for beautifying. (Fence may be built a few feet within the property line and shrubs planted on the outside of fence.)

VII. Lighting:

The question of lighting is a highly technical one requiring the advice of illumination engineers. Some of the large electrical companies have issued literature on the subject, which should be studied carefully. There is an increasing demand for lighted play areas. Different distribution and location of lights is required for the various games and sports and it is important that the position of lights be determined before work on the playground has begun in order that conduits for wires may be laid before surfacing is completed. In general, the use of overhead wires should be avoided. Even though an area is not used at night, it is advisable, as an aid to policing, to provide sufficient light to make all sections readily visible.

VIII. Water:

Water pipes and drains should be laid while the grading is being done and should be large enough to give satisfactory service. Drinking fountains are necessary and hose connections should be provided for the running track and football and baseball fields. It would be economical to lay water pipes below the frost line when the playground is constructed.

IX. Paths:

Footpaths are necessary on most playgrounds as they not only serve pedestrians but help to prevent interference with games and play activities. They further help in maintaining plantings, grass, etc., and, if carefully planned, will add to the attractiveness of the playground. Main paths should be wide while those used occasionally will be narrower. Roads should be as few as possible, but allowance must be made for parking space and service drives.

X. General Plan:

The general plan for a play area should be prepared before the work of development has actually started. A competent landscape architect should assist in this work. Lack of funds may delay the completion of all features during the first year or two.

The most important consideration in preparing a plan is the number and types of facilities and activities most needed by the various groups to be served. No play area can meet all the recreational requirements of a community, so this must be decided in advance. The topography will influence the arrangement of the play facilities and game areas. A good example of this is: The playground at Trenton is located in one section, the gym and indoor center is one block away, and the baseball field is about two blocks from there.

Layout of Facilities: (Continued)

XI. Maintenance:

Continuous care is needed to keep the property in good condition and the playground budget should carry an appropriation sufficient to provide for this. Play leaders should try and develop in the persons using the areas a sense of pride in the appearance of the property and a feeling of responsibility for maintaining it in good condition. Frequent inspections, upkeep of equipment, painting, repairing, re-surfacing, pruning of shrubs, watering and spraying plants, etc., are necessary to keep a beautiful playground.

B I B L I O G R A P H Y

Play Areas by National Recreation Association - Pages 1 - 11 inclusive.

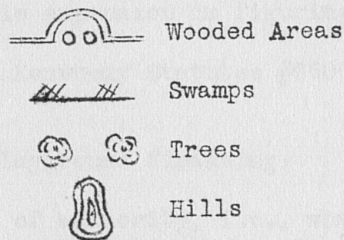
Community Organization for Leisure - Barnes

A Playground Handbook for Chamber of Commerce Executives.

DISCUSSION ON LAY OUTS OF PLAY AREAS

- I. From two diagrams, Trenton Recreation playground, and Central Park at Ashland, drawn by James F. Maggard, it was decided that the following things would be taken into consideration as to playgrounds.

It was suggested that woods, swamps, hills, play areas, trees, etc., be indicated by contour lines.



It is well to know what these symbols represent, especially when the engineer is called before your council.

Things to be considered in a Playground are as follows:

- A. Topography
- B. Directions - North and South, East and West
- C. Face courts according to direction
- D. Drainage on Baseball field
- E. Number courts on playgrounds
- F. Sanitation
- G. Parking
- H. Multiple use of courts
- I. Place for shelter house.

Layout of Facilities: (Continued)

II. Report by James F. Maggard on playground layout.

- A. In addition to Mr. Maggard's layout it was recommended that we have more paddle tennis on the play areas
- B. It was further recommended that more crafts be conducted on the playground
- C. Care should be taken in arranging courts so as not to get them too close to each other
- D. Playground activities should be scheduled by Senior Leader and Supervisor
- E. The head laborer is to take care of all courts
- F. Participants should not be allowed to monopolize the tennis courts but should sit down after each match and permit other players to use them.

B U D G E T S

Factors to be considered in preparing a budget are:

- A. Amount of income
- B. Expenditures.

Be sure to know your authority for raising funds (taxes, etc.)

The budget for the previous year should be reviewed and these items noted:

- A. Total amount spent
- B. Popularity of items
- C. Areas of possible expansion in figuring costs.

It is recommended that Kentucky Statutes #3606 and #3906, and House Bill #41 be read.

Steps to consider in playground financing:

- A. Know the source of authority, i.e., what state enabling legislation or home rule bills or charters authorize the expenditure of public funds
- B. If there is a home rule bill setting the amount of the taxes or naming the tax base, ascertain from the city or county attorney whether the funds to be raised by such a bill can be ear-marked for recreation or must come out of the general fund
- C. The prepared budget should be submitted to the city council or county commissioners, outlining by department (i.e., types of work - art, music, etc.) what will be the cost of each work unit.
- D. The disbursing of funds should be submitted to the council in terms of participation and the number of people served, with the amount of money spent for each type of service.

How Much to Raise:

In preparing a playground budget, list first all the activities or

Budgets: (Continued)

services for which money will be expended, then list by their side the amount of money received during a particular month or quarter or season of the year. Beside the source of income should appear the amount of money as expended for all items. For a sample budget, consult Page 206 of Nash's book, "The Organization and Administration of Playgrounds."

The amount of money to be raised should always be based on expenditures of the preceding year with an estimate of the cost of new services to be added.

The budget may also be prepared according to certain per capita standards for playground expenditures. For example, the National Recreation Association says that \$1.00 per capita should be spent for activity and leadership purposes. However, many cities spend \$2.00 per capita. Of this amount one-third of the money should go for the organization of activities.

These figures are exclusive of the amount of money to be spent for the acquisition of land or buildings. For this purpose some cities spend one percent while other spend five percent of the total assessed value.

METHODS FOR SCHEDULING RECREATION LEADERS ON A PLAYGROUND

It is impossible to set up an iron-clad program which all leaders can follow because of the varied local conditions. However, it is necessary that each leader plan each week to make the best use of his time. Existing conditions may cause him to vary from the schedule but it should be followed as closely as possible.

In scheduling leaders it is necessary to take into consideration several things:

- A. The normal working hours per month for each leader
- B. Access to facilities necessary to carry out the different phases of the program
- C. Different interest groups
- D. Different age and sex groups
- E. Abilities of the leaders in certain phases
- F. Number of hours Center is scheduled to open.

Under ordinary conditions workers should not be scheduled for more than five days each week.

We might establish the day into three periods, namely, morning, afternoon and evening. For the morning period it is suggested that we have high-organized games, low-organized games, athletics and stunts, nature study, music, sandbox, drama, and quiet games. For the afternoon session include arts and crafts, high-organized games, and low-organized games. For the evening have high-organized games, quiet games, mass games and a community night program for each Friday evening of the week.

Taking a hypothetical case, we are going to schedule six leaders for a playground sufficiently large to take care of them. Each leader works a normally assigned 130 hours each month. There are three men and three women. Leaders A, B, C, are men and leaders D, E, F, are women:

SCHEDULE FOR SIX LEADERS ON A PLAYGROUND
WEEKLY PLAYGROUND PROGRAM

TIME	ACTIVITY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9:00 to 10:00	Mass Games	A C F	A C F	A F	A C F	A C	C F
10:00 to 11:00	Low-organized Games	A C D F	A C F	A D F	A C D F	A C D	C D F
11:00 to 11:30	Athletics and Stunts	A C D F	A C F	A D F	A C D F	A C D	C D F
11:30 to 12:00	Music, Sandbox Stories, Quiet Games	A C E F	A B C E F	A B E F	A B C F	A B C E	B C E F
12:00 Noon	LUNCH						
1:30 to 2:30	Arts and Crafts	A E F	A B E F	A B E F	A B F	A B E	B E F
2:30 to 3:30	Quiet Games, High-organized Games	C D E	B C E	B D E	B C D	B C D E	B C D E
3:30 to 4:30	Low-organized Games Drama	D E	B E	B D E	B D	B D E	B D E
4:30 to 5:00	Nature Study Practice Community Night	D E	B E	B D E	B D	B D E	B D E

TIME	ACTIVITY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00 to 7:00	Mass Games Mass Singing Instrumental. Music	A C D E F	A B C E F	A B D E F	A B C D F	A B C D E	B C D E F
7:00 to 8:00	High-organized Games	A C D E F	A B C E F	A B D E F	A B C D F	A B C D E	B C D E F

MEN

Hours Worked Each Day

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
A 9-12 1:30- 2:30 6-8	same	same	same	same	off
B off	11:30- 12:00 1:30- 5:00 6-8	same	same	same	same
C 9:00- 12:00 1:30- 5:00 6-8	same	off	same	same	same

WOMEN

Hours Worked Each Day

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
10:00- 11:30 2:30- 5:00 6-8	off	same	same	same	same
11:30- 12:00 1:30- 5:00 6-8	same	same	off	same	same
9:00- 12:00 1:30- 5:00 6-8	same	same	same	off	same

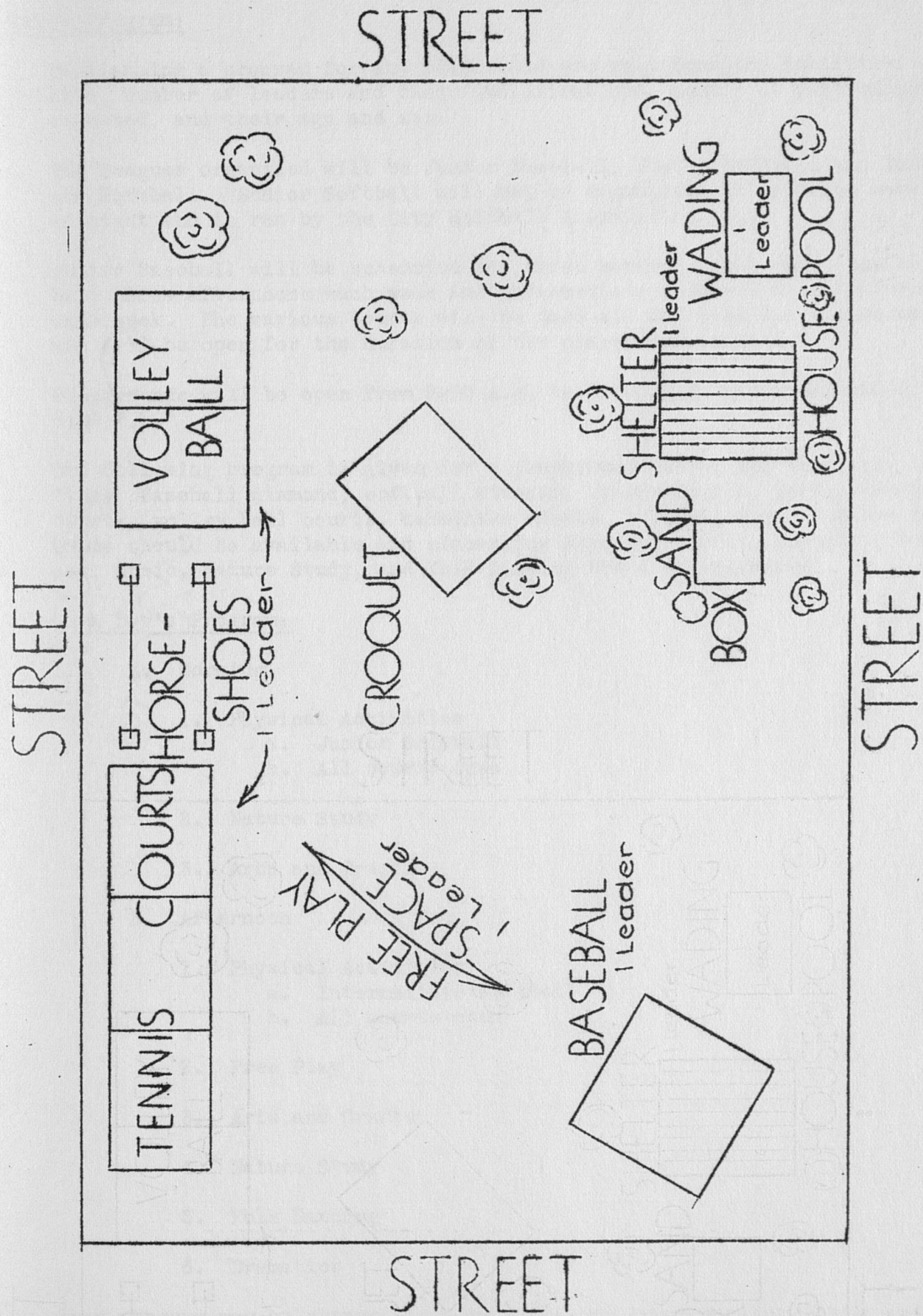
SCHEDULE FOR TWO LEADERS ON A PLAYGROUND

WEEKLY PLAYGROUND PROGRAM

TIME	ACTIVITY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1:00 to 1:30	Music Stories Sandbox Quiet Games	A B	A B	A B	A B	A B	Staff Conference 9-12 Both Leaders
1:30 to 2:30	Arts & Crafts High-organized Games	A B	A B	A B	A B	A B	
2:30 to 3:30	High-organized Games	A B	A B	A B	A B	A B	
3:30 to 4:00	Athletics and Stunts	A B	A B	A B	A B	A B	
4:00 to 5:00	Low-organized Games	A B	A B	A B	A B	A B	
6:00 to 8:00	Games Tournaments Adult Activity Special Events	A B	A B	A B	A B	A B	

PLAYGROUND SCHEDULE FOR SIX LEADERS

Designed for 200 Participants.



PROGRAM FOR THE PLAYGROUND

Daily Program:

In planning a program for any playground you must know the facilities available, number of leaders and their qualifications, number of participants expected, and their age and sex.

The leagues organized will be Junior Baseball, Junior Softball and Intermediate Softball. Senior Softball will not be organized; it is taken care of at night and is run by the City Softball Association.

Junior Baseball will be scheduled for three mornings each week, Junior Baseball three afternoons each week and Intermediate Softball three afternoons each week. The various courts will be used all day each day of the week, and will be open for the duration of the playground session.

Playgrounds will be open from 9:00 A.M. to 11:00 A.M. and from 1:30 P.M. to 6:30 P.M.

The following program is given for a playground having the following facilities: Baseball diamond, softball diamond, tennis courts, paddle tennis courts, volley ball courts, badminton courts, croquet, and horseshoe courts. Shade should be available and places for Arts and Crafts, Puppetry, Dramatics, Music, Nature Study, and Folk Dancing are also necessary.

A Day's Program:

A. Morning

1. Physical Activities
 - a. Junior Softball
 - b. All courts open
2. Nature Study
3. Arts and Crafts

B. Afternoon

1. Physical Activities
 - a. Intermediate Softball
 - b. All courts open
2. Free Play
3. Arts and Crafts
4. Nature Study
5. Folk Dancing
6. Dramatics

This program may be changed to have different group meetings about twice weekly.

Playground Program: (Continued)

Arts and Crafts will be carried on during the hot part of the day as most people will want to do more active things when it is cooler. Nature Study with small children should be early in the morning or late afternoon. It is better to have Puppetry and Dramatics late in the afternoon along with Folk Dancing and singing games. Some time should be set aside in the afternoon for free play, and the leader should observe the various activities and direct the children in what they want to do.

There should be at least one special program on the playground each week and one larger event monthly. Large scale events such as playground circuses are not advised. They disrupt the daily schedule and cost more time and money than they are worth. Events such as regular play nights or family nights should be substituted.

Special Events:

MAY:

May Day and Child Health Day
Music Week
Memorial Day
Model Air Craft Displays
Lindberg and Byrd Days

JUNE:

Summer festivals celebrating first day of summer
Father's Day Party

JULY:

Water Carnivals
July 4 - Field Days
Flower Shows

AUGUST:

Swimming
Camping
Tournaments climaxing any summer activities.

PLAYGROUND APPARATUS

In the selection of playground apparatus it is well to consider the reasons for installing such equipment. Some of the major values in having playgrounds well equipped are:

- A. Serves as a body developer
- B. Children enjoy it
- C. Develops skills
- D. Its presence on the playground makes possible the handling of a greater number of children
- E. Permits variety in the program

Playground Apparatus: (Continued)

- F. Relieves pressure on the director by reducing the amount of organization
- G. Induces children to enter playground
- H. Means of introducing other activities.

The most important value is that they provide an outlet for the well known play interest of children, such as, climbing, swinging, hanging with hands and feet, and sliding and balancing. Modern towns and cities afford little that is naturalistic, such as the tree limb and grape vine.

Types of apparatus that serve the various outstanding play interests should be considered. The most valuable being those that provide fun and definite development possibilities.

With all things favorable for a given playground, the following are definite deciding influences:

- A. Size of area
- B. Trained leadership
- C. Intensity of use
- D. Ages and interest of children using it
- E. Kind and use of playground
- F. Limited funds.

Under the same conditions the following apparatus is recommended:

Under six years:

Chair swings - six	\$ 43.00
This amount includes six swings, eight feet high, made of hard wood, natural finish, and very heavy and durable. The child is supported on all sides by swing hangers which are roller-bearing. The frame consists of a two inch horizontal and one and one-half inch upright pipe. All metal parts are galvanized steel. This also includes gravel and cement for installation.	
Six foot slide	39.00
The wood part is constructed in shops.	
Sand box - two sections	6.00
One for general play and one for project work.	
See-saws	30.00
Frame is made of hard galvanized steel and malleable iron. The pipe is two inches in diameter. Boards are made of wood free from knots and defects and cut with a vertical grain, which makes them stronger and entirely avoids splinters. Corners and ends are round. They are fitted with chains to prevent the lifting of the boards from the frames. Boards should be 2" X 12" X 12'. Length of frame is 5' and height is 2' X 4".	

Total Carried Forward - 118.00

Playground Apparatus: (Continued)

Total Carried Forward - \$ 118.00

Traveling ring 50.00

Ten supporting uprights, six feet high, consisting of twelve rings made of galvanized iron pipe. It also has chain supports, aluminum rings and ball-bearing hangers.

Older Children:

Swings - six 30.00

Construction is same as for younger children with the exception of twelve feet in height.

Eight foot slide 50.00

See-saws 30.00

Construction is same as for smaller children

Gaint Stride 30.00

Six ladders are made of hard galvanized weldless chain with wood rings, twelve feet above ground. The head has a 3/4" ball-bearing packed in grease.

SUB-TOTAL - \$ 300.00

With an additional \$200.00 the following equipment can be added:

Basketball goals 10.00

Two horizontal bars 29.00

Junglegymn 161.00

TOTAL - \$ 500.00

Junglegymn provides year around play and exercise, requires no supervision and maintenance expense, and interest never lags because of its adaptability to so many games and stunts. Printed rules for thirty-five games for use with the Junglegymn will be sent on request by the Loudon Playground Equipment Company, J. E. Porter, Corporation, Ottawa, Illinois.

B I B L I O G R A P H Y

Report of Committee on Standards in Playground Apparatus December 1929. Recreation Congress Bulletin.

Loudens' Playground Equipment Magazine.

Playground Equipment Catalogue 1938, Recreation Equipment Company, Anderson, Indiana.

The Nation's Schools - September 1939.

EQUIPMENT

Suggestions were given on apparatus for a play area. Plans for a small children's playground include:

- A. Sand Box
- B. Chair Swings
- C. See Saws
- D. Slides
- E. Jungle Gym
- F. Traveling Rings

It was agreed that some apparatus should be on a play area, although most of the budget should be spent for hand equipment. Care should be exercised in selection of apparatus in regard to safety.

PUBLIC INFORMATION PROGRAM FOR A PLAYGROUND NEIGHBORHOOD

The purpose of a playground is served and its existence justified only to the extent that it is used by the people in the community in which it is located. It is necessary not only that the program be intrinsically interesting and varied enough to appeal in some respect to everyone, but every available source of publicity must be utilized to inform and attract children and adults, for playgrounds are in constant competition with the movies, radio, and other forms of commercial recreation for attendance and participation. The force of attraction that many harmful forms of play activity have for children can be successfully overcome through the medium of organized, lively publicity and a playground program of sufficient scope and appeal to hold their interest and command their continuous participation.

Whatever the methods of disseminating playground publicity employed, there are six main objectives to be achieved in every case -- "to educate the public as to the value and importance of playgrounds, to build up good will toward and support for the playground department, to encourage parents to send their children to the playgrounds, to inform people as to the location of playgrounds, their facilities and activities, to announce special features and events, to report the results of games, contests, exhibitions, and other activities, to increase the use of facilities by adults, to give recognition to service rendered by agencies and individuals, and to inform the public as to objectives, places and needs." *

In situations such as ours, where playgrounds are operated during the summer months, in sections where playgrounds have never before been attempted it is of prime importance that their opening be preceded by a vigorous campaign of advance information dissemination. The methods are multiple and varied. Bulletins and circulars may be distributed throughout the community calling attention to the summer playground program. Planned activities should be listed with special events and community wide projects, leagues, band-concerts, exhibits, etc. highlighted. These circulars should contain the name and location of the playground, the hours that the program is in operation under trained leadership, the names and addresses of the leaders and the facilities available for public use; tennis courts, softball diamonds, badminton courts, paddle tennis courts, etc.

Announcements should be made in all the schools concerning the scheduled opening of the playgrounds, and the superintendent of schools and the principal of each school should be fully acquainted with all the features of the program so that no phases are neglected when the announcement is made before the students. The same detailed information should be included in these announcements that is embodied in the circulars that are distributed to the homes, so that children and parents alike receive first hand information on the matter.

Probably the best and most direct means of publicity is personal contact between the playground leaders and parents, and between the leaders and interested influential groups and organizations within the community. At periodic intervals the leaders should visit the homes in their playground neighborhoods. In the course of discussion with the families the leaders should interpret recreation to them and not simply relate activities; and they should solicit

* "Playgrounds, Their Administration and Operation." -- National Recreation Association. Edited by George O. Butler.

Public Information: (Continued)

suggestions and advice concerning the playgrounds and their programs. Sometimes rainy days afford an excellent opportunity to establish friendly contacts with the parents in their homes.

There are various means of effecting understanding and harmonious relationships with the people in the communities we are attempting to serve. Parent councils and neighborhood playground committees should be organized. They should be invited to hold their meetings on the playground and encouraged to visit it as often as possible, both individually and as a group. They can be most instrumental in building up the adult participation in the program, for once they, and others who follow their lead, get into the habit of visiting the playground, it should be comparatively easy to interest them actively in the program. A good plan is to enlist the aid of influential citizens in the community.

Other methods of informing the public are radio announcements and skits, street car advertisements, announcements at public meetings, and moving picture trailers. In almost every community there are certain peculiar and local channels of publicity available, and resourcefulness and initiative will suggest to the playground leaders how they can best utilize these mediums.

Another very effective method of public communication is the placing of posters in prominent spots where large groups of people gather: in store windows, public meeting places, bill-boards, and the like.

The newspapers should be continuously furnished with items pertaining to the playground program. Happenings of general interest, human interest stories, special events, pageants, festivals, tournaments, league standings, pet-shows, and the dedication of new facilities are all admirably suited for newspaper copy and newspapers usually are glad to get hold of them. From time to time it might be possible to have published an interview with a prominent citizen of the community wherein he expresses his views concerning the value and importance of playgrounds in the life of the community.

Playground leaders can find still other channels for apprising the public of the services they can perform. Handicraft articles made on the playground can be exhibited and displayed in show windows in the neighborhood and on the playground. Activities other than handicrafts can also be exhibited. Special events and activities of general interest can be scheduled and the public invited to attend.

Civic officials and persons occupying positions of prominence in the community should be approached to judge the various shows held on the playground: pet shows, doll shows, bubble blowing contests, etc. Enterprising and alert leaders will see to it that reporters and photographers are present to insure representation in the newspapers.

Reports should be made public from time to time indicating participation in activities. These reports should also present graphically and colorfully the essential service rendered by the play areas and the relative reasonableness of the cost of playground service.

Leaders capable of speaking publicly should appear before church-groups, parent-teacher's meetings, civic-clubs, service-clubs, city councils and

other organizations, to describe and interpret recreation and its philosophy of training and guidance in leisure-time activity, and the group theory that inheres in the technique of group leadership. For our purposes this medium comes almost entirely within the province of the Supervisors and their superiors for it is extremely seldom that we can secure certified workers who have had the training and experience to qualify them in this respect.

The last point, and one impossible of exclusion in any consideration of playground publicity, is the playground bulletin board. This is a direct advertising medium. To be most effective and widely read by everyone it should be attractive and include items of interest to all sections of the playground population. The following are some of the types of material that may be posted:

- Daily Schedule
- Schedule of team games and contests
- Results of games and tournaments
- Classification and rules for coming events
- Honor point system events
- Record of honor point leaders
- Standing of leagues and teams
- Accounts of happenings on other playgrounds
- Efficiency test events
- Announcement of new games and craft material
- Pictures of champions in games and sports
- Posters announcing playground projects and events
- Rules governing use of playgrounds - hour opening, etc.
- Safety posters or bulletins
- Announcements of junior organizations.

It is extremely important to place these bulletin boards in the most prominent spot available. Spots should be selected that everyone must pass when going to and from the playgrounds.

In conclusion, no method of advertising is better than the product it advertises, and the best of all possible advertisements for our purposes is a program so well organized, so comprehensive, and so capably administered that the magnet of its innate appeal draws everyone irresistibly to it.

B I B L I O G R A P H Y

1. Bulletin - Highlights for Program on W.P.A. Recreation
1940
2. Recreation Bulletin Service - issued by the National
Recreation Association

The Bulletin Board W.P.A. - N.Y.A. #422
3. Playgrounds their Administration and Operation

National Recreation Association - Edited by George D. Butler
4. Telling your Town

Ten point publicity program for public recreation

Number Eight - November Bulletin
5. Recreation Round Table Volume Two - Number Three

W.P.A. Recreation Bulletin

SAFETY PROGRAM FOR A SUMMER PLAYGROUND

The majority of accidents occurring on the summer playground are due to physical activities. Some recommendations for the prevention and elimination of these accidents are:

A. Safety Methods and Devices:

1. Obtain and maintain safe play conditions for children at all times
2. The proper placement of playground equipment and apparatus
3. All permanent equipment might best be installed about the outer boundary of the grounds so as to leave unbroken play space in center.

B. Laying out courts properly to maintain safety:

1. One foot of loose shavings or sand under all outdoor apparatus
2. Locate courts so that hazard of balls in streets will be removed.

C. Proper use of equipment:

1. Free from hazards of all description -- horseshoes in proper place, etc.
2. Careful and regular inspection of apparatus and equipment -- watch for wear, splinters, loose or sharp metal parts
3. Designate certain play areas for certain activities
 - a. Beware that the small children will not be in the way of the larger group when in action.

D. Precautions:

1. See that all glass particles and sharp rocks and cinders are removed from play areas
2. See that all fences are safe.

E. Educate for Safety:

1. Posters
2. Guidance in proper use of equipment
 - a. Proper organization and supervision of activities will tend to eliminate injuries.

F. Play Areas Require:

1. Close supervision, planning and detailed organization
2. Courts or special play areas to be well defined at all times
3. Benches to be free from bad cracks, splinters, protruding nails, etc.
4. That no climbing of trees and buildings be permitted
5. That no bicycles be ridden
6. That play surfaces or areas be free from holes
7. That loose equipment, not in use, should never be left lying around on ground
8. Daily inspection of apparatus.

Safety Program: (Continued)

Injuries incurred in group games or in personal contact and stunts are usually the result of the injured's own carelessness, recklessness, or inability to gauge strength or distance. An injured or fatigued person should be removed promptly.

GENERAL SUGGESTIONS ON A POINT SYSTEM FOR THE PLAYGROUND

A recreational program has been well organized and established, but it is necessary that recreational leaders and supervisors be on the lookout for a loss of interest in all activities. Many participants need encouragement, especially the less skilled and those who have not been able to obtain recognition by the display of special skills. Recognition is an incentive to interest and participation and often converts passive interest into active participation and eventually to skill.

One method of recognition is the point system, as it encourages both individuals and groups to engage in various activities. The point system should be planned so that it will act over a long period of time and provide an opportunity for the entrants to have the experience of receiving honor for varying degrees of achievement. They should be able to realize some manner of success other than winning: variety of interests, loyalty, cooperation, individual endeavor.

The point system will provide competition for all and will eliminate, to a great extent, the elements of envy and unfairness. It will portray competition as a method of promoting more desirable traits: fair play, broader interest, etc.

The point system should be made by the group of leaders in charge of a center. Considerable thought should be given to the group for which it will be adopted. The leaders should determine the value of each activity. A desirable plan is to have a diversified list of activities to provide a variety of experiences as well as to prevent the participants securing the highest honors in too short a time. It is suggested that points be earned for sportsmanship, individual endeavor, and cooperation. Other qualities are to be determined by the leaders.

The system adapted should not involve too much detail or record keeping if it is to be effective. Teams, individuals, or groups may participate for a season or a year with a higher honor for each set of points earned.

Prizes are not advised, but awards such as arm bands, letters or emblems are more desirable. These may be made in the arts and crafts department but may not be worn until earned. A check sheet posted on the bulletin board will also serve as a means of recognition.

The following Point System is taken from "Recreation For Girls and Women," by Ethel Bowers:

	<u>SEASONS</u>			
	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
I. Participation:				
A. Physical Activities				
1. Team Games	50	50	50	50
2. Individual Games	50	50	50	50
3. Group Activities	50	50	50	50

A Point System: (Continued)

	<u>SEASONS</u>			
	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
B. Creative Activities				
1. Handicraft	50	50	50	50
2. Dramatics	50	50	50	50
3. Music	50	50	50	50
C. Service	50	50	50	50
II. Safety:	50	50	50	50
III. Sportsmanship:	50	50	50	50
IV. Leadership:	50	50	50	50
	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>

- First award - Arm band
- Second award - Letter
- Third award - Emblem or seal
- Fourth award - Inexpensive pin

Details of other point systems may be obtained from the National Recreation Association in the following bulletins:

Chicago Achievement Clubs	#1594	Free
Dalton, Massachusetts	#2162	"
Detroit, Michigan	#1469	"
Houston, Texas	#1430 and 1635	"
Tempa, Florida	#2133	"
Youngstown, Ohio	#1992	"

PUBLIC RELATIONS

I. County-wide Sponsors' Meetings:

Meetings of all committees within a county were advocated as one form of public relations and public interpretation in recreation. In such meetings one topic, such as "Recreational Legislation", is discussed, particular attention being paid to the enabling legislation of the State of Kentucky (contained in Statutes #3606 and #3906, and the recently approved House bill #41.)

After holding a number of these county-wide meetings for purposes of educating the council member in the philosophy, organization, and administration of the program, a county committee as a unit should drive towards some action, as for example - building a county community center, or planning a county-wide pageant.

II. State-wide Recreation Week:

The second form of public relations proposed was the observance of a State-wide Recreation Week. Reference was made to a bulletin published by the State Supervisor of Recreation in Mississippi, a copy of which was given to all Area Supervisors at our last conference.

Public Relations: (Continued)

The essential ideas of a State-wide Recreation Week are; that all centers attempt to bring before the public the story of recreation by scheduling many special events: craft exhibits, puppet shows, pageants, athletic tournaments, folk festivals, etc.; that appeals be made to the mayor, governor, and county judges to officially designate the week as "Recreation Week;" that newspapers be flooded with numerous stories concerning recreation with a mixture of feature articles by prominent citizens, famous writers and thinkers in recreation, etc.

III. "This Work Pays Our Community" Week:

All Recreation Supervisors were urged to cooperate in the planning of dinners and public meetings to be held during the week of May 20 to May 25. It was suggested that they might be of help in the following ways:

A. Music: Preparation of song sheets

1. Singing to take place either at the table or after the meal
2. In some places - to bring in choral groups (who are already participating in our centers) en masse to sing.

B. Decorations:

1. Arts and crafts' classes and some of our production shops could make decorations for the table or hall.

C. Table favors:

1. Arts and crafts' classes could make place cards or place favors for each person.

D. Program design:

1. It is doubtful that we could print the entire program for all dinners - but we could make up a number of block prints for the program covers.

E. Entertainment:

1. Mr. Noonan and Mr. Russak have suggested collaborating on some life-sized puppets - who will sing in little skits depicting various services of the white-collar projects.

F. Social Recreation:

1. Part of this phase of program deals with providing games that can be carried on while persons are at the table - either before the meal starts or in between courses. Mr. Binford will be instructed to make up a short bulletin on this, if you so desire.

IV. Use of the Radio:

Since Mr. Russak has just completed a bulletin on the use of the radio in a recreation program, all supervisors were urged to watch for the appear-

Public Relations: (Continued)

ance of this material in the "Leisure Leader."

V. Discussion of the "Leisure Leader."

The group discussed the types of material that should be included in this bulletin for the use of their sponsors. They felt that this was one way to teach laymen to know more about the philosophy and history of recreation, financing, organization, and administration of recreation, and program planning. It was felt that a corner ought to be devoted to the minutes of outstanding sponsors' meetings - meetings in which plans of raising money were fully discussed, and satisfactory action taken to finance recreation on a permanent basis.

Interesting facts about the "Leisure Leader:"

- A. To be published every sixty days
- B. An account of any special event of interest is to be submitted to the State Office
- C. Minutes of interesting recreation council meetings are to be submitted
- D. An article by Dr. Eduard Lindeman will appear in the next issue.

In a general discussion that followed the treatment of all the above topics, the supervisors assembled felt that county-wide sponsors' meetings were preferable to district-wide dinners, as far as interpreting to a greater number of people the values and meaning of the program. Since during the week of May 20 to May 25 there will be held many dinners and public meetings to emphasize the work of the Professional and Service Division, in general it was felt that a State-wide Recreation Week should probably be held late in summer at the conclusion of the playground season and at a time that many special events are occurring and furthermore, at a time when fall and winter budgets are being considered by recreation councils.

GENERAL SUMMARY

ORGANIZATION, ADMINISTRATION, AND SUPERVISION OF PLAYGROUNDS

- I. In addition to Mr. Maggard's report it was suggested that House Bill #41 of Kentucky State Legislature be read for information regarding how towns and cities could acquire certain lots and buildings for recreational purposes.
- II. Mr. Downing gave a very elaborate report in which he outlined the history of the lighting of play areas. He suggested that there were many technical problems which do have to be considered and that an electrician should be consulted before any plans are made. He referred to articles in the issues of Recreation Magazine for February 1938 and February 1940. Each of these articles give a very detailed report of the number of lights and number of watts for each bulb.

It was recommended that lights could be used for all cultural activities as well as sports and athletics, but that you should be very cautious, when staging festivals or pageants, to have a competent electrician take care of the wiring.

Concerning the question of financing expenses incurred by lighting play areas the book of "Fees and Charges" National Paid Service was recommended.

- III. Report by Horace Beard on scheduling of workers:
In addition to his report it was suggested that workers should be scheduled according to:

- A. Activities
- B. Facilities
- C. Participation
- D. Group (age)
- E. Areas
- F. Total number workers available
- G. Total number hours of leadership
- H. Quality of leadership
- I. Weekly staff meetings

1. Senior leaders duty to look out for potential visitors
2. Schedule of activities and leaders to be on bulletin board
3. Supervisors and Councils duty to secure other areas for introducing different activities.

In regard to scheduling workers on Sunday it is essential that you find out the attitude of the churches.

- IV. The report by Asher B. Strull on Public Information Program for Playground Neighborhood covered the subject very thoroughly, the only additional suggestions being:
 - A. Advertising with chalk on side walks the coming events
 - B. Using slides at picture shows
 - C. Sign at entrance to town listing playgrounds in city and the activities offered.

REPORT OF COMMITTEE ON SOCIAL RECREATION

Outline of activities to be conducted on playgrounds.

- I. Leaders should plan a definite program in order to make the best use of their time, and should offer a wide variety of activities for all ages and both sexes. The program must be planned and conducted^{so} that it develops the maximum amount of interest in the community.

All phases of the program should be coordinated with Social Recreation during summer months. This may be arranged by considering the following points:

- A. People come to playground through choice
- B. Participation in activities due to interest only
- C. Varied local conditions must be considered.

II. Type of Service Offered;

- A. Plan play days for entire communities irrespective of special groups
- B. Plan special events with selected participants for entertainment of general public:

- 1. May Day Festival
- 2. Mock Fairs
- 3. Pet Shows
- 4. Social Dancing
- 5. Play Days
- 6. Holidays - both legal and local
- 7. Birthdays

- C. Play picnics for church groups, clubs, family recreation, children and neighborhood groups and various other organizations.

The committee recommends that a Service Bureau be assembled consisting of a kit suitable to all age groups. The kit should include the following equipment:

- 1. Whistle
- 2. First Aid Kit
- 3. Twelve Bean Bags
- 4. Twenty four wooden blocks
- 5. Two (6 inch) wooden disks
- 6. Two balls of string
- 7. Ping Pong Balls
- 8. Copper Wire
- 9. Light Rope
- 10. One volley ball and net
- 11. Two playground balls and one bat
- 12. One lacing needle
- 13. Elastic Hoop
- 14. Paper Plates
- 15. List of games suited to different age groups:

- a. Up to six years - contests, search for hidden objects

Social Recreation: (Continued)

- | | | | | |
|-------------------------|---|-----------------------|---|------------------------------|
| b. Six to nine years | } | Races
or
Relays | { | Wheelbarrow |
| c. Nine to twelve years | | | | Sack |
| d. Twelve to fifteen | } | | | Stilt - etc. |
| e. Fifteen - over | | | | Mass Games (Circle and line) |
| f. Adults | | | | |

D. How to organize picnics:

Various committees:

1. Grounds committee
2. Program committee
3. Transportation committee
4. Publicity
5. Finance committee
6. Picnic committee (consisting of chairman from each group.)

Low Organized Games:

The committee recommends that low organized games be scheduled at a definite period each day and for as long a period as interest can be held for each specific group.

It was also recommended that the following book be purchased for each supervisor:

Active Games and Contests by Mason and Mitchell

III. How we may train our leaders effectively:

- A. Assign each leader to certain age groups
- B. Training given by specialists should be carried over into in-service training institutes.

Different ways leaders may be trained:

1. Bulletin Service
 - a. Points in leadership
 - b. Reference to different game books
 1. Each supervisor should have several good books
2. We recommend that assignments be given to leaders and that they come to institutes prepared to give something to the group
3. That an agenda be worked out for a ten hour course for leaders' camp on social recreation

Social Recreation: (Continued)

4. Two hours be given to theory and objectives and remaining time to practical demonstration

If possible train volunteer leaders for Social Recreation.

5. Recommend that we have grading system for leaders to be composed of:

- a. Ability
- b. Attitude
- c. Aptitude

Suggested use of a ten point system as:

Seven and up	Good
Five - seven	Fair
Three and up	Poor

REPORT OF COMMITTEE ON ARTS AND CRAFTS

I. Types of Activities:

- A. Kite making (under age sixteen)
- B. Woodworking (all ages)

- 1. Materials

- a. Waste lumber such as broom handles, scrap wood obtainable from lumber companies and building contractors, bark, old and discarded furniture, crating, scrap plywood, cigar boxes, discarded form lumber, and pine and cedar slabs.

- C. Basketry (all ages)

- 1. Materials

- a. Honeysuckle vines, willows and bark.

- D. Clay modeling (all ages, including play center group)

- E. Aeroplane modeling (under twenty-five)

- F. Paper craft (under twenty-five including play center group)

- 1. Types

- a. Mats and rugs (under sixteen)
 - b. Paper-mache.

- G. Sketching and painting (all ages)

- H. Weaving

- 1. Types

- a. Mats and rugs (under sixteen)
 - b. Flat loom
 - c. Tongue depressor loom
 - d. Hautlense loom
 - e. Card loom

- 2. Materials

- a. Native and waste
(weeds, burlap, sage grass, honeysuckle vines and corn shucks)

- I. Bead crafts (all ages)

- 1. Materials

- (rocks, wood, chicken claws, spurs and bones, shells, walnuts, and macaroni.)

- J. Sand modeling (under sixteen) and play center group

- K. Soap carving (all ages)

- L. Sawdust modeling (under sixteen)

- M. Needle work (all ages)

Arts and Crafts: (Continued)

1. Dolls and doll clothes
2. Knitting
3. Crocheting

N. Construction projects

1. Toy construction (under twenty-five)
2. Construction games, puzzles, (all ages)
3. Musical instruments
 - a. Rattlers from gourds
 - b. Whistles from reeds
 - c. Shepherd's pipes from bamboo
 - d. Drums from innertubes

O. Tin craft (Sixteen to twenty-five)

1. Materials
 - a. Tin cans

P. Tie dyeing (Sixteen to twenty-five)

Q. Glass and metal etching (Sixteen to twenty-five)

R. Leather craft (Sixteen to twenty-five)

S. Finger painting (pre-school)

T. Crayon work (pre-school)

II. Special Events:

Suggested events:

- A. Hand craft exhibits
- B. Playground fairs
- C. Hobby shows
- D. Boat races
 - Competition should be in the construction of the boats
- E. Aeroplane races
- F. Archery contests
- G. Lantern parades
- H. Still contests
- I. Doll parades
- J. Bicycle parades
 - a. Decorations
 - b. Floats
 - c. Posters
- K. Pet shows
 - a. Stages
 - b. Stands
 - c. Decorations
- L. Playground circus
- M. Whittling contest
- N. Ceramic fairs
- O. Kite making contest

Arts and Crafts: (Continued)

III. In-Service Training:

A. Methods

1. Lecture
2. Demonstration
3. Laboratory

B. Job sheets

1. Mimeographed copies be made from material sent in to State Specialist from field.

REPORT OF COMMITTEE ON FOLK DANCING

Folk dancing is for the participant and not for the spectator. To achieve large participation leadership is the vital part of any program.

I. Types of Activities:

- A. Singing games are to be used where music is not available for Folk Dances
- B. Square Dances with volunteer musicians.

II. Special Events:

A. Folk Jamboree

(An informal get together of two or more groups doing folk dances. The emphasis being on participation rather than providing a spectacle for the benefit of an audience.)

III. In-Service Training.

- A. Where practical there should be at least one full training period (or its equivalent) of folk dancing a month
- B. If the number of workers permits, hold Folk Dance training during recess or at as many In-service training periods as possible.

References for Singing Games:

Handy No. II

Singing Games Old and New - John C. Campbell

Old English and American Games

Moravian and Bohemian Games - Nera L. Boyd

REPORT OF COMMITTEE ON DRAMATICS

I. Children's Dramatics for the Playground:

The sub-committee planning dramatics for children in the Summer Playground Activities was interested primarily in furnishing material for a daily schedule rather than the broader aspects of dramatic technique. Below are listed the various types of dramatic activities. These activities should be so planned by the leader that something different is presented each day during the daily period for dramatics.

Types of Activities:

- A. Simple story telling
- B. Story dramatization
- C. Ballad dramatization
- D. Charades
- E. Pantomime games
- F. Shadow plays
- G. Pageants
- H. Simple pageants
- I. Simple festivals
- J. One-act plays

II. Simple Pageants and Festivals arising out of the daily schedule:

The playground pageant or festival might be one of the following:

- A. Straight dramatic pageant
Generally a simple pageant dealing with an historical or social theme. This should be on a small scale, and should not involve more than two weeks of rehearsal.
- B. Festival, combining dramatics with other activities
Also a simple affair combining music, dancing, pantomime, story playing, and ballad dramatization.
- C. Festival of the recreation program
This should come, preferably at the end of the summer season, and should be built around the highlights of the entire recreation program. It might contain:
 - a. Arts and Crafts exhibits
 - b. Circus stunts
 - c. Physical activities, such as tumbling and acrobatics
 - d. History and development of various hobbies such as kite flying, and chess or checkers, in dramatized form
 - e. Dancing and singing.

III. Other Special Events:

For other special events arising out of the daily program, we suggest the following:

- A. Variety show
- B. Shadow play
- C. One-act play, well prepared.

Dramatics: (Continued)

The special event should be scheduled for one night each week, and should be accompanied by a certain amount of advance publicity on and around the playground.

IV. Large Scale Pageants:

Pageants on a large scale involve a great deal of preparation and expense, and the following suggestions are made:

1. The large scale pageant must first be requested by the community and should be a community affair
2. Type of pageant given depends on the locality, materials, facilities, and available characters
3. Supervisors should remember that large scale pageants will take workers away from the daily program
4. A special event such as a large scale pageant requires an investigation of sponsors' willingness to contribute to the planning, management, and financing.

SPECIAL NOTE

It is suggested that inasmuch as there is a shortage of good story material, the State Office should provide a mimeographed booklet of stories and ballads that might be used for dramatization. Leaders should also send to the State Office any original folk tales or ballads that have been successful in their centers, so that they may be distributed to other leaders throughout the State.

REPORT OF COMMITTEE ON ADOLESCENT DRAMA

The purpose of this committee was to supply for the adolescent on the summer playground a form of dramatic expression that would enable him to achieve the maximum adjustment in a natural and satisfying way.

The committee felt that among the various age levels that could be reached through drama on a summer playground the adolescent was most needful of this activity because: Drama helps this group to make its emotional and social adjustments in an effortless fashion; in drama the individual can meet the opposite sex with a minimum of embarrassment; in drama there exists a parity of skill required of both sexes; in drama he can achieve a wholesome identity through the group. All of these values achieved, however, are swept away by an unsuccessful performance. How to deal with drama without a performance or how to insure a successful performance in a windy and dusty play area were our problems. Through play reading we feel we can solve these difficulties.

Play Reading:

A. Techniques

1. Have group select play to read
2. Read lines several times without action, exchanging parts if desired

Adolescent Drama: (Continued)

3. Read parts, walk through action
4. Discuss play
5. After reading several plays allow group to select one they like best and produce it either before a formal or informal audience.

B. Advantage in play reading

1. Problem of casting plays is eliminated as the group naturally casts itself into path suited to the individual
2. Royalty is not charged for play reading groups
3. The emphasis is on the individual in group rather than on performance.

Some plays suggested for play reading are:

Wonder Hat - Goodwin and Heck
Ile - O'Neil
A Night in an Inn - Lord Dunsany
Where the Cross is Made - O'Neil
The Wedding Proposal - Anton Chekov

REPORT OF COMMITTEE ON PUPPETRY

For successful puppetry on the playgrounds, three things are necessary: trained leaders who understand the skills and techniques needed to produce the various types of shows undertaken; types of puppets which will meet the numerous difficulties inherent in a playground situation; available suitable facilities.

To solve these problems the committee offers the following:

I. Puppetry for the summer playground:

A. Types

1. Hand puppets
2. Shadow puppets
3. Bib puppets

B. Special events

1. Puppet festivals
2. Entertainment for community nights.

II. Puppet training by steps for in-service meeting.

In-service training:

A. Choosing a play

Vitality and interest to be considered chiefly.

B. Discussion of production with leaders

(Consider what the play has to say and how every branch of production can help. Feeling of play should be caught or meaning will be lost.)

Puppetry: (Continued)

C. Technicalities of Production

1. Outline story
2. Motives and circumstances leading to situations in the play
3. Technical problems to be overcome
 - a. Physical limitation
 - b. Lack of interest or loss of interest
 - c. Age of children
 - d. Type of production both plays and themes should be used
 - e. Source of material.
4. Assign specific responsibilities to individuals or groups.

D. Assemble the production

1. Class discussion of each specific part and its relation to whole
2. Rehearsal
3. Performance

E. Conclusion

1. Rehearsal
2. Performance

F. Conference with leaders

1. Presentation of material to participants
2. Difficulties to be met in conducting puppetry on playground:
 - a. Wind
 - b. Dust
 - c. Seating
 - d. Lighting
 - e. Hearing

III. Factors that will determine what we can do in puppetry on summer playground.

A. Leadership

1. Informal shows should be encouraged

B. Facilities

1. Space on playground
2. Puppet stage (raised if possible)

Bibliography

One act plays on a Royalty Holiday
One act plays for Stage and Study
Atlantic Book of One Act Plays
The Best Play Series.

REPORT OF COMMITTEE ON CHILDRENS' PLAY CENTERS

Summer Program

Advisability of continuing program during summer:

Vacations and short trips were mentioned as possible disruptions of the program. However, it was generally agreed that these centers should continue. Centers located in Housing Projects should certainly remain on part of the program.

Centers should have adequate personnel and lavatories, water, shade, etc. be made available.

Centers on church playgrounds are to be continued with a separate sponsory group made up of parents.

Program:

A. Equipment

1. Sand boxes
2. See-saws
3. Small swings
4. Jungles
5. Wading pools
6. Tables
7. Rope with old tire suspended from a tree limb
8. Small slide
9. Beach balls
10. Blocks
11. Wheelbarrows
12. Sifters for sand and all kinds of toy implements.

B. Activities

1. Sand play
2. Story telling
3. Group games
4. Singing games
5. Free play (emphasize)
6. Clay fingering
7. Crayons
8. Water colors
9. Cutting paper objects (blunt scissors)

Continued use of Recreation 9a is advised until further notification.

In-Service Training:

The background of leaders selected is very essential. Leaders having children are considered the best in most instances. All leaders on a project are to be given training in a general session, but the ones in charge of groups should be given more detailed training. Due to changes in personnel (eighteen months rule, etc.) at least two leaders should be given this additional training.

Work sheets on activities and methods should be submitted by State Specialist.

Children's Play Centers: (Continued)

How to offer training:

1. Course of study
2. Books
3. Bulletins
4. Library service

Transportation of children to centers is a definite problem and must be arranged between mothers and leaders. It is suggested that volunteers be enlisted or N.Y.A. girls employed.

REPORT OF COMMITTEE ON PHYSICAL ACTIVITIES

After a review of previous plans for the summer and discussion of previous programs, the following conclusions and recommendations were made:

I. Clinics:

- A. Junior Baseball Clinics should be held, but not Senior Clinics
- B. Tennis Clinics should be held where qualified instructors and suitable courts are available
- C. Swimming Clinics are not desirable and not possible unless trained life guards are available
- D. Swimming Clinic training by the State Specialist should be given
- E. Softball Clinics for junior boys and girls and women should be held.

II. League:

A. Baseball

1. WPA Recreation should continue to assist the American Legion in organizing Junior Baseball
2. WPA Recreation should continue with the organization of baseball in cooperation with the Kentucky Amateur Baseball Association
3. The rule should be adopted that the treasurer of the Baseball Tournaments be bonded
4. Junior Baseball organization material should be in the hands of the supervisors by the time this conference is closed
5. WPA Recreation should assist in reviving High School baseball. The assistance should be by consultation regarding organization problems, sponsoring and financing teams.

B. Tennis

1. There should be organized tennis clubs instead of tennis leagues, and Assistant Area Supervisors are to schedule area, county and inter-city competition.

Physical Activities; (Continued)

C. Other

1. All playground activities should be organized into clubs. Inter-city, county or area tournaments should be held where transportation of participants can be provided or where such tournaments are practical.

III. Special Events or Tournaments:

- A. Leaders and Supervisors should endeavor to create interest by promoting tournaments in all physical activities on a playground basis.
- B. Tournaments may be held in the following types of Physical Activities:

- | | |
|-------------------|-------------------|
| 1. Archery | 9. Table tennis |
| 2. Horseshoe golf | 10. Croquet |
| 3. Clock golf | 11. Newcomb |
| 4. Ring tennis | 12. Badminton |
| 5. Boddle ball | 13. Volley ball |
| 6. Tennis | 14. Horseshoe |
| 7. Softball | 15. Paddle tennis |
| 8. Shuffleboard | 16. Baseball |

- C. Field and Track meets should be called "Play Days."

IV. Suggested Physical Activities for Summer Playground from "Recreation:"

S P O R T S

Acrobatics	Corrective Gym	Jujutsu
Aerial Dart	Cricket	Juggling
Aesthetic Dancing	Croquet	Junior Olympic Event
American Ball	Cross Country Running	Kick Ball
Apparatus	Curling	Lacrosse
Aquatics	Deck Tennis	Life Saving
Archery	Diamond Ball	Long Ball
Athletic Games	Diving Contest	Loop Tennis
Badge Tests	Dodge Ball Tournament	Marathon Games
Badminton	End Ball	Marbles
Bag Punching	Fencing Tournament	Marching
Baseball	Field Ball	Marksmanship
Basketball	Field Hockey	Motorboating
Bicycling Events	Folk Dancing	Mountain Climbing
Boating	Football	Newcomb
Boddle Ball	Free Play	Paddle Tennis
Bowling	Games	Physical Efficiency Con-
Box Hockey	Golf	tests
Boxing	Gymnastics	Pin Ball
Broom Hockey	Handball	Pin-pong
Calisthenics	Hand Polo	Playground Ball
Canoeing	Hockey, field	Pyramids
Captain Ball	Hop-Scotch	Punchball
Casting	Horseback Riding	Quoits
Cage Ball, Center Ball	Horseshoes	Racing
Combatives	Indian Club Swinging	Reducing

Physical Activities: (Continued)

Regattas	Skating	Target Practice
Relays	Skeeter Contest	Tennis
Riflery	Soccer	Tetherball
Riding	Softball	Touchball
Ring Tennis	Speedball	Track and Field
Roller Skating	Squash	Trapping
Rope Skipping	Stilt Contest	Tumbling
Rowing	Stunts	Volleyball
Rugby Football	Surfboard Riding	Wading Pool
Sailing	Swimming	Water Carnival
Shuffleboard	Table Tennis	Walking and Hiking

V. Rules and Regulations:

- A. Assistant Area Supervisors should be responsible for securing revised dimension charts from Lowe and Campbell, Nashville, Tennessee for each unit in their area.
- B. Senior Leaders should secure for their center or playground the rule books for:
 - 1. Baseball
 - 2. Softball
 - 3. Basketball

VI. Training:

- A. All Assistant Area Supervisors should spend at least one day per week in each county for the purpose of training leaders
- B. We recommend that enough training be given in Physical Activities for the proper functioning of the program
- C. There should be a set date for in-service training in each county. A report on this training should be made to the Area Supervisors on Rec-11
- D. Assistant Area Supervisors should make plans and assignments for training at least two weeks in advance to allow for the necessary research to be made by leaders
- E. Leaders and Supervisors should not lose sight of the need of expression through activity by the less skilled playground participants.

VII. "Leisure Leader":

- A. The next issue of "Leisure Leader" should include plans and suggestions for organizing a Play Day
- B. Leaders should present a list of suggestions for the improvement of their centers and playgrounds to the Assistant Area Supervisor.

The committee appointed for the purpose of discussing the organization of a Kentucky Amateur Athletic Association with Mr. Edward L. Smith and Mr. Herbert Taylor met March 29, 1940. Others interested in the Physical Activities Program sat in on the meeting.

Physical Activities: (Continued)

After much discussion, it was recommended that further study should be made of such recreational bodies or State-wide organizations, and that this study should culminate in a tentative plan for such an organization, to be submitted to the Area Supervisors for approval or recommendations for changes, and that this plan be adopted, if possible, at the next Supervisors' Conference.

In making this study it was suggested that Mr. Smith obtain plans of organization from various other states.

REPORT OF COMMITTEE ON NATURE STUDY

I. Clubs:

From benefits and results derived by club organizations in the past, it was recommended that this form of Nature Study be continued in our recreational program during the coming season. More interest has been manifested in club work. This is largely due to its ability to make the members a part of the activity as well as responsible for its success and furtherance by bringing the study of nature to the community. These clubs should be more or less informal and classified according to different age groups. The time and place of meeting will vary in different localities, depending on the subject studied, and the season of the year.

II. Program:

Interest in the following subjects was reported during the past year; Birds, trees, rocks, coal deposits, fossils, flowers, Indian lore, garden clubs, fish ponds and rock gardens.

A Nature Study program should be planned well in advance, but the type of program to be used will vary in the different communities, according to the subject studied and the interests of the group. A few things suggested for most all communities were:

- A. Planting of trees
- B. Study of Flowers and Birds
- C. Scavenger Hunts
- D. Study of Bees and their relationship to orchards
- E. Beautifying playgrounds.

The primary subject for Nature Study during the coming season is to be the Gardening Program. This is strongly emphasized by the National Recreation Association.

III. Training:

Whatever type of training is given should be simple, so that leaders will grasp it well enough to carry it back to their immediate communities and other leaders at centers. All Recreation Leaders should have training in Nature Study. The amount of this training would be governed by season and according to program. It was suggested that the next training for recreation leaders should be in subjects suitable for fall and winter programs.

Nature Study: (Continued)

IV. Materials:

Materials and equipment for Nature Study may be secured locally as a great deal of native material can be used.

V. Special Events:

Suggested Special Events for the Spring and Summer Season were:

- A. Arbor Day Programs
- B. May Day - using "The Dance of the Heart of the Trees"
- C. Bird Day
- D. Flower Shows.

CRAFT AND HOBBY FAIRS

It is hoped that by the promotion of local craft and hobby fairs in the communities throughout Kentucky we will develop a keener interest in hobbies and handicraft as a recreational activity; that by the exchange of interest and ideas in common we may foster new hopes and exciting adventures to an otherwise dull and humdrum existence; that we may develop in the people of our communities a finer sense of appreciation of the "Honest homespun" and the simple beauty of our native crafts; and that we may engage our young people in pursuits that will afford them an opportunity to develop latent talents that may lead them into more orderly living and professional achievements in the future.

The following is an outline for the organization of local and area craft and hobby fairs:

Local Fairs: Local Fairs should be composed of crafts or hobbies, or both, from all agencies, organizations, or individuals within the locality. They should not be restricted to crafts made or hobbies pursued on the recreation program only, but should be open to all people or groups of people in the community.

Area Fairs: Area Fairs should be composed of the finest selected crafts and/or hobbies from the local fairs held within that area.

Rules of Eligibility: The Rules of Eligibility should be made by the committee on selection. These rules should be published by the local paper and would set definite standards and limitations on all crafts or hobbies.

Organization: The Fair should be sponsored by some worthwhile local civic organization. This will have to be obtained by the Recreation Leader, and sponsors should be organizations such as the Kiwanis Club, Rotary Club, Women's Club, P.T.A. etc. The Recreation Leader should then organize the following committees, with the assistance of the sponsoring agency:

Committee on Selection. This committee should be responsible for the selection of all crafts or hobbies entered in the fair; discretion should be used in the selection of this committee as their choice of entries means the success or failure of the event.

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Craft and Hobby Fairs: (Continued)

Committee on Location of Fair. This committee makes all arrangements as to a suitable location for the fair, procures all the necessary permits, etc., etc.

Committee on Exhibits. This committee has charge of planning the layout of the fair, setting up the exhibits, and classifying entries as to craft or interest groups. They are responsible for the labeling of all entries as to its maker or owner, etc. They should see to it that there are receptionists present to explain the entries and function of the fair. They should see that a daily record of attendance is kept. They are responsible for the safe return of all entries to their rightful owners.

Committee on Equipment. This committee should work in close contact with the Committee on Exhibits to see that all the equipment and materials needed are available.

Committee on Publicity. This committee makes all contacts with the newspapers, schools, clubs, etc. They should put out posters and get news items published about unique or unusual entries in the fair.

Committee on Awards. This committee selects the judges of the fair, procures awards, etc.

Central Committee. This committee should be composed of the chairmen of each of the other committees. It is the "Board of Directors" for the fair. They should set the dates of the event and, in general direct all its activities, with the help of the Recreation Craft Leader.

All fairs should be held on or before July 1st, and the following form filled out and mailed to the State Office as soon as plans have been made for the event. It is not essential that the name "Fair" be used, but whatever name is given, it is necessary to fill out and send in one of these forms covering the plans of the event.

Name of Event _____
Date _____ Location _____ City _____
Sponsor _____
Number of Entries Anticipated _____
Type of Show _____

GARDEN PROGRAMS AND FLOWER SHOWS

It is permissible to have gardens in the Recreation program without conflicting with the Gardening Project of the Professional and Service Division or the rule regarding improving private property.

GARDEN PROGRAM

I. Individual Plot Gardening:

The gardening site should be divided into plots so that each child can have his own ground. The same plan should be used on all plots to give uniformity. If the area is fenced, vegetables or flowers can be cultivated; otherwise, flowers are preferable.

II. Group Gardening:

Divide children into groups and make a general plan for the area as for a large garden. Delegate duties to the different groups and rotate activities to allow full participation.

III. Home Garden:

A space should be set aside in the home garden for experimental purposes and these gardens registered at the recreation center. The supervisor should visit and grade each garden on a comparative basis. It is wise to concentrate upon unusual vegetables and flowers. As this type of garden requires more supervision it is suggested that your County Agent or Four H Clubs be contacted in regard to them.

GARDEN OR FLOWER SHOWS

A goal is to be established to provide an incentive. Flower shows should be held at the blooming peak. It is wise to emphasize one flower but classes may be held for other flowers blooming at the same time.

Flower shows should be sponsored by some organization and the time is determined by the progress of gardens in the community.

BEAUTIFICATION OF PLAYGROUNDS

Make the recreation center a beauty spot.

Plans for beautification:

- A. Clean up drive
- B. Arrange your plantings so that it does not conflict with activities on the area
- C. Adequate shade is essential
- D. Poplar trees grow fast and are good for fence row planting
- E. Maple trees are ideal for shade for small childrens' play area
- F. The Chinese elm, besides being a healthy tree, has a rapid growth and is suitable where there is a demand for immediate shade.

BEAUTIFICATION OF BUILDING

- A. Shrubbery around foundation
- B. Window and porch boxes and window shelves
- C. Vines (Clematis, Gadzu Vine, Morning Glories, suggested)

C A M P I N G

The various kinds of camps that may be held are:

- A. Children's Camps
- B. Women's Camps
- C. Family Camps
- D. Day Camps

A. Children's Camps:

Previous successful experiences with children's camps directed by WPA Recreation has raised the hope that more camps will be held for underprivileged children.

Supervisors are instructed to submit all pertinent information on camps in their districts to the State Office not later than April 15, 1940.

Some one other than Area Supervisors will be delegated to run the camps and there will be a separate quota of workers for them.

One leader will have the care of seven or eight children - children's ages to be nine to fourteen.

Each group of children will remain in camp one week, beginning on Monday and ending on Saturday. The rate will be five dollars (\$5.00) per week for each child.

Camp Program:

The camp should provide experiences not furnished at home or on local playgrounds.

The camp staff will consist of a director, physician, nurse, cook, and assistants, and leaders or councilors.

A Business Manager should be furnished by an outside agency. However, the sponsoring agency may select either a business manager or a committee to handle the funds.

B. Women's Camps - Training Work Centers:

These camps are designed to provide a vacation for Training Work Center employees. Part of the assigned hours for each week will be performed in camp work and the remainder in recreational activities.

C. Family Camps:

These camps will be offered to low-income groups on a cooperative basis.

D. Day Camps:

Day camps will have the same plans as organized childrens' camps, but will last only one day. Camps will be the same but no provision needs to be made for housing, and they should be near enough to participants to do away with transportation.

Camping: (Continued)

A sustained program may be arranged and over a long period of time these camps will be found beneficial.

A. Overnight camps:

Overnight camps are satisfactory if the site has been approved by the Safety Department. Nurses may be discarded for a qualified first aid person.

Regulations for playground examinations for participants are to be found in the camping manual.

B A S E B A L L

Junior Baseball:

The junior baseball program will again operate with the American Legion as co-sponsor. The Legion is giving its fullest cooperation for the development of the program. A special guest speaker, Mr. Tom Hayden, the Department Adjutant of the American Legion of Kentucky, gave a report of last year's program and of the Legion's pleasure and appreciation of the splendid work accomplished by the WPA Recreation Department in Junior Baseball.

Mr. Hayden gave assurance to the supervisors that the Legion of Kentucky is planning a bigger and better program for the 1940 season, and felt that the success of last season's program would result in other Posts taking advantage of the WPA Supervisors and leaders' assistance in the organization of junior leagues and teams. Definite plans are being made for a larger sponsor's contribution and this may be realized through the cooperation of local Legion Posts who failed to contribute last year.

Each area supervisor was given a copy of the 1940 Rules and Regulations governing American Legion Junior Baseball; additional copies were given to supervisors so that each center in the state would have one for use in the organization of junior teams and leagues.

Senior Baseball:

Report for the 1939 season showed that thirty-four leagues and two hundred and ten teams were organized under the Senior Baseball Program. The Kentucky Amateur Baseball Association, which was conducted in cooperation with the Department of Recreation of the WPA, was highlighted in a brief talk by Mr. Herbert L. Taylor, President and Treasurer of the K.A.B.A. and First Vice-President of the American Baseball Congress.

The Association is now entering its sixth year and has been meeting with unusual success. The State tournament for 1939 was very successful, and predictions for 1940 are even more hopeful. Officials of the American Baseball Congress have been most praiseworthy of the Kentucky Association's development and have set it up as an example for other states to follow. Much praise was given Mr. Austin J. Welch, State Supervisor of Recreation of WPA in the coordinating of his staff of the athletic program in the

Baseball: (Continued)

organization of leagues and teams throughout Kentucky. It was also mentioned that Kentucky has been selected as one of the three states in the United States as an experimental unit in the endeavor to re-organize a High School Baseball Program. It is hoped that with the assistance of the Kentucky Amateur Baseball Association officials and the WPA Recreation Department some new interest may be aroused.

A short talk was given by Mr. Edward L. Smith which included the proposed plans for the 1940 season followed by detailed instruction in the use of the following materials and forms to be used in the junior and senior baseball programs:

1. Players Contract Senior and Junior
2. Players Release Senior
3. Team Application Senior and Junior
4. Player's Sign-Up Score Sheet, Senior and Junior
5. League Report Form, Senior and Junior
6. Bulletin "How to Score a Baseball Game" Senior and Junior
7. Junior Baseball Clinic Book
8. Junior Baseball Clinic Certificate
9. American Legion Mimeographed Bulletin 1939, Junior
10. 1940 Official Rules, Baseball, Junior and Senior (Playing)
11. 1940 Softball Rules, Official Playing, Junior and Senior playground.

Softball:

In the meeting of the athletic group of supervisors it was recommended that we form a state association for grade "D" players to be known as the "Playground Softball Association of Kentucky." This recommendation was made in an effort to coordinate teams playing in the state softball tournaments and teams representing the Community Playground under the supervision of the WPA Recreation Department. The matter is being studied for final consideration and approval and will not be official until after a meeting with the officials of the Kentucky Amateur Softball Association.

The state softball tournament planned for the various playground winners' is to be held the latter part of the season - possibly in September. The location of the tournament has not been definitely decided as bids must be received before the final decision is made.

In addition to the white program of softball, the Urban League and other outstanding negro groups have given their sanction and desire to hold the State Negro meet at Louisville. The negro clubs have agreed that they will house all teams playing in the tournament. There will be seven district tournaments held in the state and the winners are to play in the state meet. No admission will be charged for the contest, which will probably be held at Chickasaw Park in Louisville.

It is recommended that softball for men and women be developed on a community playground basis. Tournaments are to be conducted on the same basis.

Archery:

Archery is one of the newer sports to be introduced in the athletic program

Archery: (Continued)

of the Recreation Department. It is proposed to organize playground clubs in archery and, if possible, to have the groups make their bows and arrows in the craft program. Mr. Harry Jackson, State Supervisor of Arts and Crafts, has been requested to prepare a bulletin on the construction of archery equipment in the craft shop.

As part of the annual athletic program of the Kentucky State Fair, the State Archery Association has been asked to cooperate in conducting a state archery tournament this year. In addition to the tournament, daily shoots and clinic sessions will be conducted by members of the Association for persons desiring to learn the fundamentals of archery. All centers are encouraged to organize clubs in this activity and institutes will be conducted throughout the state.

The University of Kentucky has offered their cooperation by the use of the clinic picture which they recently made as part of the Physical Education Program at the University.

Badminton:

Due to the growing interest being taken in this activity the State Badminton Association was formed recently in Lexington, Kentucky. As a culmination of the program the first annual State Badminton Tournament will be conducted at the University of Kentucky on April 20 and 21 under the sponsorship of the Physical Education Department of the University of Kentucky in cooperation with the Department of Recreation of the Work Projects Administration.

The following events will be held:

Men Singles
Men Doubles
Women Singles
Women Doubles
Mixed Doubles

The tournament will be open to Kentucky participants only. Entry blanks are obtainable from Mr. Edward L. Smith, State Office of the Work Projects Administration, and all entries are to be mailed to Mr. M. G. Karsner at the University of Kentucky not later than April 18, 1940.

Model Airplanes:

The American Legion has given their assurance that they will sponsor the model airplane program to be conducted by the Recreation Department throughout the state.

The model airplane program is conducted as part of the Child Welfare Program of the American Legion and the cooperation of the local Legion units is assured. The winners will compete in area, district and state meets to be held in the latter part of the summer playground program. The program is to be composed of the rubber-band driven type model with a special tournament for gas models. All boys are eligible to compete in the event.

Model Airplanes: (Continued)

For a center to be eligible for the meet a club must be formed and must operate by a Constitution governed by the members. Each center is required to submit for approval by Mr. Harry Jackson a club insignia to be worn on the individual planes.

Local units are encouraged to conduct their meets with the glider type models and gradually introduce the more advanced models in the competition.

A special model airplane bulletin is being prepared on the organization of a local unit with details on the methods of making planes. As each club is organized and the constitution is formed the details are to be forwarded to the State Office immediately.

A climax to the summer program will be a state meet held in Louisville with the various area winners competing.

All planes to be eligible for competition must be able to fly. Points to be considered are: construction, type, speed, time-flight and model.

THE PLACE OF MUSIC IN THE RECREATION PROGRAM

Dr. Augustus Zanzig, Music Specialist of the National Recreation Association, conducted a music institute for the duration of the conference. The points discussed were:

- A. Music leadership skills and materials for music leaders and music supervisors
- B. The music workshop (making of simple musical instruments such as the shepherd's pipe, etc.)
- C. The organization problems of a Community Music Program
- D. Music materials for spring and summer
- E. Music applicable to the playground
- F. Music suitable for camps
- G. Organization of spring and summer music festivals.

During the course of these discussions the following points were enlarged upon:

One of the most important requirements is the presence in the center of someone who knows and loves songs and who can sing them naturally. A singing spirit must be aroused.

Music, especially singing, should be a natural expression and not always a planned activity.

He recommended the use of whatever musical instruments are available - harmonica, guitar, violin, piano, etc.

Where no instruments or players are available, encourage participation in singing ballads, rounds, and descants.

Making and playing shepherd's pipes is an ideal musical activity in a recreation center.

Music in Recreation Program: (Continued)

Music can be made in other simple ways, as on glasses filled with water, jugs, bottles, etc.

Methods of Enlarging Activity in Music are:

- Group instruction in sight singing (learning to read notes)
- Group instruction in singing
- County singing festivals
- Making and playing simple instruments
- Rhythm bands
- Inviting local musicians or musical groups to play for you, will often stimulate interest

Festivals - Pageants

The successful pageant or festival will include:

- | | |
|------------------------------|------------------------|
| Procession | Singing |
| Movement | Playing |
| Color | Folk Dancing |
| Acting (drama and pantomime) | Audience participation |

It must have genuine enthusiasm, good quality, and self-forgetfulness. It must be festive and glowing. The setting must be considered from the mental as well as the physical viewpoint.

The organization should enlist different kinds of groups - social, musical, and civic.

A short summary was given by Dr. Zanzig on Saturday in which he outlined the plans for spring and summer music.

Plans for Spring and Summer Music

- I. A singing spirit must be aroused. Some factors to be considered:
 - A. Environment influences their singing and is a barometer of general feelings
 - B. Attitude of leaders
 - C. Good taste in selections
 - D. Volunteer leadership.
- II. Create situations that call for singing:
 - A. Singing dances
 - B. Acting out ballads
 - C. Simple festivals
 - D. Choral festivals
 - E. Family group singing
 - F. Singing gatherings.

Give children a chance to play simple musical instruments, especially those who do not sing well. Example of suitable instruments are:

Plans for Spring and Summer Music: (Continued)

1. Rhythm bands
2. Simple melodic instruments.

III. Listing centers are valuable:

1. Obtain lists of good radio programs from National Broadcasting Company, Columbia Broadcasting System or Mutual Broadcasting Company
2. Interest people in joining listening groups for radio and victrola programs.

T R A I N I N G

In-Service training for playground leaders.

Training to begin April 1, 1940.

Methods:

- A. Should have some playground training before playgrounds open
- B. Demonstration
- C. Lecture
- D. Laboratory - showing, telling, doing
- E. Discussion
- F. Assignment.

Demonstration is the most effective way. The method to be used will be determined by the activity.

Leaders and supervisors should be brought in to institutes for about fifty hours of skilled work. Supervisors are to assist in training.

The skills of supervisors must be raised to facilitate the training of leaders. Their weaknesses are in skills and the technique of leading groups.

It is suggested that the Assistant Area Supervisors give a two day institute to all leaders under him in preparation for the playground program. This is to be held sometime during the month of May.

This institute will be for the purpose of training leaders in organization and supervision of playgrounds - no skill training is to be offered. Some of the topics to be discussed should be:

- A. How to lay out play areas
- B. The care of equipment
- C. Scheduling of workers
- D. Scheduling of activities
- E. Safety regulations
- F. The leader's responsibility in the public information program
- G. How to supervise an activity
- H. Playground reports
- I. Organization of special events.

Training: (Continued)

The Assistant Area Supervisors are to propose agenda of the in-service training, weekly staff meeting for the entire summer months. It was suggested that a certain number of hours be set aside for training in each phase of the program. It was felt that this is necessary to assure a balanced program.

Camps for Training Recreation Leaders:

The findings of the committee on training camps were as follows:

- A. One camp, located at Otter Creek National Park, will serve the entire state
- B. Two training periods will be held. The first period will be for advanced students, the second for elementary students. The date for these periods will be decided by the State Office
- C. Sessions will be held three times daily: morning, afternoon, and evening
- D. Area Supervisors will designate two phases for each trainee to study. Trainee will select one
- E. Area Supervisors, aided by Assistant Area Supervisors, will select leaders to attend the camp. The list of those selected must reach the State Office not later than April 15, 1940. No leader whose employment is apt to terminate will be sent to camp.

The camp for negroes will be held at Bowling Green, Kentucky on April 25 to May 3. It is estimated that fifty colored leaders will attend.

Additional training will be performed by the State Staff during June and July as they assist in the direction of special events and recreational week.

Otter Creek National Park was selected for the white leaders for the following reasons:

- A. It has a central location
- B. The Y.M.C.A. will furnish meals and provide the mechanical organization
- C. The transportation of equipment and materials will be eliminated
- D. Due to its nearness to Louisville the State Staff will be available for special sessions
- E. The State Office will be close enough to assist in the preparation of special events
- F. Because of its nearness to Louisville groups may be brought in for center or playground observation.

The University of Kentucky will offer a course on the principles of social group work. This training will last two and a half weeks and offer four credit hours. The program will consist of either:

- A. Rural Sociology
- B. Organization and Administration
- C. Philosophy.

PROCEDURE

I. Sponsor's Contribution:

Acceptable items:

- A. Items donated by individual to sponsoring or co-sponsoring agencies and then to project
 - 1. Items contributed by public bodies acting as official sponsor or co-sponsor
 - 2. Items contributed by private agencies not acting as public bodies and not expecting special privileges to be permitted in project
- B. Cash by sponsor - not to be included on Sponsor's Contribution (Form 710) - refer to items 1 and 2 of Section A
- C. Materials and supplies

Workers are not to solicit contributions for project operations.

II. Equipment rentals:

Rental value is placed at five percent of original cost. (Equipment valued at less than \$100.00)
Equipment is listed separately - chairs, lights, heat, tables, etc.
Credit cannot be given for space donated by private owner to sponsor, unless sponsor has been obligated to rent other space.

III. Personal Services:

Contribution cannot be claimed for personal services unless person is actually paid. Volunteer services cannot be shown as contributions.

Consultation services are reported on Sponsor's Contribution (Form 710) but not on the time report (Form 502-R.)

Bulletin #19 to supplement Bulletin #11 is to be issued.
Recreation equipment is to be listed under code #35.

IV. What work can be done by WPA employees on private owned property?

Considerations:

- A. Purpose of project
- B. What effect it will have on value of property
- C. Job analysis of classification, Recreation Attendant.

Construction of courts and diamonds on privately owned property is not justified.

Work that can be done:

- A. Cutting grass
- B. Cleaning up ground
- C. Maintenance - repairing equipment, etc.
- D. Keeping center clean - curtains, white washing, etc.

Procedure: (Continued)

Work that cannot be done:

- A. Wiring
- B. Steps or permanent partitions
- C. Grading of courts, etc.
- D. Painting.

Additional facts regarding procedure:

- I. Timekeepers are to act as Recreation Leaders when not actually occupied with timekeeping reports.
- II. Any article that is produced by the use of a sponsor's material becomes the product of the sponsor and is to appear on the inventory.
- III. Daily incorporation of supplies is shown on Report of Property, Inc. (742). Office supplies are to be shown as incorporated upon receipt.
- IV. Production and distribution will appear on Production Report (Form 743).
- V. The person responsible for material must sign Report of Survey (Form 715).

MONTHLY REPORT (REC-10)

- I. In the checking of white and colored centers:
 - A. Keep separate reports
 - B. Report separately colored and white population
 - C. Show actual number of colored centers on colored report and number of white centers on white report.
- II. Report recreation council meetings more fully.
- III. Be accurate in recording number and classification of leaders.
- IV. Sponsor's Contribution Forms (710) are to be checked to find amount of contribution.
- V. Always show number of spectators in various phases.
- VI. Give an accurate account of facilities.
- VII. If towns in a county come together for in-service training or staff meetings the number of people from each particular town is to be recorded on Monthly Report Form (Rec-10). They are not to be shown collectively.
- VIII. Show address of each center operating.
- IX. Number of leaders shown working in centers must agree with number on face of Monthly Report Form (Rec-10).
- X. Do not omit daily schedules.

STEERING COMMITTEE FOR NEXT CONFERENCE

Asher B. Strull, Chairman	- Danville, Ky.
Forrest Rice	- Paducah, Ky.
Uncas J. Miller	- Somerset, Ky.
John B. Cantrell	- Frankfort, Ky.
Mary Betty Brown	- Hazard, Ky.
Addie T. Edwards	- Trenton, Ky.

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