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A RECREATION PROGRAM FOR TUSCOLA

Harry C. Forrester

A RECREATION PROGRAM FOR TUSCOLA

by

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Instructor

Doctor Edith Haight

A Term Paper Submitted in Partial Fulfillment Of

The Requirements For The Course: P.E.

Planning the Recreation Program

May 1958

INTRODUCTION

This paper is intended to stimulate an interest in the development of a recreation program for Tuscola.

I have made a survey of facilities and areas available now and it is my belief that Tuscola can start with its present facilities and grow from there.

The following program was made possible by the patient advice and guiding wisdom of Dr. Haight.

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CHAPTER I

A BRIEF HISTORY OF TUSCOLA¹

The city of Tuscola was laid out in 1857. The state granted the city a charter on March 11, 1859. The name Tuscola came from the Indians and meant "flat prairie."

The city was first built for a railroad station and a store. That was the cause of "the south half of the northwest quarter and the north half of the southwest quarter of section 34, township 16 north, range 8 east," 160 acres being laid out by John T. Scott, deputy surveyor of Coles County. The reason was simply because of the coming of the railroads. Transportation had been the key to the developing of the wilderness in the midwest.

The streets and alleys were plotted "square with the world" except along the Illinois Central railroad, where some "point rows" necessarily occur. The first house in Tuscola was built by Simon G. Bassett, who occupied it as postmaster, railroad storekeeper, express agent, freight agent, and station agent.

The city grew rather rapidly in size, though not in population. Most of the early residents of Tuscola were of English, Irish, and Scotch descent, moving here from Pennsylvania and New York. By 1870, five additions had been made to the city so that the area embraced all but 65 of the city's 600 acres. In the years that followed, some minor subdivisions were added, but it was not until 1951 that all the farm land within the city limits was taken up for municipal purposes.

¹Tuscola Journal, August 15, 1957, Section 1.

While progress on the farms around Tuscola during the first half of the twentieth century was excellent, this led to no great growth in the city. The farmers learned to drain the prairie soil and to put oil on the country roads to make them passable the year around. With farm mechanization and increased use of fertilizer, Douglas County became a high producing farm area with good income and soaring land prices.

At the same time, highways were improved and the horseless carriage became a true motor car. The rural people were able to travel farther for the articles they needed to buy; so, Tuscola as a trading center for these people did little more than hold its own in growth matters.

In 1910, the population was only 2,453. In 1920, it was 2,564, in 1930, it was 2,569, in 1940, 2,822, in 1950, 2,967. In 1954, a special census gave Tuscola a population of 3,610. It is believed that now, with the annexation of adjacent subdivisions, the total population would reach 4,500.

With the coming of National Petro and its uniting with U.S.I., the Illinois Farm Supply and Cabot Carbon Company, there is the promise of a bewildering bright future as the present day Tuscola would seem to those who arrived at the place just a century ago.

The following are the dates of some Tuscola "firsts":²

1858 - First school building built at a cost of \$500.00 and had Ira J. Halstead as teacher.

First boarding house owned by A.B. Wallace.

1859 - M. Vaul founded Tuscola Press.

1863 - Christian Church founded.

1864 - Hudson brothers founded first lumber yard.

1866 - First National Bank established.

²Tuscola Journal, August 15, 1957, Section 3.

1919 - William F. Jarman gave 160 acres of land to the city for a hospital, if they could raise \$10,000. They raised \$12,259.50. The hospital was opened on 4/1/19.

Tuscola has a very normal climate, if climate can be described as normal. The winters are moderate with few days of below zero temperature. The same holds true of the summers, not many days of extremely hot weather are registered.

The average income for each family in Tuscola is estimated to be around \$4,000. This will help account for the low number of cases of relief and delinquency. The city probation officer has sixteen juveniles and five adults under his guidance. They are serving about an average term of one year each. The average age for these delinquents is about fourteen to sixteen years. Only 5% of these cases repeat themselves in this county.

The relief cases average about twenty-eight for each month of the year. They use up almost the \$16,000 allotted relief cases. Most of the relief money is spent for gas, oil, coal, food, medicine, hospital bills. In January of 1958, \$1,150 was spent on hospital bills.

Homes in Tuscola are of the \$8,000 to \$12,000 class. About one-third of the homes have been built during the past four years. This has brought about high rent and high priced lots on which to build.

CHAPTER II

LEGAL ASPECTS OF COMMUNITY RECREATION

Tuscola, Illinois is a town of about 4,500 people, located in Douglas County, which is in the East-Central part of the state. At the present time, Tuscola has no recreation department or organized program of any type. In the summer there is a two week day camp which consists of taking part in arts and crafts activities. Some of the business men and companies have softball teams and bowling teams and enter them in an industrial league that is sponsored by the Petro Chemical Corporation.

Under the present situation in Tuscola, there are but two ways in which to set up and organize a recreation program. One would be through the enabling legislation of the state of Illinois, namely the Public Playground and Recreation Center Law of 1921. This law makes possible the organization and tax support of a permanent recreation board leading to the development and operation of recreation facilities in a corporate community (any city, town or village). The second possible way to set up a recreation program in the community of Tuscola would be through the Park District Code of 1951. This would call for the creating of a park district in or around Tuscola and through this law collect taxes making it possible to develop and operate recreational facilities, programs and services in this park district.

A. Of the two possible ways for developing a recreation program the Public Playground and Recreation Center Law of 1921 would probably work best in this situation.³

³Illinois University Recreation Law of 1921, June 24, 1921, page B2.

The Law of 1921 enables a municipality, (cities, towns and villages) with a population of 150,000 or less to acquire, equip, conduct, and maintain public playgrounds and recreation centers.

First we will take up the adoption procedures to get a Recreation Board and in turn a recreation program. A petition stating the exact purpose of its existence and signed by at least (10) ten per cent of the electors of the municipality with a population of less than 150,000 has to be presented to the county clerk at least thirty days prior to a general or special municipal election. This petition is followed by a referendum on the question at said general or special municipal election. A simple majority of the votes cast at the election is necessary for the referendum to pass.

1. THE GOVERNING BODY: This board just set up may be operated in one of three ways. 1. The corporate authorities may operate it or they may turn over the powers to; 2. A school board, park board other existing body, 3. A playground or recreation board, which would be established by municipal ordinance and appointed by the corporate authorities. The board would serve without compensation and consist of either 3 or 5 members. A three member board would have three year annual staggered terms and a five member board would have five year annual staggered terms.⁴

2. OPERATING AUTHORIZATION: The 1921 Law authorizes the following operating powers to the corporation formed under it. It may establish, maintain, and operate a recreation system. The providing, maintaining and equipping and operating of swimming pools is also allowed. Fees may be charged for the use of these pools but must be reasonable -- to help cover the cost of operation of pools.

Two or more municipalities may join together to exercise the provisions of this act. Or any school board or park board may join with any municipality

⁴Ibid., Article 4, page B3.

in conducting and maintaining a recreation system.

It provides for the employment of help that is necessary for carrying out the program.

The board may use any owned or leased municipal property not devoted to a use inconsistent with the purposes of this Act, for use as playgrounds or recreation centers and to provide for the conduct, equipment and maintenance of such properties. These properties may be equiped and maintained by appropriations from the general municipal funds.⁵

3. ACQUISITION POWER: The Board or governing authority may not buy or own buildings or land on its own. However, the municipality may acquire or lease land or buildings, or both (within or beyond the corporate limits of the municipality), for playgrounds and recreation centers. The governing body may accept gifts or real and personal property, however the acceptance of any gift which will subject the municipality to expense, shall be subject to the approval of the corporate authorities.⁶

4. TAXING POWERS: In the adoption petition there shall be stated the minimum annual tax to be levied. In no case shall there be a tax of more than .0667% or (2/3 mill per dollor) of the assessed valuation of the municipality. The Hodges Amendment of 1955 cuts the amount that you can collect to 80% (eighty per cent) of what you actually tax the people. The taxes collected under this law shall be in addition to the taxes for general purposes, and shall be exclusive of all other taxes the municipality adopting this proposition shall thereafter levy and collect, annually, a tax of not less than the minimum set out in the specified petition, not more than the maximum specified, (.0667%).

⁵Ibid., Article 5, page B3.

⁶Ibid., Article 6, page B4.

A tax is authorized, in addition to all the other taxes, to amortize bond issues and to pay interest requirements thereon.⁷

5. BORROWING POWER: The municipality may issue bonds in the manner provided by law for its issuance of bonds for other purposes. It may issue these bonds for the purpose of acquiring land or buildings for playgrounds and for the equipment thereof. The bond issue is subject to approval by referendum.⁸

Once the system has been set up and the tax rate set by the petition, it is possible to either raise or lower this rate by presenting it to the legal voters of the taxing district at any regular election or at any special election called for that purpose. The tax may be raised as long as it does not go above the maximum allowed by this law, .0667%. A petition of five percent of the legal voters in such taxing district, or one thousand legal voters in such taxing district, whichever is less, specifying the tax rate to be submitted. This proposition shall be submitted to the voters at the next regular election for officers of such taxing district. If this election is a period of one or more years in the future the proposition shall be submitted at a special election to be called by the corporate authorities of such district, and shall be not less than 90 days after petition is filed. The corporate authorities must publish a notice of such election setting forth the question to be voted upon together with an estimate of the approximate amount now being taxed, or would be collected by the next taxes.

The ballots to be used in any such election shall be separate and shall contain substantially the following:

⁷Ibid., Article 7, page B4.

⁸Ibid., Article 8, page B5.

Shall the maximum tax rate for thefund of.....be established at (identifying taxing district) percent on fair cash value instead of percent, the maximum rate otherwise applicable to the next taxes to be extended?	Yes
	No

A simple majority of all ballots cast on the proposition will pass the tax increase or decrease.

B. The second means of establishing a program of recreational activities is to form a Park District. The forming of a Park District is governed by the Park District Code of 1951. An area having a population of less than 500,000 inhabitants organized under the provisions of this code becomes a Park District. The land must be so lying as to form one connected area (no portion of which shall be already included in an incorporated park district) and may be incorporated as a Park District.⁹

ORGANIZATION - ELECTION¹⁰

2-2. PETITION TO FORM DISTRICT: Not less than one hundred (100) legal voters residing within the limits of such proposed park district may petition the county judge of the county in which such territory, or the greater or greatest portion thereof in area, lies, to cause the question to be submitted to the legal voters of such proposed park district whether they will organize as a park district. The petition shall clearly define the territory intended to be embraced in such district and the name of such proposed district. The petition should be filed in the office of the clerk of the county court. The county judge shall then order an election in the proposed district. He shall set the time, place or places within the boundaries for the election, to determine such question and to elect five commissioners as provided by the code. The clerk of the county court shall give a twenty day notice of said election by publishing one notice of the same in one or more newspapers in

⁹Park District Code of 1955, Compiled by Charles F. Carpentier, Secretary of State.

¹⁰Ibid., Article 2.

the proposed district.

2-5. BALLOT: The ballot shall have a place to mark for or against the Park District and shall include the names of all nominees for commissioners together with five blank lines for voters to write in names if desired. A simple majority of the votes cast upon the question so submitted shall form the district.

2-9. NOMINATION OF CANDIDATES FOR PARK COMMISSIONERS: The nominating petition shall be filed with the county clerk; 2. Signature of 25 qualified voters upon said nominating petition is sufficient; 3. The petition shall be filed not less than fifty days prior to the date of election. If the district is formed, the five commissioners with the highest number of votes shall be declared the commissioners of said district.

2-10. FIXING TERMS OF COMMISSIONERS: Within thirty days after the declaration of the result of the election to organize a district, the five persons elected as commissioners shall meet and decide by lot, the term for which each shall hold office, two shall serve for six years, two for four years and one will serve for two years, from the date in the next odd year when an election would otherwise be held, or until their successors shall be duly elected and qualified. The first five members of the board shall serve until the date an election would otherwise be held in the next odd year, in addition to their six, four, and two-year terms.

2-11. SUCCEEDING ELECTIONS - NOMINATIONS - BALLOT: Nominations of candidates for park commissioners at all succeeding elections shall be made by petition signed in the aggregate for each candidate by qualified voters of such districts, equal in number to not less than two per cent of the number who voted at the last preceding election for commissioners in such district, but in no case by less than twenty-five of such voters. The petition

shall be filed with the secretary of the district no less than thirty days nor more than sixty days before the date fixed for the election. No statement of candidacy is required. The park commissioners shall have the ballots printed and furnished for elections, with the ballots being certified by the secretary of the district.

2-12. TERMS - ELECTION DATE - NOTICE OF ELECTION: The commissioners shall be elected for six-year terms in all districts, except those first elected. They shall be elected biennially in odd years to take the place of those whose terms expire. Such elections shall take place on the first Tuesday in April of odd years provided the board of the General Park District may, by an ordinance passed at least sixty days before the first Tuesday in April in an election year, change the date herein provided for such election to the third Tuesday in April of the same year, provided such new date is also the date of election of commissioners, trustees or alderman of some city, or district with said district.

The board of commissioners of the park district shall publish once in one or more newspapers notice of the time and place or places of holding such elections. It shall be published at least ten days prior to the elections.

2-13. CONDUCT OF ELECTIONS: The park board shall conduct the election, establish precincts and polling places therein and appoint the judges and clerks of election and fix their compensation.

2-14. VACANCIES - METHOD OF FILLING: Whenever any member of the governing board of any park district shall (1) die, (2) resign, (3) become insane, (4) cease to be a legal voter in said district, (5) be convicted of any infamous crime, (6) refuse or neglect to take his oath of office, or (7) neglect to attend the duties of the office or attend meetings of the board for such length of time as such board shall by ordinance fix, said

office may be declared vacant. The vacancies may be filled by appointment, by the majority of the remaining members of the board, and any person so appointed shall hold his office until the next regular election for members of the board.

ANNEXATION AND DISCONNECTION¹¹

3-1. ANNEXATION BY PETITION: Any territory adjoining a park district may become a part of such district in the manner following: a majority of the legal voters residing in and a majority of the property owners of record within the territory proposed to be annexed to such district shall petition the board of such district to be annexed thereto. The board may in its discretion, by ordinance, annex said territory to such district; provided, that no tract of land exceeding ten acres in area shall be included in such annexation petition without the written consent of the owner of record unless the tract is (1) subdivided into lots or blocks, or (2) bounded on at least three sides by land subdivided into lots or blocks. A certified copy of the annexing ordinance shall be filed in the offices of the county clerk and recorder of each county in which said district lies.

3-2. ANNEXATION BY REFERENDUM: Territory adjoining any park district may be annexed to and become a part of such district by one hundred or more legal voters residing within the territory proposed to be annexed; may petition the county judge of the county wherein such park district or greater portion thereof lies, to cause the question to be submitted to the legal voters of such a park district and of the territory proposed to be annexed. However, if the legal voters residing within the territory proposed to be annexed are fewer than two hundred in number, they may petition in like manner as above.

¹¹ Ibid., Article 3.

3-3. MANNER OF HOLDING ELECTIONS WHERE REQUIRED FOR ANNEXATION: The county judge of the county in which the district to which the area is to be annexed, or greater portion is situated, shall order an election to be held in the territory or district proposed to be annexed and in the park district to which annexation is proposed. The judge shall fix the time and place or places for holding the election, shall name the persons to act as judges and clerks and shall order the county clerk to give at least twenty days notice thereof in the same manner as provided for notice of organization elections. The ballot shall be of the following form:

	For annexation of (here describe territory or name district) to the Park District for park purposes
	Against the annexation of (here describe territory or name district) to the Park District for park purposes.

If a majority of the votes cast upon the question at such election in the territory proposed to be annexed shall be for annexation, or if no votes whatever are cast for or against the question at such election in the territory proposed to be annexed, or if no election is held in such territory because there are no legal voters residing therein, and also, if a majority of the votes cast upon the question in the annexing district shall be for annexation, then the said adjoining territory shall thence forth be a part of such district. Upon annexation, whether by petition or referendum, all the taxable property in the territory or in the district annexed shall be subject to all of the tax rates of the annexing district.

3-4. ANNEXATION OF ANOTHER PARK DISTRICT: This may be done by filing petition in the office of county clerk containing at least five percent of the legal voters voting at the last general election in both districts, the one to be annexed and the one to which such annexation is proposed to be made. Then the county judge shall submit the question of such annexation to the legal voters of each district.

3-5. ASSUMPTION OF DEBT - TRANSFER OF ASSETS: In case of annexation of an entire park district by another park district any indebtedness, contract or liability of the park district so annexed shall be assumed and paid by the district so annexing said district and so annexing shall be vested with the title and ownership of all the property of the district annexed. Upon such annexation the commissioners and officers of the annexed district shall immediately close up the business of said district and transfer to the annexing district all books, records, property and revenues collectible, of the district so annexed, whereupon their terms of office shall expire.

Pro Rata Share of Tax Levy- when part of a district is annexed to another park district there shall be paid over to the treasurer of the district to which such territory is annexed the pro rata share paid by such territory of said tax levy for said year according to the taxable property therein as the same existed immediately before such annexation and charging such territory its proportionate share for the expired part of the fiscal year.

OFFICERS - ELECTIONS
POWERS - DUTIES¹²

4-1. GOVERNING BOARD - OATH: Each member of the governing board of any park district before entering upon the duties of his office shall take and subscribe an oath to well and faithfully discharge his duties, which oath shall be filed with the secretary of said district board. The members of the governing board shall constitute the corporate authority for such district and a majority of such members shall constitute a quorum for said board at any meeting thereof. The members of such governing board shall act as such without compensation, and each member of the board shall be a legal voter of and reside within such district.

¹²Ibid., Article 4.

4-1a. INTEREST IN CONTRACTS: No member shall be directly or indirectly in any way pecuniarily interested in any contract or work of any kind, whatever, connected with his park district.

4-2. RECORDS AND ORDINANCES: The boards of all park districts shall keep a regular book of records of all ordinances or other proceedings, which shall be open to public inspection at all reasonable and proper times.

4-3. APPROPRIATION ORDINANCES: The board shall within the first quarter of each fiscal year, but not later than the first Tuesday in September pass on ordinance in which the board may appropriate such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of such district, and shall specify the objects and purposes for each appropriation, and the amount appropriated to each. No further appropriations can be made at any other time within such fiscal year unless the proposition has been sanctioned by a majority of the legal voters of such district by a petition or by a majority vote of those voting at a general or special election duly called. However, after the first six months of any fiscal year, the board may by two-thirds vote transfer funds from one appropriation to another as seen necessary.

4-5. PUBLICATION OF APPROPRIATION ORDINANCE: All ordinances or park districts making appropriations shall within ten (10) days after their passage, be published at least once in one or more newspapers in the district. If no papers in the district it shall be posted in at least five (5) public places in the district, and no ordinance shall take effect until ten (10) days after it is so published or posted.

4-6. CREATION OF DEBT: No member of the board, nor any person, whether in the employ of said board or otherwise, shall have the power to create any debt, obligation claim or liability, for or on account of said

district, except with express authority of said board conferred at a meeting thereof and duly recorded in a record of the proceedings.

4-7. EMPLOYEES - POLICE: The board of a park district may employ engineers, attorneys, clerks and other employees, including a police force, as may be required, and may define and prescribe their respective duties and compensation. The police officers of the park district will have powers on the park districts properties in the same manner as the police of cities organized and existing under the general laws of the state.

4-8. DUTIES AND ELECTION OF OFFICERS: Except where the president of the district is elected by direct vote of the electors, each board shall elect a president and vice-president for one year terms or until a successor is elected. The board prescribes their powers. The board shall also appoint a secretary and a treasurer, prescribe their duties and term of office. They need not be members of the board, in which case the board may fix a compensation; and both offices may be held by the same person. The secretary has the power to administer oaths and affirmations.

4-9. DUTIES OF PRESIDENT: He shall preside at all meetings of the board, shall call special meetings thereof of his own motion, or on request of two or more of the members. In case of a special meeting he shall cause a notice to be given to all members. He has the right to vote on all questions.

TAXING POWERS¹³

5-1. GENERAL TAXES - LEVY: Each park district has the power to levy and collect taxes on all the taxable property in said district for all corporate purposes.

The tax ordinance is made by the board and a certified copy filed with the County Clerk of the county or counties in which the same is to be

¹³ Ibid., Article 5.

collected not later than the third Tuesday in September in each year. The clerk shall then extend said tax, providing the aggregate amount of taxes levied for any one year, exclusive of the amount levied for payment of principal and interest on bonds, shall not exceed the rate of .10 percent of the full fair cash value, as equalized or assessed by the Department of Revenue.

5-2. RECREATION TAX - REFERENDUM: Any park district may levy and collect a tax not exceeding .05 percent of the full and fair cash value of taxable property in the district, (the Hodges amendment allows you to collect only 80% or .04 percent of the full and fair cash value), for the purpose of planning, establishing and maintaining recreational programs, such programs to include playgrounds, community and recreational centers, which tax shall be levied and collected in like manner as the general taxes of the district. This tax shall be separate and in addition to all other taxes levied by the park district. The money shall be used only for recreational purposes.

The question of levying such tax must first be submitted to the voters of the district and approved by a majority of the voters voting thereon, before it may be collected. It may be submitted to a vote without a petition by the electors of the district (page 22, 5-2). Notice of the election shall be given and conducted in the same manner as all elections held by the district. The ballot shall be in this form:

Shall the.....Park District be authorized and empowered to levy and collect a tax of percent for the purpose of recreation programs, as provided in Section 5-2 of the "Park District Code?"	Yes
	No

If a majority of the voters voting thereon at such election vote for the tax it is passed.

5-3. ADDITIONAL CORPORATE TAX - REFERENDUM: An additional tax not to exceed .05 percent may be levied in addition to all other taxes authorized by the law and levied, and shall not be included within any limitation of other rates. The question of this tax must also be submitted to the voters, and may be passed in the same manner as those before.

5-4. APPORTIONMENT OF TAXES BETWEEN COUNTIES: When a park district lies in two or more counties the board shall ascertain the total amount of all taxable property within the district, and shall certify the amount of taxable property in each county within the district to the county clerk of the county wherein the greater or greatest portion in area lies. The county clerk of that does the rest.

BONDS¹⁴

6-1. REFUNDING BONDS: All park districts have the power to issue bonds.

6-2. BONDS - LIMITATION - INCREASE OF DEBT - REFERENDUM: For the payment of land condemned or purchased for parks or boulevards; for the building, maintaining, improving and protecting of the same; and for the payment of the expenses incident thereto or for the acquisition of real estate and lands to be used as an armory site; a park district is authorized to issue the bonds of such district and pledge its property and credit therefore to an amount including existing indebtedness of such district so that the aggregate indebtedness of such district shall not exceed two and one-half (2½) percent of the value of the taxable property therein, unless a petition, signed by voters in number equal to not less than two percent of the voters of the district who voted in the last general election in the district be increased to not more than five (5) percent of the value of the

¹⁴ Ibid., Article 6.

taxable property. Notice of said election shall be given and the election conducted in the same manner as all other elections held by the district.

If a majority of the votes cast are affirmative, the increase is deemed approved.

6-4. ISSUANCE OF BONDS - USE AUTHORIZED - ELECTION REQUIRED IN DISTRICTS UNDER 45,000: No park district under 45,000 may issue bonds unless the issue is submitted to and approved by a majority of the voters of the district, after at least a ten day notice as in ordinances is required.

6-5. ATTESTATION OF BONDS - INTEREST - MATURITY - SALE: The bonds shall be retired in twenty years; and shall not bear interest exceeding five percent per annum payable semi-annually. The principal is payable at such time and place as determined by the board. The bonds shall be used exclusively for the purpose as authorized in this code.

6-6. TAX FOR INTEREST AND PRINCIPAL: Before the time of issuance of bonds, the board shall provide for the levy of taxes in addition to all other taxes, sufficient to pay the principal of and interest upon said bonds as the same becomes due.

The remaining articles of the park code have to do with local improvement, the general powers of the districts, swimming pools, and airports. They stray somewhat from the original setting up of a recreation program.

C. Since recreation, because of its many contributions to the general welfare, is really a public service, it seems that government has an inescapable, though not exclusive responsibility to sponsor and finance it. This can be accomplished only through a legally established arm of government which, in the case of the community, becomes the local managing authority; whether it is a recreation board or an organic part of another department.

It is a mistake to believe that community recreation can be lastingly financed through voluntary contributions, fees, and charges alone. It is the responsibility of the political subdivision to provide the necessary services, facilities, and tax funds to do the job. Public recreation can be no more self supporting than can public government or public education. This does not mean, however, that tax funds cannot or should not be supplemented with fees, charges and other revenue.

The function and legal status of recreation as a public service has been weighed many times by the courts of this land. The acceptance by the courts of the principle that recreation is essential to the well-being of society is, in reality, the cornerstone of public recreation. The courts in Illinois and many other states have held that recreation is a governmental function, just as the schools are allowed a governmental function. Governmental, referring to the municipality as an agent of the state for governmental purposes, and not proprietary referring to the municipality as an organization to care for the local needs in a private or proprietary capacity.

The courts decision means the difference between liability and non-liability of both municipalities and individuals who might serve on a recreation board or commission. Liability concerning public recreation is defined below:

A member of a board may be held liable for actions taken by the board as a whole. He may be held liable, however, if he takes it upon himself to make a decision or take an action that the board should have done, or that was not a duty of that board member. Recovery on liability charges is commonly possible when it can be proven that the municipality has been grossly negligent. As a result, a board or any member of the staff of the recreation department may be held liable due to negligence. The following three points set forth negligence: 1. the existance of a duty on the part of

the defendant to protect the plaintiff from the injury; 2. failure of the defendant to perform this duty; 3. injury to the plaintiff from such failure of defendant.

An employee may be guilty of MALFEASANCE, which is misconduct in office, or misuse of the position he holds.

It is also possible to be held liable for a nuisance. NUISANCE is an offense against an individual or his senses. The following constitutes a nuisance:

1. Offenses to the senses of a person of ordinary sensibilities
2. Inherent or latent defect of danger
3. Obstruction to reasonable and comfortable use of property
4. Violation of the laws of decency.

When charges are made for profit (not incidental fees to cover cost of providing service) the function is more than likely to be called proprietary and thereby held liable.¹⁵

It is possible for the people of the staff of the municipality to avoid such troubles by good sound operation of the system.

¹⁵Brighthill and Meyer, Recreation and Administration

CHAPTER III

FACILITIES IN TUSCOLA

ERVIN PARK: is 28 acres in area, and located at the NW corner of town.

1. A concrete Amphitheatre seating 5,000 people.
2. Two lighted ball diamonds.
3. A bandstand and restrooms.
4. Three storage garages.
5. Picnic area, with four fire places.
6. Open grass area.
7. An apparatus area containing:
 - a. two slides
 - b. six swings - large
 - c. merry-go-round
 - d. three swings for small children
8. Swimming pool

NORTH WARD SCHOOL: is 3 acres in area

1. Two acres of usable school yard.
2. Apparatus:
 - a. eleven swings
 - b. four horizontal bars
 - c. one flying trapeze
 - d. one backstop
 - e. one jungle gym
 - f. one balance beam
 - g. three basketball backboards

SOUTH WARD SCHOOL: is about ten acres in area

1. 6-8 acres of this is of usable school yard in grass.
2. A gymnasium, 90 ft. by 40 ft.
3. Apparatus areas:
 - a. Six and seven year olds area
 - (1) basketball backboard - 7½ ft. high
 - (2) Set of swings (3) with a flying trapeze
 - (3) Horizontal bar
 - (4) Jungle gym
 - b. Eight to thirteen year olds area
 - (1) Two climbing ladders
 - (2) Four horizontal bars
 - (3) Set of seven swings
 - (4) Three back stops
 - (5) Balance beam
 - (6) Teather ball

JUNIOR HIGH SCHOOL: eight acres in area

1. Five to six acres in area usable.
2. Two backstops
3. Football field with track around it.
4. One gymnasium - regular high school gym 90 ft. by 50 ft. (floor size)

NEW SENIOR HIGH SCHOOL: 16 acres of land

1. One fourth mile track
2. One football field - 80 yds. by 150 yds.
3. One practice field - 100 yds. by 200 yds.
4. One ball field
5. One gymnasium - 75 ft. by 120 ft. (floor size)
6. Game areas - 50 ft. by 24 ft. each
7. One manual training shop
8. Art room

THE COMMUNITY CENTER: used by the various youth groups of Tuscola as a place to hold their dances and other social functions such as:

1. Football banquet
2. Wick club dances
3. Junior - Senior Prom
4. DeMolay dances

SWIMMING POOL: The new pool opened for use August 1, 1957. It is manual backwash, automatic chlorination pool.

1. 90 ft. by 100 ft. - pool dimensions (3 ft. to 9 ft. taper)
2. 40 ft. by 75 ft. - Bath house dimensions
3. One 10 ft. board
two 5 ft. boards
4. One tiny tots pool

COMMERCIAL RECREATION IN TUSCOLA:

1. One theatre in town, two drive-in theatres, one, three miles the other five miles from town.
2. Two pool halls - eight tables.
3. Bowling alley - eight lanes.
4. Golf course - eighteen holes - ten miles from town in Villa Grove and Kaskaskia.
5. Air field - three miles and another five miles.
6. NO TAVERNS
7. Nursing home and a hospital
8. Two saddle clubs

FRATERNAL GROUPS:

- | | |
|--------------------|-------------------------|
| 1. Moose Club | 7. Lions |
| 2. Elks | 8. DeMolay |
| 3. Masons | 9. Rainbow Girls |
| 4. Rotary | 10. Eastern Star |
| 5. Optimist Club | 11. Chamber of Commerce |
| 6. American Legion | 12. V. F. W. |

All of the groups have halls or meeting places. The only ones that are open for use at the present time are the American Legion Hall, Elks, and V. F. W. Hall.

CHURCHES:

There are ten churches in town, all of them have meeting places, but have no other facilities.

PETRO CHEMICALS: 16

The National Distillers recreation program is actually a merging of the National Petro recreation program and the U.S.I. recreation program. This was brought about by United States Industrial being purchased by the National Distillers.

The name of the merged recreation club is Cornfield Chemical Recreation Club. This club is managed by a board of directors composed of four board members from Petro and four board members from U.S.I. The ninth member is now a minister from the town of Tuscola. These members are elected by the employees.

The duties of this board of directors are as follows:

1. To name a committee and a chairman for the committee for each activity.
2. To approve the budget and disburse of the recreation program.
3. To elect a president for the board of directors.

These are the activities that the board of directors, through their committees, sponsor:

1. Annual dances (usually every quarter and the extra dances on New Year's Eve and during May)
2. Bridge clubs (for husband's wives)
3. Saddle club
4. Trap and skeet club
5. Bowling leagues
6. Basketball leagues
7. Softball leagues
8. Golf tourney
9. Annual Christmas party for children and annual picnic for all families
10. Swimming program
11. Old Crow Flying Club (license number 86PRF - the alcohol content of Old Crow - 86 proof)

The facilities for this recreation program consist of a new swimming pool, land surrounding for saddle and skeet clubs, Tuscola park area, Tuscola gyms and bowling alleys, Kaskaskia Country Club for golf and various city community centers for parties.

The flying club charges each of its members \$100. The other fees charged are as follows:

1. \$2.00 initiation fee to join recreation club.
2. 50¢ dues per month for recreation club.
3. \$5.00 per family for a season's pass to swimming pool.

The Only money besides this source of income comes from the National Distillers itself. They gave the land for the recreation club amounting to 9 acres. They also gave the Cornfield Chemical Recreation Club \$100,000 toward the building of a swimming pool.

The main drawback to a smooth functioning recreation club lies in the fact that so many employees commute from several different cities. The following cities claim the vast majority of Petro workers:

1. Tuscola - 427 out of 1360 employees or 31.4%. This is a 4.3% increase over 1954.
2. Atwood
3. Arcola
4. Paris
5. Decatur

6. Champaign - Urbana
7. Villa Grove
8. Hindsboro
9. Charleston
10. Mattoon

The Cornfield Chemical Recreation Club has hired one recreation director. He was drafted after spending one summer on the job. He was an Industrial Recreation and Commerce graduate of the University of Illinois with the class of 1957. His starting salary was about \$4,000.

The population of Tuscola is 4,500 people. To meet National Recreation Association standards for the amount of park acreage, the city of Tuscola needs 45 acres of park area. (NRA standards: one acre/100 people).¹⁷ At the present time, there are but 28 acres of park area which means that if Tuscola were to meet the standards, it would have to add 17 acres. However, with the use of school playground property, the space would be increased to almost the proper acreage. The schools, however, are not situated so as to give good locational use to this property. NRA standards for playgrounds call for 1 acre/800 people,¹⁸ which would be 6 acres for Tuscola. The schools properties alone would meet this acreage. NRA standards for playfields also calls for 1 acre/800 people.¹⁹ This standard is met by using Ervin Park as a playfield. The acreages are properly designed and are very useful as playgrounds or playfields.

Due to traffic hazards and barriers such as railroads, it is best if two playgrounds are provided for the children. One of these would be supplied by Ervin Park; the others supplied by South Ward School. These two areas do not fully satisfy the needs as far as traffic barriers are concerned, but are the only areas available at the present time.

If the fifteen acre tract of land south of South Line Street is

¹⁷ Brighthill and Meyer, Community Recreation, p. 468.

¹⁸ Ibid.

¹⁹ Ibid.

annexed, facilities would have to be obtained to furnish the children of this area with proper play area that can be reached without crossing dangerous traffic lanes. At the present time, these children would have to cross South Line (which is U.S. Highway 36) to reach South Ward School. The distance they would have to travel would be a little over a half-mile. If the new addition is added, either a new playground or playfield would have to be obtained. The acquiring of this land would be costly, as farm land around the area normally runs \$600 - \$700 per acre, and land acquired for the subdivision cost \$3,600 acre.

All of the areas are easily accessible by foot or by car. The two streets that are marked busy on the map have the most traffic of any in town, but do not compare with any of the busy streets in Champaign, such as Green or Springfield. It is possible to take a traffic count to find the exact amount of traffic on these two streets.

The far northeast corner of town covering an area of 4 blocks by 2 blocks is the only area in town that would fall out of the half-mile limit for playgrounds. The entire town would fall within the one mile limit for the playfield.

The two areas, South Ward and Ervin Park, meet all of the acknowledged safety standards. The restrooms are in the school and would be available at South Ward, and at Ervin Park that is a bandstand which provides restrooms for both men and women. Park tables and benches are available at Ervin Park and could be supplied for the school playground in the summer.

The aesthetic values of Ervin Park leave little to be desired, but at South Ward the area is open field for the most part. The only part with trees is right in front of the school building. Many of these are having to be cut down because of elm disease. There is no hard surface at South Ward or in Ervin Park.

There would be no charge for using the playgrounds in the summer for a summer program by the proposed recreation department. The gymnasium in South Ward School is available to the Recreation Department for no charge. If the gymnasium in the high school is used, the only cost or charge would be for janitor fees.

ETHNIC GROUPS IN TUSCOLA:²⁰

<u>Male</u>		<u>Countries of foreign born</u>	
Native born white	2,199	England and Wales	2
Foreign born white	36	Scotland	1
Negro	2	Germany	3
		Greece	3
<u>Female</u>		Italy	1
Native born white	2,280	Asia	1
Foreign born white	41	Canada	65
Negro	2		
<u>Age Groupings:</u>			
Males, all ages	2,237	Females, all ages	2,323
Males under 5 years	395	Females under 5 years	408
5-9 years	244	5-9 years	217
10-14 years	138	10-14 years	155
15-19 years	130	15-19 years	148
20-24 years	140	20-24 years	129
25-29 years	140	25-29 years	155
30-34 years	139	30-34 years	150
35-39 years	161	35-39 years	153
40-44 years	137	40-44 years	120
45-49 years	109	45-49 years	99
50-54 years	83	50-54 years	97
55-59 years	65	55-59 years	116
60-64 years	81	60-64 years	95
65-69 years	68	65-69 years	77
70-74 years	71	70-74 years	67
75 and over	100	75 and over	120
21 and over	1,207	21 and over	1,299
Boys between 5-19	512	Girls 5-19	520

²⁰U.S. Census, 1950, "Population in Illinois" Table 38, pg. 13-124.

CHAPTER IV

RECREATION CONSTITUTION OF TUSCOLA²¹

I. NAME

The name of this board shall be the PLAYGROUND AND RECREATION BOARD OF THE CITY OF TUSCOLA, ILLINOIS.

II. PURPOSE

To provide recreational opportunities for children and adults regardless of race or color.

To promote athletics, social recreation, drama, music, nature, arts and crafts and special interest clubs through conduct of playgrounds, indoor centers, and other special facilities.

To provide a staff trained in public recreation and leisure time activities for men, women, young people and children.

To conduct a program, making use of the physical properties available in the community and surrounding territory.

To offer leadership in coordinating and correlating all those activities of a similar nature in the community to obtain a maximum benefit for the citizens of Tuscola.

To focus public attention upon the need of adequate provision for year-round, healthful supervised recreation for all.

To solicitate and encourage gifts of money and property for the benefit of the community recreation program.

III. MEMBERSHIP, OFFICERS, AND DUTIES

The membership of the Board shall consist of five citizens of Tuscola, either men, women, or both, appointed by the Mayor of the City, with the approval of the City Council.

The officers shall consist of a president, vice-president, secretary and a treasurer.

The treasurer of the City of Tuscola, Illinois, shall by virtue of his office be the treasurer of the board. When necessary, he may be required to give bond in an amount and with conditions prescribed by the board.

²¹Patterned after the Decatur Recreational System Constitution through courtesy of Russel Foval, Supervisor of Public Recreation, Decatur, Illinois.

The secretary need not be a member of the Board.

The elective officers of the board shall be elected annually at the stated meeting of the board in the month of _____, and they shall serve until their successors are elected and qualified.

The duties of the officers shall be those usually prescribed for the respective officers.

Standing committee of the board shall be (1) finance, (2) program, (3) miscellaneous affairs. These committees shall be appointed by the president and the president and secretary will be exofficio members of all committees.

IV. MEETINGS

The regular meeting of the board shall be held on the _____ of each month.

Special meetings of the board shall be held on the call of the president or by any two members of the board through the president. Notice of such meeting and the purpose thereof shall be given all members of the board at least forty-eight hours in advance and the business transacted at such special meeting shall be limited to that contained in such notice, except when all members of the board attend such special meeting, any business may be transacted.

A quorum shall consist of a majority of the board.

The order of business shall be:

1. roll call
2. reading of the minutes of previous meeting
3. approval of bills
4. report of secretary or superintendent
5. communications and petitions
6. old business
7. new business

V. FISCAL AFFAIRS

The fiscal year of the board shall conform to the fiscal year of the City of Tuscola.

The board shall, prior to the adoption of the annual appropriation ordinance by the City Council of the City of Tuscola, each year, request said City Council to levy and collect a playground and recreation tax as required by law.

The proceeds of the playground and recreation tax, and any funds coming into the hands of the board for playground or recreation purposes shall be held by the treasurer of the City of Tuscola, as required by law, and paid out by him only with the approval of the board on voucher signed by the president or vice-president and secretary of the board.

VI. ADMINISTRATIVE STAFF

The administrative staff of the board shall consist of a superintendent of public recreation and such other employees as shall be deemed necessary. The superintendent of public recreation shall be a person specially trained and qualified to organize and direct recreation and leisure time activities of a public nature. The terms of his employment shall be embodied in a written contract.

Other employees shall be employed by the board only upon the recommendation of the superintendent of public recreation.

The superintendent of public recreation shall be the chief administrative officer of the board and shall be responsible for the program of the board and for the proper discharge of their respective duties by all other employees.

POLICIES OF THE DEPARTMENT

All recreation programs and equipment used therein shall meet strict safety standards.

A complete first aid kit should always be available for immediate use whenever a department program is in progress.

Before any leaders assume program responsibility, they shall receive instructions concerning first aid procedures in case of serious accidents.

FEES AND CHARGES - There shall be no charge for childrens' basic programs, such as general play on the playgrounds, general use of the centers, and other standard activities. If special services, equipment or supplies are necessary, it will be proper to assess proportionally the cost involved.

Teen-age programs of general nature, such as the use of the center, the parks and playgrounds, will be without charge. When special equipment or services are necessary, this cost will be pro-rated among those participating in the program. A small fee will be permitted when it serves the purpose of enhancing the value of the service given. When groups desire awards or direction beyond the ability of the department to provide, such costs will be assessed the group demanding such services. This principle will apply to athletic trophies and officials. All adult recreation programs shall be placed on a self-sustaining basis.

TRAINING INSTITUTES AND CONFERENCES - To maintain a progressive modern program it is necessary for the superintendent to follow developments in recreation through attendance at training institutes and conferences. He shall attend state, district, and national conferences on recreation or physical education.

He shall in turn conduct in-service training programs for summer staff and part-time employees.

To further recreation skills in the city, training institutes for lay people and volunteer assistants shall also be conducted under the direction of the superintendent.

PLAYGROUNDS AND CENTERS - For night activities, leaders should be the last ones off the property.

Children under six (6) years must be accompanied by an adult.

All exhibition or special athletic games must have approval of the Recreation Office.

Games of chance are prohibited on playgrounds or in centers.

Concession stands must comply with all food and health ordinances of the City of Tuscola.

Bicycle riding is not permitted on the grounds.

The purchase of equipment for individual use, such as uniforms, etc., with community clubs funds cannot be sanctioned.

LEADERS - Must be punctual in getting to work. If for any reason a leader cannot report for duty, the Recreation Office must be notified immediately.

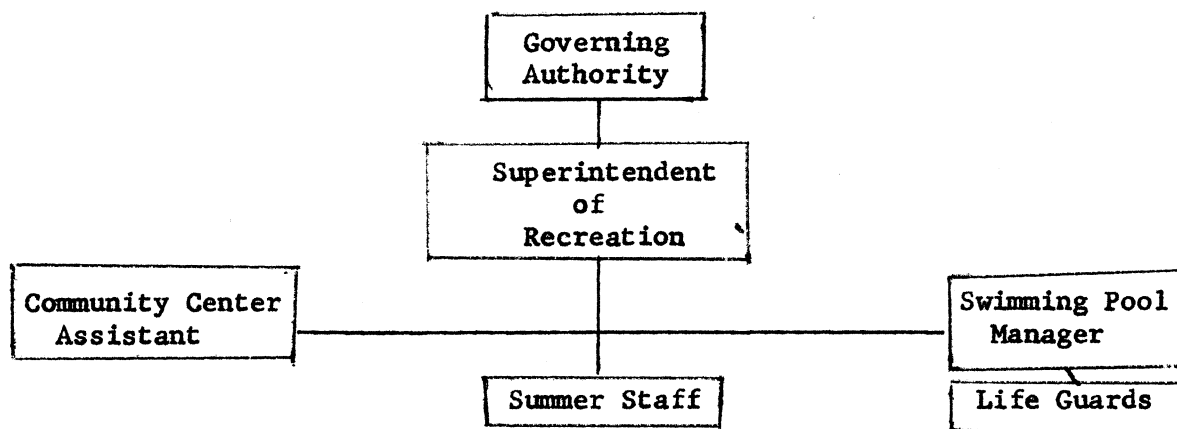
All summer leaders must attend a weekly staff meeting at 9:00 a.m. on Mondays.

All play leaders will be responsible for the action of their playground groups when off the playground participating in city-wide events, outings, etc.

Leaders should discourage smoking on the playgrounds. Smoking in buildings cannot be permitted. Directors and leaders shall not smoke while on duty.

CHAPTER V

A. RECREATION DEPARTMENT ORGANIZATION



The Superintendent of Recreation will receive his pay from the Recreation Department.

The community center assistant will be hired by the recreation department and will work under the Superintendent of Recreation. The community center assistant will only work part time, i.e. late afternoons and evenings, in the winter.

The swimming pool manager will be hired on a summer basis only. His job will be the operation of the pool, including supervision over life guards and daily business. The manager will also be paid by the recreation dept. from the profits or income of the swimming pool. He will be directly responsible to the Superintendent of Recreation.

B. BOARD AND SUPERINTENDENT RELATIONSHIPS²²

One of the principal duties of the superintendent is to prepare recommendations regarding policies for the board. The force of such recommendations should come, not so much from the opinion of the director

²² George D. Butler, Introduction to Community Recreation (New York: McGraw-Hill Book Company, Inc., 1949), p. 452.

that they are sound, but more from the fact, that he had supplied the board with so much factual information bearing upon them that adoption seems logical, and, in many cases, inevitable. The judgement of the director, even when unsupported by sufficient evidence, has weight, but the taking of action on such a basis is justified only in emergencies.

It is a serious mistake in the conduct of board-director relationships for the director to expect his board to rubber-stamp his opinions. It is a worse mistake for the board to develop the habit of doing this. A board member who does not understand the facts and the reasoning which lead to a change in policy cannot defend the action of the board in public, and he develops feelings of inferiority and insecurity toward his relations to the department. He is increasingly hesitant about expressing an opinion on public recreation policy in the presence of the director who seems to know so much more about the work, or he makes hasty, dogmatic assertions to conceal lack of understanding.

When problems appear to be of growing importance, the director should find ways of having the board study them along with him. Board members can visit centers of activities and agencies for the purpose of considering problems; can study statistical and case material furnished them by the director; and can discuss the problems at board meetings. In any case, the procedure for making or revising can contribute to the spirit of harmony and to the achievement of efficient administration.

Each member of the board understands that no board member has executive power and that, therefore, no board member shall infringe upon matters of administration.

The recreation board agrees to the policy that individual board members represent only fractional opinion; therefore individual board members shall not speak officially for the board unless so delegated by majority vote.

C. DESIRABLE QUALIFICATIONS FOR SUPERINTENDENT²³

1. A thorough knowledge of the philosophy of recreation.
2. Appreciation of the activities which make up the community recreation program.
3. Ability to administer efficiently the areas and facilities comprising a recreation system.
4. Capacity for cooperating with and interpreting recreation to city authorities, private agencies and the public.
5. A knowledge of budgets and accounting methods.
6. Abilities to enlist the best efforts of a staff of employees.
7. Previous successful experience as a superintendent or as an executive of lesser rank.
8. Graduation from a four-year college course, preferably with a major in recreation.

²³

Ibid., p. 452.

D. JOB ANALYSIS - SUPERINTENDENT OF RECREATION²⁴

The person who holds this position is the chief executive officer of the department, responsible for promoting and providing satisfying recreation opportunities for all the people of the city. His or her duties may be classified under the following headings:

1. ADMINISTRATION - The organizing and setting up of the system. Handling the executive duties of the office, such as carrying through the policies set forth board.
2. PLANNING AND RESEARCH - This comes to light when the department wants to obtain new facilities and equipment, and attempts to keep up with the growth of the city.
3. PUBLICITY AND RELATIONSHIPS - The promoting of good will among the other organizations in the community and cooperative planning with them in leisure time activities. The giving out of information concerning the parks, centers, or the system as a whole, to the newspaper and the entire community.
4. STAFF - The obtaining of suitable people to work under him in the program and the maintaining of esprit-de-corps within the staff.
5. PROGRAM - This takes in the setting forth of the yearly program for the community; the planning of all the activities; the arranging of facilities and times for use; and seeing that the program planned is carried through.
6. FINANCE - The planning of a budget for the year and coming year to present to the board for approval. The subsequent following through of this budget and staying within its limits in his expenditures for the year.

²⁴Ibid., p. 453.

7. AREAS AND FACILITIES - Requires the inspection of area and facilities to see that they are in good and efficient order. Seeing to it that the areas are kept up, and the use of them is properly planned.

8. RECORDS AND REPORTS - The keeping of proper records to show proof that any actions taken by the board, himself or any of his staff have been approved or disapproved, and to refer to when needed for planning or any other reason. Reports are needed in order to have the results of the program and other activities down in writing to show to the board for criticism; or to have for future reference in planning and research. The superintendent shall have full authority and responsibility for organization of the program, training personal, supervising areas and personnel, delegating duties to subordinates and carrying out all matters of administration so long as he works within the framework of policies, regulations, and ordinances which govern the functions of the recreation department.

E. JOB ANALYSIS - DIRECTOR OF COMMUNITY CENTER²⁵

The worker is to be in direct charge of the Community Center. His task, with the help of the superintendent is to operate the Community Center efficiently and in a manner that will assure the greatest possible service to the community. A few of his major functions are to:

1. Plan a diversified attractive program.
2. Demonstrate, teach and lead activities.
3. Enlist, train and supervise volunteer workers.
4. Properly maintain the center.
5. Keep essential records and prepare reports as requested.
6. Collect fees and make proper disposition of them.
7. Enlist neighborhood cooperation in developing the program.
8. Assure the happiness, safety and health of persons attending the center.
9. Help organize and distribute publicity.

²⁵
Ibid., p. 98.

F. QUALIFICATIONS²⁶

The director should be a good mixer and of a sociable disposition; imbued with the spirit of sportsmanship; familiar with the needs, capacities and interests of groups and individuals, and capable of working effectively with children, young people and adults. He or she should have:

1. A practical knowledge of the organization of the clubs, leagues, tournaments, exhibits, demonstrations and entertainments.
2. Skill in at least three of the following types of activities: athletics, formal discussion, nature study, folk dancing, music, dramatics, storytelling, low-organized games, social recreation and handicraft.
3. Ability to work intelligently with parents and with neighborhood leaders.
4. A knowledge of first aid to the injured
5. Successful experience for at least one year as assistant director, specialist, recreation leader, teacher or worker in a closely allied field, at least six months of which have been related to an indoor recreation area.
6. Graduation from a college of recognized standing, preferably with a major in recreation.

G. JOB ANALYSIS - SUMMER RECREATION LEADER²⁷

This title is applied to a person who has no administrative responsibility but who under direction assists with programs and with the oversight of facilities at the playground or indoor center. A recreation leader assigned to a playground must be able to:

1. Lead, teach skills and conduct activities such as low-organized games, arts and crafts, hikes, nature activities, folk dancing, group discussion, music, social recreation, drama, or individual and team games and sports.
2. Discover the recreational interests of individuals attending the playground and assist in conducting a program to serve these individual interests.
3. Organize and lead clubs on or in connection with the playground.
4. Assist in organizing special events such as playground circus, community nights, pet shows, festivals, socials or dances, cooperate in community-wide events.

²⁶ Ibid., p. 98.

²⁷ Ibid., p. 99.

5. Supervise activities in the sandbox or wading pool or at other facilities.
6. Care for equipment, supplies and facilities.
7. Assist in training and supervising junior leaders and in working with or organizing neighborhood groups.
8. Perform other duties as requested by the director.

H. QUALIFICATIONS²⁸

Because the duties which this person is called upon to perform are less standardized than those in some other positions, the qualifications are less specific; however, the recreation leader should have:

1. Personal skills in several of the activities common to playground programs.
2. A capacity for organizing groups and working with people.
3. A knowledge of first aid.
4. At least six months successful experience as a participant in recreation activities and preferably leadership experience on recreation or some closely related field, on a paid or volunteer basis.
5. At least one year of college or its equivalent.

I. VOLUNTEERS²⁹

Volunteers are needed on the playgrounds to meet the increasing demand for wholesome leisure-time activities and to supplement the paid staff. Appropriations never provide all the leadership that is desirable and yet the range of the groups to be served is on the increase, thus creating a demand for an expanded program. Volunteers bring a fresh point of view and an enthusiasm to the professional staff and to the participants in the program. There are some limitations to volunteers. As a rule, they will accept only limited responsibility and cannot be required to perform as great a variety of tasks as paid workers. Several volunteers may therefore be needed to do the work that might be performed by a single paid worker.

²⁸Ibid., p. 99.

²⁹Ibid., p. 134.

The types of service the volunteer leader can give are varied and valuable to the program. First, they may act as administrative, promotional or advisory workers to the department. This may go from being a board member, to members of the parents councils or just an advisory committee sponsoring a phase of the program. The volunteer may also be an activity or group leader. They may lead or organize some form of playground activity. Some of the services may include telling stories, teaching fundamentals of individual or team sports, helping with dramas, crafts, nature club leader, etc. Or the volunteer may serve in a non-leadership capacity such as assisting with registration, officiating at athletic games, furnishing transportation, performing at playground entertainments, helping to make costumes, preparing playground publicity, etc.

The recruiting of volunteers requires time and effort on the part of the paid staff, not only to find persons who are willing to serve, but also to make sure that they have the proper qualifications. They should have the personal qualities considered essential in all recreation leaders. Some of the sources for the volunteer leadership may be, parents of playground children, individuals with a special hobby such as arts and crafts, nature, stamps, etc., members of athletic clubs to serve as officials, joint league members, service organizations of the community, and persons who are formerly active in the playground program, and who may be willing to help others to have a similar experience.

J. JUNIOR LEADERS³⁰

This position is designed primarily for the purpose of giving young people and others an opportunity to secure practical experience in recreation work. It serves as a means of enlisting their interest in recreation

³⁰Ibid., p. 135.

leadership as a field of work and of testing their aptitude for such a career. It is not a standard leadership position, but is considered rather as a form of apprenticeship. Under close supervision the junior leader performs tasks of a routine nature which require little advanced education or experience. He may supervise sandbox, apparatus or wading pool play. He may assist in the organization and conduct of childrens' tournaments and special events, or perform other duties requested.

K. RECORDS AND REPORTS³¹

Playground authorities have a responsibility for giving city officials and the public an accurate account of playground funds and a complete report of the work accomplished and the service rendered. The importance of keeping essential, accurate records cannot be overemphasized. Only as they are available can the playground authorities determine the costs of individual playgrounds or unit costs of various types of playground services, justify budget requests, demonstrate special needs, evaluate new methods or interpret effectively playground services. A periodic study and appraisal of records, forms, and other reporting methods is desirable; for records should not be kept unless they contribute to the effectiveness of the departments services. Yet the system of records must be administered at a minimum of time and expense. Several types of records are desired for the successful operation of a system. Generally, reports and records may be of the following types:

Attendance	Activities	Participation
Registration	Services	Budget and revenue
Accident	Personnel	Suggestions
Organization records	Seasonal reports	Inspection (equipment and facilities)

Following are a few samples of possible reports and records.

³¹
Ibid., p. 489.

APPLICATION FOR PLACEMENT³¹
(Camp and Recreation Positions)

I. General

Full Name _____ Age _____ Date _____
 (Print: First Middle)

Local Address _____ Telephone _____

Home Address _____ How long _____

Date of Birth _____ Married _____ Children _____

Height _____ Weight _____ Health _____

Race _____ Religion _____

II. Education

<u>School</u>	<u>Name of Institution</u>	<u>Dates</u>	<u>Degrees</u>	<u>Remarks</u>
High School	_____	_____	_____	_____
COLLEGE	_____	_____	_____	_____
Others	_____	_____	_____	_____

What is your major course of study? _____

What is your minor course of study? _____

For the activities listed below place a 3 in the blank opposite those activities which you consider to be your specialty; place a 2 in the blank opposite those activities in which you have had some experience in teaching but do not consider your specialty; place a 1 in the blank opposite those activities in which you have participating experience and have not already marked with a 2 or 3.

Archery _____	Life Saving _____	Rifery _____
Badminton _____	Leather craft _____	Sketching _____
Basketball _____	Music _____	Softball _____
Boating _____	Play an instru- _____	Story telling _____
Boxing _____	ment? Which? _____	Swimming _____
Canoeing _____	Nature study _____	Tennis _____
Children's _____	Pageantry _____	Tumbling and _____
Games _____	Physical Condi- _____	Gymnastics _____
Circuses _____	tioning _____	Woodwork _____
Community _____	Pioneering _____	Wrestling _____
Singing _____	Pottery _____	Others _____
Dramatics _____		
Folk Dancing _____		

Give names of courses you have taken under each of the following areas:
 Recreation _____

Fine Arts _____

Psychology _____

Sociology _____

Give names of other courses you have taken which should be beneficial for a camp or recreation position _____

-2-

Give names of extra-curricular activities which you participated in at college

III. Experience

What experience have you had in camps, playgrounds, recreation centers, or other types of recreational positions? State when, where, and name of immediate supervisor.

What experiences have you had in other work with children? Where? When? Name and address of your immediate supervisor.

What other work experience have you had? Where? When? Name and address of your immediate supervisor.

What are your hobbies? _____

IV. Position Desired

In what particular activities are you prepared and desire to supervise? Why?

What salary do you expect? _____

V. Character References (Off the campus): List three

Name

Address

Occupation

VI. Instructor References (University Staff): List three

Signature _____

Department of Public
Instruction

City of Tuscola
Illinois

Equipment³²
Inventory

Playground, Center _____ Date _____

Is- On ued Hand	Re- turned		Is- On ued Hand	Re- turned		Is- On ued Hand	Re- Turned	
_____	_____	Insignia	_____	_____	Bulletin Board	_____	_____	Boric Acid Bottle
_____	_____	ATHLETIC SUPPLIES	_____	_____	Catchers Mask	_____	_____	Cotton, Roll
_____	_____	Balls	_____	_____	Catchers Protector	_____	_____	Iodine, Bot.
_____	_____	Baseballs	_____	_____	Inflator	_____	_____	Scissors, pair
_____	_____	Basketballs	_____	_____	Laces, Rawhide	_____	_____	Tweezers, pair
_____	_____	Cork Balls	_____	_____	Needles, Lacing	_____	_____	
_____	_____	Croquet Balls	_____	_____		_____	_____	HANDICRAFT SUPPLIES
_____	_____	Footballs	_____	_____	GAME SUPPLIES	_____	_____	Box, Handi-craft
_____	_____	Inflated Rubber balls	_____	_____	Bean Bangs	_____	_____	Blades, coping saw
_____	_____	_____ inch	_____	_____	Bean Bag Boardx	_____	_____	Bits, wood
_____	_____	Softballs	_____	_____	Chess Men	_____	_____	Drill, hand
_____	_____	_____ inch	_____	_____	Checker Boards	_____	_____	Files, Wood
_____	_____	Soccer balls	_____	_____	Checker Men	_____	_____	Files, Metal
_____	_____	Tennis Balls	_____	_____	Croquet Mallets	_____	_____	Hammer, claw
_____	_____	Volleyballs	_____	_____	Horseshoes, Jr. (4 in set)	_____	_____	Saw, coping
_____	_____		_____	_____	Horseshoes, Sr. (4 in set)	_____	_____	Snips, tin
_____	_____	Bases	_____	_____	Horseshoe stakes (2 in set)	_____	_____	
_____	_____	Set (3) Baseball	_____	_____	Paddles, Paddle Tennis	_____	_____	MISCELLANEOUS
_____	_____	Set (3) Softball	_____	_____	Paddles, Ping Pong	_____	_____	_____
_____	_____		_____	_____	Posts, Volley ball	_____	_____	_____
_____	_____	Bats	_____	_____	Rings, Deck Tennis	_____	_____	_____
_____	_____	Badminton	_____	_____	Sand Box and sand	_____	_____	
_____	_____	Baseball	_____	_____		_____	_____	
_____	_____	Corkball	_____	_____	FIRST AID SUPPLIES	_____	_____	
_____	_____	Softball	_____	_____	Adhesive tape, roll	_____	_____	
_____	_____	Tennis	_____	_____	Amonia, Aromatic Spirits	_____	_____	
_____	_____		_____	_____	Antiseptic	_____	_____	
_____	_____	Nets	_____	_____	Bandage, Roll	_____	_____	
_____	_____	Badminton	_____	_____		_____	_____	
_____	_____	Basketball	_____	_____		_____	_____	
_____	_____	Deck Tennis	_____	_____		_____	_____	
_____	_____	Paddle Tennis	_____	_____		_____	_____	
_____	_____	Ping Pong	_____	_____		_____	_____	
_____	_____	Tennis	_____	_____		_____	_____	
_____	_____	Volleyball	_____	_____		_____	_____	
_____	_____		_____	_____		_____	_____	
_____	_____	Miscellaneous (A&G)	_____	_____		_____	_____	
_____	_____	Bamboo Bars	_____	_____		_____	_____	
_____	_____	Boxing Gloves	_____	_____		_____	_____	

Director _____

NOTE: Use "Requisition Blank" form for additional equipment and items not listed.

BOYS CLUB PLAYGROUND & RECREATIONAL ASS'N.

SUPERVISORS AND INSTRUCTORS

WEEKLY REPORT

Name _____

Week Ending _____

	LOCATION	ACTIVITY	COMMENTS
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

³³ Copy of report used by Rockford Recreation Department.

RECREATION
DEPARTMENT

TUSCOLA
PARK DISTRICT

ACCIDENT
REPORT 34

ACCIDENT REPORT

Center, Gymnasium or Playground _____ Date _____

Name of Injured _____ Age _____ Address _____

Nature of Injury _____

How did the accident happen _____

Did the accident occur on play area? _____ In vicinity of building or grounds? _____

Time Accident Occurred _____ Leader in charge _____

Was first aid rendered? _____ By whom? _____

Where was injured taken? _____

What can we do to prevent reoccurrence? _____

Attending Doctor _____ Address _____

Witness of Accident _____ Address _____

Witness of Accident _____ Address _____

Remarks:

Signature of person making report

RECREATION
DEPARTMENT

TUSCOLA
PARK DISTRICT

OUTING
PERMIT³⁵

I hereby give my ^{son} daughter _____ permission
to attend the _____

(Name of event)

to be conducted by the _____ playground
on _____
(day) (date)

I understand the party will leave the playground at _____ m.
and expects to return at about _____ m.

Date _____

SIGNED _____
(parent)

RECREATION
DEPARTMENT

TUSCOLA
PARK DISTRICT

OUTING
PERMIT

I hereby give my ^{son} daughter _____ permission
to attend the _____
(Name of event)

to be conducted by the _____ playground
on _____
(day) (date)

I understand the party will leave the playground at _____ m.
and expects to return at about _____ m.

Date _____

SIGNED _____
(parent)

³⁵ Copy of Outing Permit used by Morton Grove Recreation Department.

RECREATION
DEPARTMENT

TUSCOLA
PARK DISTRICT

WEEKLY
REPORT 36

Location _____ Week Ending _____

Daily Attendance	Monday		Tuesday		Wednesday		Thursday		Friday		Total Week
	Par	Spec.	Par	Spec.	Par	Spec.	Par	Spec.	Par	Spec.	
Morning											
Afternoon											
Evening											
Total											
Gross											
Weather											

The above attendance count is the sum total of all persons for the period. For purposes of determining attendance, multiply the peak count by the following factors: Morning 2, Afternoon 2.5, Evening 1.5.

WEEKLY ACTIVITY REPORT

Activity Group	Attendance
Athletics	
Clubs	
Dancing	
Dramatics	
Equipment Play	
Games	
Handicraft	
Hiking	
Movies	
Music	
Nature	
Special	
Tot-Lot	

ENROLLMENT

New _____

Previous _____

Total _____

Accidents

Minor _____

Not reported

Major _____

SIGNED: _____

Director

RECREATION DEPARTMENT

TUSCOLA, ILLINOIS

SUMMER REPORT³⁷

PLAYGROUND _____
OR
ACTIVITY _____

LEADERS NAME _____
DATE _____

LEADERS AND SUPERVISORS ANNUAL SUMMER REPORT

1 - PROGRAM

New Ideas - - (Recreational and Educational)

Changes in present program - -

2 - INSTITUTES

Two Day Institute

Your impression - -

Improvements - -

Weekly Institute

Your Impression - -

Improvements - -

PUBLICITY

There should be one individual on the staff who gives the go ahead, or who does the actual giving of publicity to the papers, T.V. or radio. The "line" staff workers should not be allowed to give news releases. The most effective means of publicity are:

1. Newspapers
2. Radio
3. T.V.
4. Word-of-mouth
5. Printed material or flyers

It is good to publish notices of activities in the newspapers about one week in advance. To advertise the summer program and the winter program, a small folder of the type attached will be used. Weekly program schedules for the playground will be posted on the playground bulletin board. The weekly movie schedule and tournament schedule will also be posted on the bulletin board. Pictures and other demonstration material (such as arts and crafts materials) will be used as deemed necessary by the playground leaders or the superintendent.

CHAPTER VI

ADULT RECREATION COUNCIL CONSTITUTION

Tuscola, Illinois

ARTICLE I - NAME

The name of this organization shall be the Adult Recreation Council.

ARTICLE II - OBJECT

1. United effort toward the advancement of parks and recreation in Tuscola.
2. Encouraging neighborhood unity for the purpose of obtaining for each community opportunities for wholesome play and recreation throughout the entire year.
3. Striving for the best of recreational facilities and leadership for Tuscola and cooperation with every Adult Club, the Tuscola Park District Board and the Playground and Recreation Board of Tuscola.

ARTICLE III - MEMBERSHIP

Section 1. Any Adult Club actively interested in the object for which this Council was formed is eligible for membership.

Section 2. The Council shall consist of two delegates and the President from each Adult Club (the 2 delegates to be appointed annually by the incoming President of each club). All clubs shall be entitled to 3 voting delegates. In addition one member of the Park Board and the Recreation Board. The Recreation chairman of P.T.A. Council shall be a member. The Superintendent of Parks and Superintendent of Recreation shall be ex-officio members.

ARTICLE IV - OFFICERS

Section 1. The officers of the Council shall be President, Vice-President, Secretary and Treasurer, who shall perform the duties which usually pertain to their respective offices.

Section 2. Officers shall be elected annually, the term of office being one year.

Section 3. Officers shall be elected in November of each year and shall begin their term of office January 1st of the new Year.

Section 4. An officer absent two consecutive meetings without legitimate excuses shall be replaced.

Section 5. Officers must be members of one of the Adult Recreation Clubs.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee composed of the officers, one member of the Park Board, the Superintendent of Parks, one member of the Recreation Board and the Superintendent of Recreation.

ARTICLE VI - OTHER COMMITTEES

Section 1. Standing committees or special committees may be created at any time by action of the Council and appointed by the president.

ARTICLE VII - MEETINGS

Section 1. Regular meetings of the Council shall be held quarterly of each year; February, May, September, and November.

Section 2. Other meetings shall be held as the Council or Executive Committee may determine.

Section 3. Upon the request of one-fourth of the total number of the delegates, the president shall call a special meeting.

Section 4. The order of business shall be:

1. Reading of the minutes
2. Report of Committees
3. Report of Officers
4. Report of Adult Clubs
5. Unfinished business
6. New business
7. Program, speeches, introduction of guests
8. Adjournment
9. Social hour

Section 5. All regular meetings shall be open to the public and the press.

ARTICLE VIII - QUORUM

Section 1. One-third of the active delegates of the Council shall constitute a quorum at any regular meeting.

Section 2. A majority of the delegates of the Council shall be necessary for a quorum at a special meeting.

BY-LAWS

ARTICLE I - DUES

Section 1. There shall be no dues.

ARTICLE II - DUTIES OF OFFICERS

- Section 1. The president shall preside at all meetings, sign all orders, appoint committees and perform such other duties as pertain to the office.
- Section 2. The vice-president shall preside in the absence of the president, and perform all duties of the president.
- Section 3. The Secretary shall keep the minutes of the Council and attend to all correspondence with the assistance of the Recreation Department.
- Section 4. The Treasurer shall handle the money of the Council and account for same.

ARTICLE III - DUTIES OF EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall meet at least once between regular meetings to recommend policies and procedure to the Council.
- Section 2. To supply from time to time important news items to the Recreation Department and Park Department.
- Section 3. To keep a record of work and to pass it on to their successor.

ARTICLE IV - ELECTION

- Section 1. A nominating committee, consisting of five members, representing different sections of the city; namely, North East, North West, South East, South West (select 2 from North East section until South West has representation); and one from the Council at large shall be appointed by the Executive Committee at the 3rd quarterly meeting. The Nominating committee shall submit the names of the nominees to each Adult Club by mail one month previous to the last quarterly meeting of the year.
- Section 2. Additional nominations may be made from the floor.
- Section 3. The election may be by ballot or by acclamation, and a majority of votes shall be required to elect.

ARTICLE V - POLITICAL, RELIGIOUS, RACIAL, LABOR

- Section 1. At no time will this organization take part in any controversy involving political, religious, racial or labor questions.

ARTICLE VI - AMENDMENTS

Any article of the constitution and by-laws may be amended or rescinded at any regular meeting, provided the proposed amendments have been approved by the Executive Committee and have been read at the previous meeting.

Objectives of Adult Recreation Clubs are:

The object of all Adult Recreation Clubs is to cooperate with the Playground and Recreation Board and Tuscola Park District in encouraging neighborhood unity for the purposes of obtaining for the community opportunities for wholesome recreation throughout the year; to promote neighborliness and sociability in the community; and to make a united effort toward the advancement of the playground and recreation movement in Tuscola.

Adult Recreation Clubs Should:

1. Assist in educating the public as to the general value of playground and recreation work by:
 - a. Speaking to neighbors (across the fence) and friends about the good work of the Recreation Department and the Tuscola Park Board.
 - b. Having periodic discussions at one another's homes on recreation subjects.
 - c. Holding meetings of club in the recreation centers and on the playground and inviting friends to the meetings to see the activities at the same time.
 - d. Reading and circulating the Recreation magazine and other printed material.

2. Cooperate with the city, school and park officials in the following way:
 - a. Speak with officials on the necessity of an adequate budget for the proper conduct of a program.
 - b. Do not allow politics to interfere with recreation leadership, program or development of facilities.
 - c. Taking share of the responsibility in care of equipment, grounds, etc.
 - d. Have constant contact with officials of the Playground and Recreation Board and Park District Board before any plans are inaugurated on playground.
 - e. Purchase of apparatus or construction of any kind should be cleared with the Superintendent of Parks and Superintendent of Recreation.
 - f. Be sure club observes all rules and regulations of the Park District, School Board, City of Tuscola and Recreation Board.
 - g. Suggested program for equipping and developing playground:
 1. Play equipment (balls, bats, croquet, horseshoes, etc.)
 2. Swings, slides, ball diamonds, basketball goals, volley ball goals, courts (horseshoes, croquet, tennis, etc.), etc.
 3. Small children's play area.
 4. Lights for play area, ball diamond, courts, etc.
 5. Beautify and fence areas.
 6. Buy materials for bleachers, spray pools and water lines to diamonds.

3. Cooperate with the leaders of the playground and community center:
 - a. Act as judges, umpires, referees of contests or special events.
 - b. Assist in the organization of community events such as Fourth of July celebrations, picnics, community nights, etc.
 - c. Provide funds for handcraft materials, lantern parade, pianos, athletic supplies, P.A. Systems, movies, supplies for picnics, etc.
 - d. Assist leader in providing transportation to special events.

4. Have an active Adult Recreation Club the year around:
 - a. Hold monthly meetings and make them interesting.
 1. Through good discussions on neighborhood recreational needs and activities.
 2. Through speakers, motion picture, etc.
 3. Through games, stunts and entertainment.
5. Honest financial accounting means a successful recreation club:
 - a. Keep accurate records of finances, make them public; spend the money each year (do not hold it) audit treasurer's accounts; establish the confidence of the public; submit annual financial reports to the Recreation Department and the Tuscola Park District since money is raised to be spent on PUBLIC PROPERTY.
 - b. All profits are to be spent for the good of the playground or community center.
 - c. Clubs should never borrow money to finance projects.
6. Prizes:
 - a. Adult Recreation Clubs should not offer awards or trophies. All awards are presented by the Recreation Board. Play for play's sake is encouraging.
 - b. The purchasing of jerseys, costumes, etc., is likewise discouraged. Usually the suits are never returned and the money spent for them is spent on a few rather than the many. Spend your money for things of a more permanent nature.
7. Teams:
 - a. Sponsoring a softball, baseball or basketball team is discouraged in organized leagues because of tremendous cost which benefits only a few.
8. Umpires:
 - a. Clubs should not pay for umpires at exhibition games. Regular league games will be umpired by officials who are paid through the Recreation Board.
9. Public Address Systems:
 - a. Adult Recreation Clubs are jointly responsible to see that P.A. announcements are properly made -- at no time permitting advertising announcements, political talks or such.
10. Advertising:
 - a. No advertising matter (club name excepted) of any kind permitted outside of concession stand.
11. Sportsmanship:
 - a. Good sportsmanship is one of the main objectives of all recreation programs. Adult Clubs are in a good position to aid in promoting good sportsmanship on their playground at all times.
12. Requests for Equipment:
 - a. Requests for equipment such as public address system, platforms, chairs, lights, etc. should be made through the playground director in the summer, and directly to the Recreation Office at other times. Requests must be in at least 36 hours before time of use.

ADULT CLUB'S YEARLY STATEMENT

Adult Club Financial Statement - 19_____

Balance in Treasury as of January 1, 19_____ \$_____

Receipts: Concession Stand Sales.....\$_____

Parties, Socials, etc.....\$_____

Gifts.....\$_____

Fees.....\$_____

Others (List and Amounts).....\$_____

Total Receipts.....\$_____

Total Receipts plus Balance.....\$_____

Expenditures: Concession Stand Purchases.....\$_____

Concession Stand Expense.....\$_____

Playground Equipment (list and amount)...\$_____

Others (list and amounts).....\$_____

Total Expenditures.....\$_____

Balance in Treasury.....\$_____

The above statement, to the best of my knowledge, is correct--

(Chairman, Auditors Com.) (Address) (Phone)

(Club President) (Address) (Phone)

(Club Treasurer) (Address) (Phone)

Complete this form in triplicate; send two copies to Recreation Department (One copy is for Park District); retain third copy for file.

CHAPTER VII

The budget for the Tuscola Recreation Department is set up under an object classification. The main headings are: I. Services personal; II. Services Contractual; III. Commodities; IV. Current Charges; V. Current Obligations; VI. Properties; and VII. Debt Payments.

- I. Includes salaries and wages of regular and temporary workers.
- II. Covers such items as communications, transportation, subsistence and care of vehicles. Printing, binding, advertising, heat, light, water and power, repairs and janitorial and other services are also covered.
- III. Office and recreation supplies, fuel, building materials and repairs.
- IV. Rent of buildings and equipment, insurances, registrations, and taxes are included.
- V. Interests, pensions, grants and subsidies.
- VI. Equipment of all sorts; buildings and improvements; trees shrubs and land purchases.
- VII. Serial bonds and sinking fund installments.

BUDGET TUSCOLA, ILLINOIS

INCOME:

TAXES		\$ 4,211.30
Donation by the Jr. Chamber of Commerce		\$ 2,000.00
TOTAL:		<u>\$ 6,211.30</u>

EXPENDITURES:

SERVICES PERSONAL--1000		\$4,462.50
Salaries of regular employees:	\$2,000.00	
1001-Superintendent		
1005-Director of C.C.-5 hr. per. day, 5 days a wk. 39 wks. \$1.50 per hour	<u>\$1,462.50</u>	
	\$3,462.50	
Salaries of part time employees:		
1010-2 summer playground workers 8 wks. 40.00 per wk.	640.00	
1015-one day camp director and 2 days day camp, 3 days playground 8 wks. 45.00 per wk.	<u>360.00</u>	
	\$1,000.00	
Services CONTRACTUAL -2000		\$ 173.80
2001-A.T.&T.	55.00	
2002-Postage and Mailing	40.00	
2003-Printing and Advertising	<u>78.80</u>	
	\$ 173.80	
COMMODITIES-3000		\$1,250.00
3001-Program Supplies Playground	355.00	
Arts and Crafts 100.00		
Athletic Equipment 190.00		
Games and Music, drama <u>65.00</u>		
	\$355.00	
Program Supplies Community Center	295.00	
Arts and Crafts 100.00		
Athletic supplies 100.00		
Music, drama, and game 40.00		
Special activities supplies <u>55.00</u>		
	\$295.00	
3003-Office Supplies	200.00	
3004-Maintenance Supplies Plgd. and C.C.	200.00	
3005-Repair Supplies	100.00	
3006-Misc. Commodities	<u>100.00</u>	
	\$1,250.00	
CURRENT CHARGES AND OBLIGATIONS-4000		125.00
4001-Insurance	75.00	
4002-Memberships	30.00	
4003-Awards	<u>20.00</u>	
	\$125.00	
Properties-5000		200.00
5001-Office equipment	200.00	
TOTAL EXPENDITURES		<u>\$6,211.30</u>
Total Income		\$6,211.30

SWIMMING POOL BUDGET

SERVICES PERSONAL:

Pool Manager	
\$75.00 per week	
13 weeks	975.00
4 life guards	
48 hours per week	\$ 2,667.50
1.25 per hour, 11 weeks	
3 basket and towel	
boys 48 hr. per wk.	
\$30.00 per wk. 11 wks.	<u>990.00</u>
	\$ 4,632.50

The personnel budget is all that will be figured in this paper.

The estimates for the cost of the pool operation would include water filtration, chlorination, cleaning of pool, maintenance of locker rooms, cost of towels, and many other items.

BUDGET ADJUNCT

The superintendent of recreation is hired by the school board to teach P.E. and health in the schools. His starting salary for this job would be \$4,000.00. This amount would be in addition to the \$2,000.00 he receives from the recreation department.

The schools also allow the recreation department to use the school gym, for no charge. At the present time no upkeep such as heat, lights, etc. for the Community Center is paid for by the recreation department. These items are taken care of by the Jr. Chamber of Commerce who own the building. The Jr. Chamber of Commerce also donates \$2,000.00 to the recreation fund to pay for leadership in the Community Center. The hiring of the personnel for the center is handled by the recreation department.

Cost of maintenance of the parks is absorbed by the city park department which is now paying for such services. The recreation department will have to buy for such items as lime (to line the fields) and light bulbs for the ball diamonds.

The electric bill for all of the lights in the park are paid for by National Petro Corporation.

It is possible that Petro will donate some money for athletic equipment besides continuing to pay for the electric cost. In return an industrial league is to be organized by the recreation department. The industrial leagues will be self supporting.

The insurance item in the budget is accident and health insurance for the recreation staff and does not cover liability for participants in the playground or center.

CHAPTER VIII

GENERAL PRE-SEASON PREPARATIONS

1. Go over and check the budget for the amount of money you have allotted for the summer program. The facilities you are going to use should be gone over to see if any changes or repairs are needed for the coming program. This should be done in April before the parks are opened the first of May. Equipment for the program should be repaired or new supplies bought to replace any that are needed.
2. In February, March and April the summer recreation leader should be contacted and hired for the summer. By starting this early, it is easier to get people you want and need, instead of just taking the leftovers.
3. Publicity for the summer program should start around the first of May. One of the first releases should be whom you have hired for the summer to be the playground leaders. This should be done through the papers of the community. Then a summer program schedule can be sent home with all of the school children, at the end of May. The program should also be distributed to the council, mayor, newspapers, radio stations, the school, and all of the local service clubs. In this way the coverage will be thorough to all age groups. All through the season announcements about special events and coming activities should be made. These should be posted in the parks and in the newspaper. The local radio station could be used for publicity of the summer program and special events.
4. A basic check list for opening of the summer program is necessary. An inventory list for each playground should be made up with all of the supplies necessary or to be used in the summer program included. The inventory should be made at the beginning of the season and rechecked at the close. The inventory should be made in duplicate or triplicate, with one copy for the playground, another for the superintendents' office and a third copy for the storeroom. As additional items are issued or returned, they are added or checked off the list.
5. Neighborhood adult councils should have a meeting in May and at this time decide upon their summer activities so they can be included in the over all program. Such things as the refreshment stand operation should also be decided upon at this May meeting. The prices and all other policies regarding the stand are decided upon at this meeting.

STATEMENT OF OBJECTIVES OF THE PLAYGROUND PROGRAM

1. To reach the most and include the most participants with least amount of work on the part of the directors and leaders.
2. Variety is a must in any playground program that is to attract and hold the interest and participation of a large number of children of different ages. The program that provides a rich offering in only one or two fields, such as sports or drama, will fail to attract or serve the needs of many.
3. Coordination of activities on the playground is important. Many of the various activities are carried on independently of one another and little or no attempt is made to relate or coordinate them. A common goal and purpose with enthusiastic leadership carries the program far.
4. It is necessary to achieve a well-balanced program, because otherwise some aspect is bound to be overemphasized. A common weakness in program planning is the tendency to provide so few events and special activities that many children find little to attract them or to retain their interests. At the other extreme is the program which is so full and varied and which includes so many featured events that the playground schedule is constantly crowded. As a result, pressure is exerted on children to take part in the scheduled activities and upon the leaders to see that the program is carried out.
5. When planning the program, such questions as these should be asked to aid in determining the contributions of each activity. "How does this activity aid in achieving total program objectives?" "Does it bring enjoyment and satisfaction?" "Has it creative values?" "Can it contribute to social relations?"
6. The program planned for the playgrounds should give the following things to each individual: Happiness, Learning, Health, Developments of talents, Satisfaction, Competition, Socialization, Balanced growth, Citizenship, Democracy, Creativeness, Character and Individualism.

TRAINING INSTITUTE

A pre-season training institute for playground leaders is considered a prerequisite to a successful playground season. It is impossible to prepare a person for playground leadership in a few days; but an intensive course dealing with playground objectives, methods, activities, and problems serves a useful purpose. To experienced workers, it serves as a refresher course, provides additional skills, and is a means of preparing for the special projects to be carried on during the summer. To new workers it supplements their college studies by providing an understanding of their duties, an introduction to playground activities, and a guide to the solution of playground problems.

Important things to consider in planning your institute are: the length, dates, time of sessions, the meeting place, the faculty or people you will use, and an announcement of the meetings outlined with the nature of material covered. The contents of the institute should include: 1. covering of the objectives of the program, functions and duties of the playground leader, and major problems that may arise on the playground and methods of dealing with them; 2. several types of popular playground activities, and how to present and conduct them; 3. try to intersperse lecture and discussion periods with periods devoted to participation in activities, demonstrations and practice leadership; 4. utilize every opportunity to relate discussions or participation periods to the local playground situation and to problems the workers will face; 5. the opening session set the tone for the entire institute; 6. try to close the institute on a high note, possibly with a party, picnic, dance or the like.

A possible institute schedule for a two day institute:

FIRST DAY

- 9:00 a.m. A movie on leadership, perhaps "Leaders for Leadership."
 9:30 a.m. Lecture and discussion - Playground administration and policies.
 10:30 a.m. Activity - Low organized games - simple playground games, such as horseshoes, croquet, etc.
 12:00 a.m. Lunch break
 1:30 p.m. Lecture and demonstration - storytelling technique - musical activities, creative dramatics.
 3:00 p.m. Workshop - crafts
 4:30 p.m. Lecture - Quiet group activities
 5:00 p.m. Break

SECOND DAY

- 9:00 a.m. Lecture and discussion - Nature programs.
 10:00 a.m. Lecture and demonstration - First Aid Safety.
 11:00 a.m. Team sport activities - Volleyball, softball, etc.
 12:00 a.m. Lunch Break
 1:30 p.m. Lecture and discussion - Rainy day programs.
 2:00 p.m. Special events - discussion.
 2:30 p.m. Table games - lecture and demonstration.
 3:30 p.m. Lecture - use of volunteer and junior leaders.
 4:00 p.m. Announcements and assignments.
 7:00-9:00 p.m. Activity - party program.

There will be a summer staff meeting every Monday morning, for discussion of the coming weeks program, the crafts, and other activities. This will also be a period to iron out any problems the staff is having with their playground or participants.

AGE GROUPINGS AND CLASSIFICATIONS:

For most activities it has been found helpful to break down the playground participants into age or group classifications. Following is a possible break down for age groups:

Pre-school	4-7 years	Young adults	19-25 years
Midgets	7-8 years	Young married	20-35 years
Juniors	9-11 years	Middle aged	35-60 years
Intermediates	12-15 years	Oldsters	60 and up
Senior	16-18 years		

AWARDS:

Awards will be limited to certificates which will cover all types of activities. It is possible to give a medal for some types of activities such as team sports. The medal would be on the order of those given by the I.M. department at the University of Illinois. Both types of awards are attached.

SPECIAL EVENTS:

MOVIE SCHEDULE:

June 27th--"The Black Arrow"--Louis Hayward, Janet Blair
 July 4th---"Canadian Pacific"--Randolf Scott, Jane Wyatt
 July 11th--"Adventures of Gallent Bess"--Color
 July 18th--"Five Little Peppers at Home"
 July 25th--"The Good Humor Man" -- Jack Carson
 August 1st--"Once Upon a Time"--Cary Grant
 August 18th--"Texas"--Bill Holden, Glen Ford
 August 15th--"Return of Rin Tin Tin"
 August 25th--"Mr. Winkle Goes to War"--Edward G. Robinson

TOURNAMENTS:

2nd week - croquet	Boys and girls	All divisions
3rd week - horseshoes	Boys	Jr., Inter. and Sr.
	Hop scotch	Girls
4th week - Rope jumping	Boys and girls	All divisions
5th week - Volley ball	Coed-3boys-3girls	Jr.Inter.,and Sr.
6th week - Jr. Olympics Track	Boys and girls	All divisions
7th week - Badminton	Boys and girls	Jr.,Inter., and Sr.
8th week - Championship Day	- All winners of weekly tournaments	

SAFETY ON THE PLAYGROUNDS:

Leaders must report all accidents to the recreation office or superintendent. They should also be noted on the daily or weekly playground report. First Aid procedures will be those outlined in the American Red Cross First Aid Textbook. Immediately after a serious accident occurs notify the

Superintendent of Recreation and the parents of the victim. If a doctor is needed, attempt to find out from the victim the name of the family doctor, or this may be obtained from the registration records, or from the parents when they are called. Remember first aid is only a temporary thing and is not meant for a complete treatment.

SUMMER PROGRAM TUSCOLA
THEME
INDIANS OF THE OKAW
VALLEY

FIRST WEEK--JUNE 25-29

Registration of all participants who come to playgrounds
Learn the names of as many children as possible
Discover volunteer and junior leaders as soon as possible
Prepare for next weeks tournament - Croquet
HANDICRAFT - Blue prints and Indian Rings
STORYTELLING - Make this an important part of your program. Make use
of our theme. The recreation office or library will
help supply your needs.
NATURE STUDY - Identify trees on playground
Wed. June 27 - Movie - "The Black Arrow" - Amphitheatre
Tue. and Thurs. - Day Camp
Little League - age 8-12 and Junior League - age 12-15 start
The Industrial League continues - age 16 and up

SECOND WEEK - JULY 2-6

Mond. 9:00 a.m. - Staff meeting
Wed. July 4th - Movie - "Canadian Pacific" - Amphitheatre
Tue. and Thurs. - Day Camp
TOURNAMENT - Croquet - boys and girls - all divisions
HANDICRAFT - Indian bracelets - plaster paris - rock paper weight
NATURE - rock collecting identify
STORYTELLING - Have children dramatize simple stories
Social event - A treasure hunt
Leagues continue to play

THIRD WEEK -- JULY 9-13

Mon. 9:00 - Staff meeting
Wed. July 11 - Movie - "Adventures of Gallent Bess" - Amphitheatre
Tue. and Thurs. - Day Camp
TOURNAMENT - Horseshoes - boys - jr. inter. and sr. divisions
Hop scotch - girls - all divisions
HANDICRAFT - Straw belt weaving and bottle top table pads
STORYTELLING - Encourage children to tell stories - dramatize
SPECIAL - A pet show
Leagues continue to play

FOURTH WEEK -- JULY 16-20

Mond. 9:00 a.m. - Staff meeting
Wed.- Movie - "Five Little Peppers at Home" - Amphitheatre
Tues. and Thurs. - Day Camp
TOURNAMENT - Rope Jumping - Boys and Girls - all divisions
HANDICRAFT - paper and cork projects
STORYTELLING - use action stories, in which children can participate
start getting ready for show night
SPECIAL - Pot luck for whole family - 6:00 p.m.
Leagues continue to play

FIFTH WEEK--JULY 23-27

Mond. 9:00 a.m. - Staff meeting
 Wed. - Movie - "Good Humor Man" - Amphitheatre
 Tues. and Thurs. - Day Camp
 TOURNAMENT - Volleyball - coed-3 boys and 3 girls - jr., inter., sr., divisions
 HANDICRAFT - Reed baskets - paper crafts - animals and indians
 STORYTELLING - get a skit or activity for show night
 Leagues continue to play

SIXTH WEEK--JULY 30-AUGUST 3

Monday 9:00 a.m. - Staff meeting
 Wed. - Movie - "Once Upon a Time" - Amphitheatre
 Tues. and Thurs. - Day camp
 Fri. - GIRLS AND BOYS TRACK JR. OLYMPICS
 HANDICRAFT - Indian Craft - shields, rattles, tom-toms
 STORYTELLING - next week is show night - Wed. 8.

SEVENTH WEEK - AUGUST 6-10

Mon. 9:00 a.m. - Staff meeting
 Wed. - Movie - "Texas" - Amphitheatre
 Wed. - Show night - just before movie
 Tues. and Thurs. - Day camp
 TOURNAMENT - Badminton - girls and boys - jr., inter., and sr. divisions
 NATURE - keep a weather chart for week showing rain, temperature, humidity, etc.
 Social event - Parent Party

EIGHTH WEEK--AUGUST 13-17

Monday - Staff meeting at 9:00
 Wed. - Movie - "Return of Rin Tin Tin"
 Tues. and Thurs. - Day Camp
 Fri. - Closing day
 Fri. - Championship day

Check all supplies and equipment-Everything must be accounted for. Make the last two days of the week as important as any during the summer.
 HANDICRAFT - complete all projects started - see that all craft articles are taken home
 STORYTELLING - Keep your storytelling going - children never tire of it.

DAY CAMP SCHEDULE

FIRST WEEK

- Midgets and jr.
 Tues., June 26 - Identification of trees and making a leaf collection
 Swim session
 Nature games (tree tag - all trees of a certain kind as goal)
 How to build camp fires - types
 Making leaf prints
 Thurs. 28 - Inter. and Sr.
 Same program

SECOND WEEK

- Midgets and jr.
 Tues., July 3 - Identify rocks
 Make a rock paper weight
 Swim session
 Cooking over a camp fire - (different methods)
 Group games
 Thurs., July 5 - Inter. and sr.
 Same program

THIRD WEEK

- Study of pets - a pet show
 Tues., July 10 - Swim session
 Pitching a tent and its care
 Animal games
 Thurs., July 12 - Inter. and sr.
 Same program

FOURTH WEEK

- Insect study - ant hills, butterflies, crickets, etc.
 Tues., July 17 - Collect some insects - attempt to identify them
 Swim session
 How to make blanket rolls and bed rolls and their care
 Relay games
 Thurs., July 19 - Same program

FIFTH WEEK

- Trip to Allerton Park
 Tues., July 24 -
 Thurs., July 26 - Same program

SIXTH WEEK

- Cook out
 Tues., July 31 - How to keep weather charts and predicting weather
 Swim session
 Making Indian gear, baskets, tom-toms, etc.
 Thurs., Aug. 2 - Same program

SEVENTH WEEK

- Overnight camp out - INDIAN POW WOW
 Tues., Aug. 7 -
 Thurs., Aug. 9 - Same program

EIGHTH WEEK

Tues., Aug. 14 - Nature in Music

Nature in Games

Swim Session

Thurs., Aug. 16 - Same program

"TOT LOTS"

I am devoting a special part of my paper to "tot lots." I feel that this part of the program can make the overall program successful. By getting children interested at an early age, we also interest their parents. I feel that it is much more difficult to interest parents of the group that is older. Most of the time the parents of this age group are aware of a program but not what the program is composed of.

I would have the "tot lots" located at the South Ward School and at the Jr. High School. These two schools also house the first two primary grades and the schools could utilize the tot lots during the school year. If the program was successful, then I could add two more and locate them at the new high school and at Ervin Park.

I would have these facilities available at first: sand boxes, blocks (of all sizes), big tiles, climbing and hanging affairs. These pieces of equipment would cost little and yet they would be enjoyed. When the program was running strongly, I would add more equipment. I feel that it is best to add equipment as you incite more interest.

I would start leadership of each of these "tot lots" by making use of my friends. I would go to these friends nearest the tot lot and see them to sell them on the benefits for their children. If I can sell a few of my friends, then it is very logical to assume that they will sell their friends.

Therefore, the entire success of the program depends on me and my salesmanship. It is my belief that I can put the program over.

After the initial publicity in the papers, handbills, radio and word of mouth, the success will still depend on my guidance and the parents' cooperation.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan. 1	2	3 Industrial League Basket ball 7-9 p.m. S.W. school	4	5 Industrial League basket ball 7-9 p.m. S.W. school	6	7
8	9	10 I.L.B.B. S.W. School 7-9 p.m. Adults crafts community center	11	12 I.L.B.B. S.W. School 7-9 p.m.	13	14
15	16	17 I.L.B.B. S.W. School 7-9 p.m. Adult crafts Community center	18	19 I.L.B.B. S.W. School 7-9 p.m.	20	21
22	23 Womens gym class 7-9 p.m. S.W. School	24 I.L.B.B. S.W. School 7-9 p.m. Adult crafts community center	25 Mens gym class 7-9 p.m. S.W. School	26 I.L.B.B. S.W. School 7-9 p.m.	27	28
29	30 Womens gym class 7-9 p.m. S. W. School	31 I.L.B.B. S.W. School 7-9 p.m. Adult Crafts community center	Feb. 1 Mens gym class 7-9 p.m. S.W. School	2 I.L.B.B. S. W. School 7-9 p.m.	3	4
5	6 Womens gym class 7-9 p.m. S.W. School	7 I. I.B.B. S. W. School 7-9 p.m. Adult crafts community center	8 Mens gym class 7-9 p.m. S. W. School	9 I.L.B.B. S. W. School 7-9 p.m..	10	11

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13 Womens gym class 7-9 p.m. S.W.School	14 I.L.B.B. S.W. School 7-9 p.m. Adult Crafts community center	15 Mens gym class S.W. School 7-9 p.m.	16 I.L.B.B. S.W. School 7-9 p.m.	17	18
19	20 Womens gym class 7-9 p.m. S.W.School	21 I.L.B.B. S.W. School 7-9 p.m. Adult crafts community center	22 Mens gym class S.W. school 7-9 p.m.	23 I.L.B.B. S.W. School 7-9 p.m.	24	25
26	27 Womens gym class 7-9 p.m. S.W. School	28 I.L.B.B. S.W. School 7-9 p.m. Adult crafts community center	29 Mens gym class S.W. School 7-9 p.m.	March 1 I.L.B.B. S.W.School 7-9 p.m.	2	3
4	5 Womens gym class 7-9 p.m. S.W. School	6 I.L.B.B. S.W. School 7-9 p.m. Adults crafts community center crafts windup	7 Mens gym class S. W. School 7-9 p.m.	8 I.L.B.B. S. W. School 7-9 p.m.	9	10
11 Crafts exhibit from adult class	12 Womens gym class 7-9 p.m. S. W. School	13 I.L.B.B. S. W. School 7-9 p.m.	14 Mens gym class S. W. School 7-9 p.m.	15 I.L.B.B. S. W. School 7-9 p.m.	16	17
18	19 Womens gym class 7-9 p.m. S. W. School	20	21 Mens gym class S. W. School 7-9 p.m.	22	23	24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26 Womens gym class 7-9 p.m. S.W. School	27	28 Mens gym class 7-9 p.m. S. W. School	29	30	31
April 1	2 Marbles Tournament for boys starts	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 Marbles tournament finals
22 Kite meet girls and boys 2p.m. Ervin Park	23	24	25 Jackstones for girls starts	26	27	28
29	30 Baseball clinic boys 3:30-5:30	May 1	2	3 Baseball clinic boys 3;30-5:30	4	5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7 Baseball clinic Ervin Park 3:30 -5:30	8 Ill. meeting about base- ball community center	9	10 Baseball clinic, Ervin Park 3:30-5:30	11	12
13	14	15 Little League meeting 7:30 Community Center I.L.Baseball practice 7-9 p.m.	16 I.L. Baseball practice Ervin, 7-9p.m.	17 I.L. baseball practice Ervin,7-9p.m.	18	19 Jackstones finals girls Community Center
20	21	22 Little League practice 5-6:30 p.m. Ervin I.L.practice 7-9 p.m.	23	24 Little League practice 5-630 p.m. Ervin I.L. practice 7-9 p.m.	25	26 Girls play day
27	28	29 I.L. practice I.L. practice game 2	30 I.L. practice game 2	31 I.L. Practice I.L. practice game	June 1	2
3	4	5 I.L. Practice Game I.L. Practice 7-9 p.m.	6 I.L. Practice 7-9 p.m.	7 I.L. Practice game I.L. Practice 7-9 p.m.	8	9
10	11	12 I.L. Practice I.L. games start 7-9 p.m. Ervin	13 I.L. games 7-9, Ervin	14 I.L. Practice I.L. games 7-9 Ervin	15	16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17.	19	19 L.L. Practice game I. L. games 7-9 p.m.	20 I.L. games 7-9 p.m.	21 L.L. Practice game Summer staff meeting, Community Center	22 Summer staff meeting Community Center	23
24	25 Park opens with the play ground staff I.L. games away	26 L.L. games start, 5 p.m. Day camp I.L. games away	27 Movie - "The Black Arrow" Amphitheatre	28 L.L. games start 5 p.m. Day camp	29	30
July 1	2 Staff meeting Community Center	3 Day camp L.L. games 5 p.m. I.L. games 7 p.m.	4 Movie "Canadian Pacific" L.L. games 5 p.m. I.L. game, 7 p.m.	5 Day camp L.L. game 5 p.m. I.L. game	6	7
8	9 Staff meeting Community Center I.L. games away	10 Day Camp L.L. game, 5 p.m. I.L. games, 7 p.m.	11 Movie - "Adventures of Gal- lent Bess"	12 Day camp I.L. game, 5 p.m. I.L. Games 7 p.m.	13 Pet Show	14
15	16 Staff meeting	17 Day Camp L.L. game, 5 p.m.	18 Movie-"Five Little Pep- pers at Home" Parent's Pot luck supper 6:00 p.m.	19 Day camp L.L. games 5 p.m.	20 I.L. games 7 p.m.	21 I. L. games 2 p.m.
22 I.L. games 2 p.m.	23 Staff meeting	24 Day camp L.L. game, 5 p.m.	25 Movie "Good Humor Man"	26 Day Camp L.L. games	27	28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 Staff meeting I.L. games 7 p.m.	31 Day camp L.L. games 5 p.m.	August 1 Movie "Once Upon a Time"	2 Day camp L.L. games 5 p.m. I.L. games 7 p.m.	3 Jr. Olympics Track Boys and girls	4
5 I.L. games 2 p.m.	6 Staff meeting I.L. games 7 p.m.	7 Day camp L.L. games 5 p.m.	8 Movie "Texas Show Night" Amphitheatre	9 Day camp L.L. games I.L. games 7 p.m.	10 I.L. games 7 p.m.	11
12	13 Staff meeting	14 Day camp Final L.L. game	15 Movie "Return of Rin Tin Tin"	16 Day Camp Final I.L. game	17 Park closes of playground leaders Championship Day	18
19	20	21	22 Movie	23	24	25
26	27	28	29	30	31	Sept. 1
2	3	4 Flag foot- ball meeting	5	6	7	8

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	10	11	12	13	14	15
16	17	18 Flag football starts H.S. field	19 Flag football	20	21	22
23	24	25 Flag football	26 Flag football	27	28	29
30	October 1	2 Flag football	3 Flag football	4	5	6
7	8	9 Flag football	10 Flag football	11	12	13
14	15	16 Flag football	17 Flag football	18	19	20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
28	29	30	31	November 1	2	3
4	5	6 Meeting I.L. Basketball	7 Open gym night	8	9	10
11	12	13	14 Open gym night	15	16	17
18	19	20 Meeting I.L. Basketball	21 Open gym night	22 Thanksgiving Party	23	24
25	26	27	28 Open gym night	29	30	December 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4 I.L. Basketball S.W. School	5 Open gym night	6 I.L. Basketball S.W. School	7	8
9	10	11 I.L. B. B. S. W. School 7-9 p.m.	12 Open night for gym	13 I.L.B.B. S.W. School 7-9 p.m.	14	15
16	17	18 I.L. B.B. S.W. School 7-9 p.m.	19	20 I.L.B.B. S.W.Schol 7-9 p.m.	21	22 CHRISTMAS PARTY
23	24	25	26	27	28	29
30	31					

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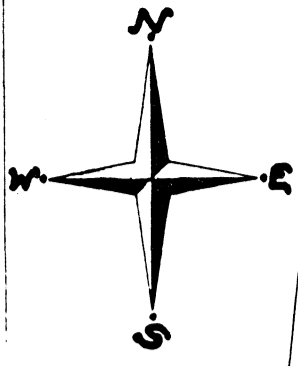
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CITY OF

TUSCOLA ILLINOIS

SECTIONS 27 & 34 TWP. 16 N.-RANGE 8 E. OF THE 3RD P.M.

SCALE 100 FEET =

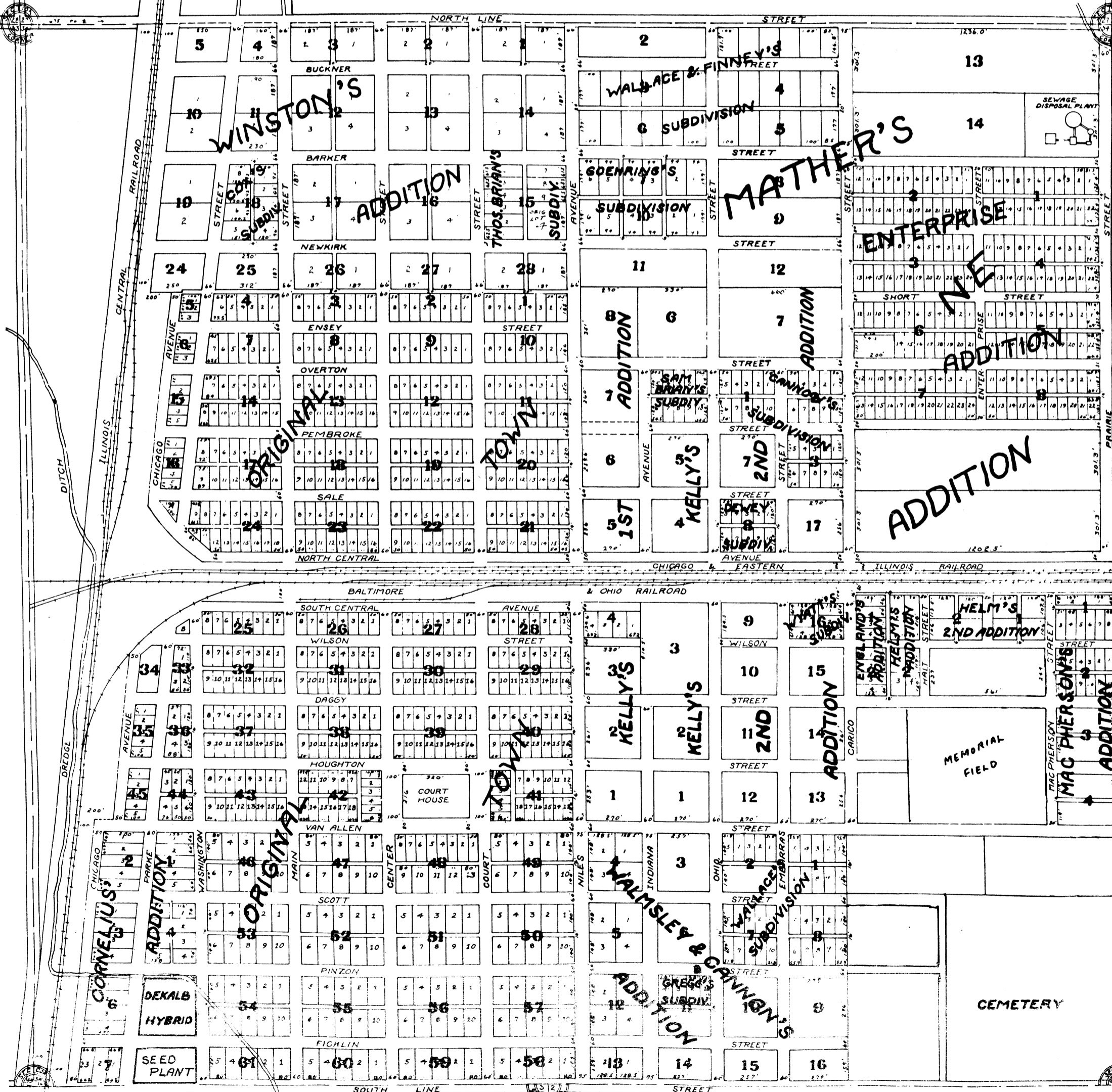
TUSCOLA ILLINOIS

A MODERN COUNTY SEAT CITY IN THE HEART OF THE ILLINOIS CORN AND SOY BEAN BELT, HAVING:-

- THREE RAILWAYS
- THREE SCHOOLS
- NINETY BUSINESS HOUSES
- NINE CHURCHES
- PERMANENT CHAMBER OF COMMERCE

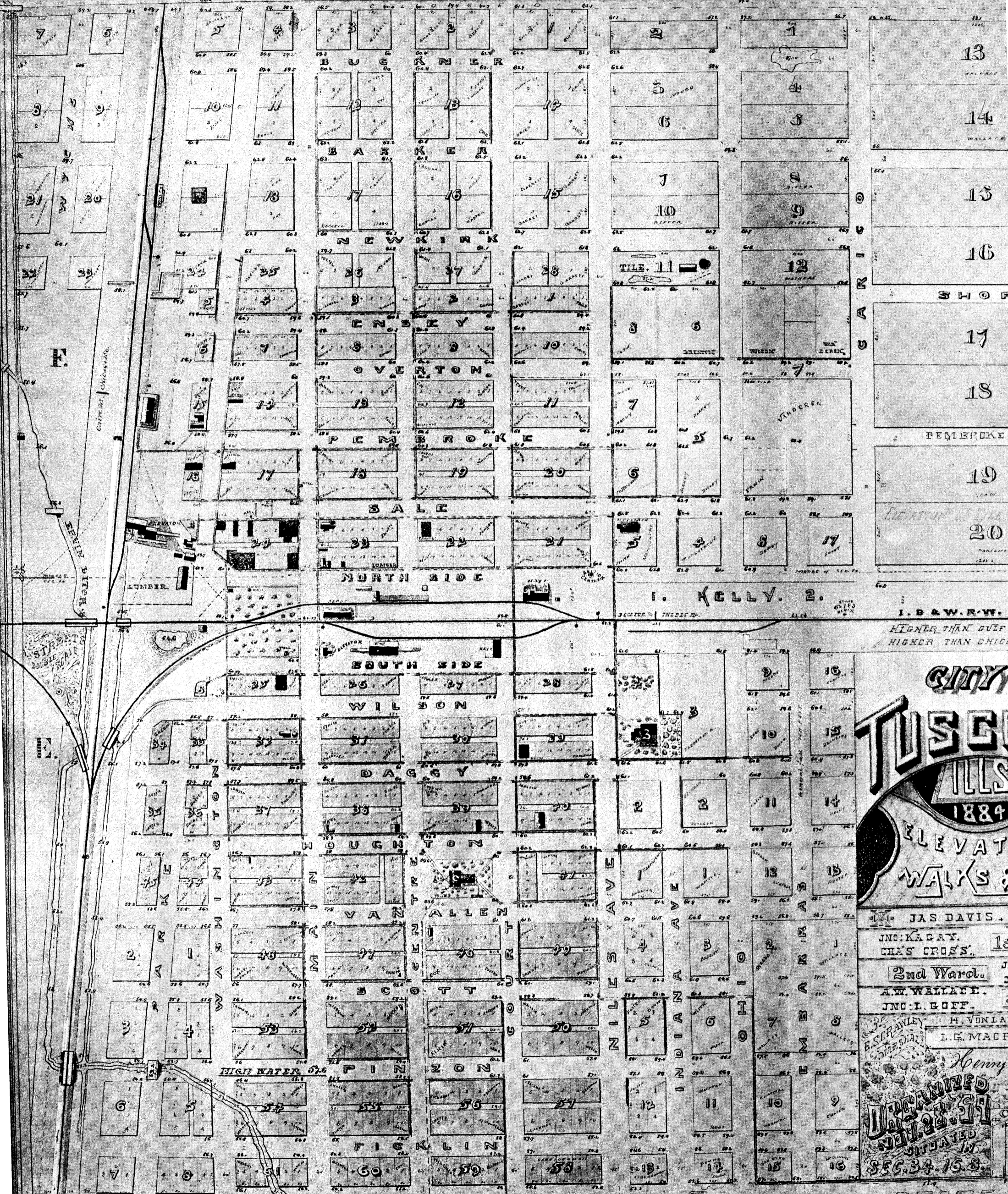
- TWO NEWSPAPERS
- SEPARATE STORM & SANITARY SEWERS
- MODERN SEWAGE DISPOSAL PLANT
- TWO BANKS
- BEAUTIFUL ERVIN PARK
- MODERN HOSPITAL
- CONCRETE AMPHITHEATRE SEATING 5000 PEOPLE

INTERSECTION FEDERAL HIGHWAYS 45 & 36



WINSTON ADD.

MATHERS' N.E. ADD.



CITY OF TUSCOGUMMA
WALKS & STREETS
 1884
 ELEVATION
 HIGHER THAN GULF MOUNTAIN
 HIGHER THAN CHICAGO

JAS DAVIS, D.
 JNO: KADAY, 1st
 CHAS CROSS, 2nd Ward.
 A.W. WALLACE, 3rd
 JNO. L. ROFF, 4th
 H. VANLANE
 L.G. MACPHERSON
 HENRY
 DECEMBER 21, 1884
 SEC. 34. 16. 8.

HIGH WATER 57.6. TILE AT DITCH 61.6. BOTTOM DITCH 50.1. W & E. ADD. 51.403. BOTTOM DITCH 51.6. BOTTOM DITCH 50.6. STATE R. KENSON D. S.D.