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1-1967

## Emile High School Inter scholastic League of Texas- December 1966

Prairie View A&M College

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January 3, 1967

Mr. Bennie Landus Jr., Coach  
Emile High School  
Bastrop, Texas 78602

Dear Mr. Jackson:

In reply to your letter of December 19, 1966, you will please find another set of eligibility blank forms for the 1966-67 school year.

Please feel free to call on us at any time if we may be of assistance to you.

Sincerely yours,

C. D. Yancy  
Director

CDY:s

Enclosure: Set of forms

January 4, 1967

Mrs. L. B. Tubbs  
Route 1, Box 43A  
Oakwood, Texas

Dear Mrs. Tubbs:

I have your letter of December 15, 1966 inquiring whether Extemporaneous Speaking (Formerly Senior Declaiming) and Essay Writing have been combined as one event for league work.

They have not been combined. If you will check page 38 of The Prairie View Interscholastic League Rules and Regulations, you will find rules for Extemporaneous Speaking.

On page 41 of the same book, you will find rules and regulations for Reading Writing Contest which was formerly called Essay Writing.

Please feel free to call on us at any time you think we may be of service to you.

Sincerely yours,

C. D. Yancy  
Director

CDY:s

# HOUSTON INDEPENDENT SCHOOL DISTRICT

JOHN W. MCFARLAND, SUPERINTENDENT  
1300 CAPITOL AVENUE  
HOUSTON, TEXAS 77002

January 4, 1967

RICHARD H. JONES  
ASSISTANT SUPERINTENDENT  
IN CHARGE OF PERSONNEL

ERNEST M. WALLS  
DIRECTOR OF PERSONNEL  
ELEMENTARY SCHOOLS

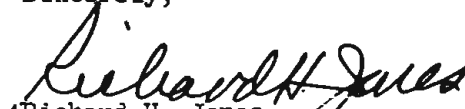
DAVID S. MCLURE  
DIRECTOR OF PERSONNEL

CARL E. MCNEESE  
MANAGER OF REPORTS  
AND RECORDS

College Placement Bureau  
Prairie View A & M College  
Prairie View, Texas

Will you please send the Placement Center Folder on  
Miss Jessie Mae Sanders to the  
Personnel Office of the Houston Public Schools.

Sincerely,

  
Richard H. Jones  
Assistant Superintendent  
in Charge of Personnel



January 4, 1967

1763

Principal Elwood Enge  
Washington High School  
Post Office Box 231  
Groesbeck, Texas 76642

Dear Principal Enge:

I am returning your 1966-67 Basketball Eligibility Blank, because it is incomplete.

In checking our files, we found that Willie D. West had not been "previously reported".

Please make correction and return blank to our office.

Very truly yours,

C. D. Yancy  
Director

CDY:pp

Enclosure

1/11/67

*Cleared*  
*Moore High School*  
*Waco, Texas*

January 5, 1967

11 41 1764

WACO, TEXAS

**FISCAL DEPARTMENT**

WACO, TEXAS

Mr. J. J. Wilson, Principal  
Moore High School  
Waco, Texas

Dear Mr. Wilson:

This letter is to inform you that the check #4410 in the amount of eleven dollars and thirty cents (\$11.30) for league materials sent to us by Mr. F. V. Webster was not honored by his bank because the check did not bear enough signatures.

There is a two dollars (\$2.00) service charge here on campus for all checks returned. Therefore, please send us thirteen dollars and thirty cents (\$13.30) and we shall return the bad check to you.

Thanks for your immediate attention given to this matter.

Sincerely yours,

C. D. Yancy  
Director

CDY:s

[Handwritten notes and lines]

TOTAL

Kindly remit the above

FISCAL DEPARTMENT  
[Faint handwritten notes]

PRAIRIE VIEW A & M COLLEGE

F I S C A L D E P A R T M E N T

PRAIRIE VIEW, TEXAS

December 15, 1966

FISCAL OFFICE MEMORANDUM

TO: PRAIRIE VIEW A & M COLLEGE EMPLOYEES

SUBJECT: RETURNED CHECKS

THE FISCAL DEPARTMENT HAS A POLICY OF NOT HONORING PERSONAL CHECKS DRAWN BY AN EMPLOYEE WHO HAS HAD THREE CHECKS RETURNED BY HIS BANK FOR INSUFFICIENT FUNDS. THIS OFFICE ALSO RESERVES THE RIGHT TO DISCONTINUE HANDLING AT ANY TIME CHECKS OF PERSONS WHO FAIL TO REDEEM THEM PROMPTLY.

OUR RECORDS SHOW THAT YOU HAVE HAD \_\_\_\_\_ CHECKS RETURNED.

(I) Needs more than 1 signature.

Mr. C. D. Yancy

The item checked below was not honored by the bank drawn on:

<input type="checkbox"/>	Your personal check	\$ _____
<input checked="" type="checkbox"/>	Service charge	2.00
<input checked="" type="checkbox"/>	Check endorsed or cashed by you	<u>11.30</u>
TOTAL	By: F. V. Webster Moore High School, Waco, Texas	\$ <u>13.30</u>

Kindly remit the above amount by return mail.

FISCAL DEPARTMENT

*Miss Sheppard will you please write a letter to F.V. Webster of Moore High School informing him that his pay 11.30 was not honored by his bank and that there is a \$2.00 service charge by the bank, here, please send \$13.30 and we shall return the bad check, Thanks,*

MOORE HIGH SCHOOL  
OFFICE OF THE PRINCIPAL  
WACO, TEXAS

# WACO INDEPENDENT SCHOOL DISTRICT

WACO, TEXAS

## MEMORANDUM

To: Mr. C. D. Yancy  
Director  
Prairie View ISD Scholastic League

Subject: Check

Date: January 10, 1957

Dear Sir:

Enclosed is properly signed check with \$2.00 service charge included. We are sorry that it was not properly countersigned.

Sincerely,

MOORE HIGH SCHOOL  
OFFICE OF THE PRINCIPAL  
WACO, TEXAS

Signed: 



STUBBINS, WILSON DISTRICT  
DISCUSSION  
FLUOROSCOPY  
Jan 11 1967

January 6, 1967

Mr. Richard H. Jones, Assistant Superintendent  
in Charge of Personnel  
Houston Independent School District  
1300 Capitol Avenue  
Houston, Texas 77002

Dear Mr. Jones:

I have your letter of recent date, requesting information on Miss Jessie Mae Sanders.

In checking our files, we have not been able to locate a folder for this applicant. However, if Miss Sanders would contact us directly, we maybe able to assist you further.

If we may assist you further, please let us know.

Very truly yours,

C. D. Yancy  
Director

CDY:pp

Estimate  
Fidelity Union

VII - 21  
2

January 6, 1967

Mr. B. S. Griffin, Principal  
Charles R. Drew High School  
Crosby, Texas

Dear Principal Griffin:

I am herewith returning your 1966-67 Basketball Eligibility Blank because the Date of First Enrollment in the Eighth Grade for the following students is not filled in:

Forcha, Clifton  
Goudeau, John  
Huff, Athelia  
Wilson, Charles

Please fill in this information and return to us.

Thanks for your attention given to this matter.

Sincerely yours,

C. D. Yancy  
Director

CDY:s

Enclosure

# WOODALLEN

PHOTOGRAPHERS

TELEPHONE JACKSON 6-1747  
3505 LOUISIANA STREET  
HOUSTON, TEXAS 77002

07

January 6, 1967

Mr. C. D. Yancy  
Prairie View College  
Interscholastic Dept.  
Prairie View, Texas

Dear Mr. Yancy;

Your color print has been ready since  
December 10, 1966. If you will send us  
a purchase order we can mail it if you  
are unable to pick it up.

*Frances Woodallen*

(Mrs.) Frances Woodallen



*Lansville Independent School District*

ALLEN HIGH SCHOOL

*Lansville, Texas - 75667*

January 9, 1967

*Handwritten initials and numbers, possibly "H-3" and "A-2".*

Mr. C.D. Yancy, Director  
of Interscholastic League  
Prairie View College  
Prairie View, Texas

Dear Sir,

It has just come to our attention that our membership fee of \$25.00 has not been remitted. We regret this oversight and herein submit same.

Please find attached an order for materials to be used in the District Meet. A second check is enclosed to cover the cost.

Yours truly,

*Handwritten signature of Norman L. Moorehead.*

Norman L. Moorehead  
Principal

Enc:  
Checks for \$25.00  
9.50



VII - 4  
AA

January 11, 1967

41 1769

Principal N. L. Archie  
Washington High School  
507 Avenue K  
Conroe, Texas 77301

Dear Principal Archie:

I am returning your 1966-67 Basketball Eligibility Blank, because it is incomplete.

In checking our files, we have found that Charles Davis, Lawrence Jackson and Charles Newson had not been "previously reported". Also, the blank is not signed. (See red checks).

Please make corrections and return blank to our office.

Very truly yours,

C. D. Yancy  
Director

CDY:pp

Enclosure

UI-7  
AA

January 11, 1967

41 17-0

Principal L.C. Davis  
Anderson High School  
Madisonville, Texas 77864

Dear Principal Davis:

I am returning your 1966-67 Basketball Eligibility Blank, because it is not type written.

Please read Rule 17 under Boys' Basketball Plan in the Rules and Regulations of the Prairie View Interscholastic League of Texas.

Please make correction and return blank to our office.

Very truly yours,

C. D. Yancy  
Director

GDY:pp

Enclosure

TV-3 AAA

NOT TO BE RECORDED

7710000921114

January 11, 1967

Principal George Perkins  
Carver High School  
P. O. Box 6158  
Baytown, Texas 77520

Dear Principal Perkins:

I am returning your 1967-67 Basketball Eligibility Blank, because it is incomplete.

In checking our files, we have found that Berry Williams has not been "previously reported". Also, the eligibility blank has no signature.

Please make corrections and return eligibility blank to our office.

Very truly yours,

C. D. Yancy  
Director

CDY:pp

Enclosure

300000

Eligibility Blank

# Elgin Independent School District

"Better Schools Build Better Communities"

EDWARD BRANDT, PRIN., ELEM.  
D. P. JOHNSON, PRIN., WASHINGTON

ELGIN, TEXAS 78621

K. H. THORMAHLEN, PRIN., JR. HI.  
W. S. GRUBBS, PRIN., HI. SCHL.

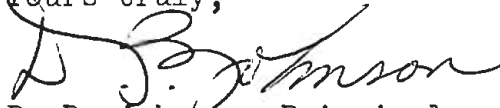
January 11, 1967

Mr. C. D. Yancy, Director  
Interscholastic League  
Prairie View A & M College  
Prairie View, Texas

Dear Mr. Yancy:

Please let us know about what date we may expect  
to receive the district football trophy.

Yours truly,



D. P. Johnson, Principal

DPJ/ghd



*Trophies were ordered sent to your school Monday Jan. 9,  
1967 you should have it by now*



DISTRICT SUPERINTENDENT  
Neal Royer

ASSISTANT SUPERINTENDENT  
James G. D'Avis

DIRECTOR OF INSTRUCTION  
Mrs. Helen Petersen

BUSINESS MANAGER  
C. E. Bradley

CAMPBELL UNION SCHOOL DISTRICT

155 North Third Street  
CAMPBELL, CALIFORNIA 95008

Phone: 378-3405

TRUSTEES

PRESIDENT  
William A. Parton

CLERK  
Mrs. Eleanor Graham-Armstrong  
Howard E. Guilbert  
Roy Howard  
John M. Merriell

January 13, 1967

41 773


Teacher Placement Office  
Prairie View A & M College  
Prairie View, Texas

Gentlemen:

Mrs. Maizie Helen Stell Orr has applied for a teaching position in the Campbell Union School District.

Will you please forward any letters of recommendation that you may have on file regarding this applicant?

Sincerely,

  
\_\_\_\_\_  
(Mrs.) Melva Miller  
Administrative Clerk

mm

*Washington High School  
Elgin, Texas  
Class A*

January 13, 1967

Principal D. P. Johnson  
Washington High School  
Elgin, Texas 78621

Dear Principal Johnson:

I have your letter of recent date, indicating that you had not received your District Football trophy.

On January 9th, a request was made to C & S Sporting Goods Company that the trophies be sent. You should have received your trophy by now.

If we may assist you further, please let us know.

Very truly yours,

C. D. Nancy  
Director

GDY:pp

*Timpson High School*

*J. A. Alexander, Principal*

*Box 368*

*Timpson, Texas 75975*



January 13, 1967

Mr. C. D. Yancy, Director  
Prairie View Interscholastic League  
Prairie View, Texas

Dear sir:

I am asking your help with a problem that is developing in our district relative to the eligibility of a boy from Concord High School. The boy under question is D. Tamplin Jr. It seems that he started playing interscholastic league basketball and baseball in 1962-63. If this is true it seems that he would have played out his time in 1965-66, eventhough he was in the eighth grade when he started in 1962-63.

*J. A. Alexander*  
J. A. Alexander

January 15, 1967

EX-11 1776

Mrs. Melva Miller, Administrative Clerk  
Campbell Union School District  
155 North Third Street  
Campbell, California 95008

Dear Mrs. Miller:

I have your letter of recent date, requesting information on Mrs. Maizie Helen Stoll Orr.

In checking our files, we have not been able to locate a folder for this applicant. However, if Mrs. Orr would contact us directly, we may be able to get further information.

If we may assist you further, please let us know.

Very truly yours,

C. D. Yancy  
Director

CDY:pp

RECEIVED  
JAN 17 1967  
CAMPBELL UNION SCHOOL DISTRICT  
CAMPBELL, CALIFORNIA

Personnel Division  
135 Van Ness Avenue  
San Francisco, California 94102

January 15, 1967

36 41 1777

Office of the Personnel Division  
San Francisco Unified School District  
135 Van Ness Avenue  
San Francisco, California 94102

To whom this may concern:

This is a reply to your letter of recent date, requesting information on Robert Edward Lee.

In checking our files, we have not been able to locate a folder for this applicant. However, if Mr. Lee would contact us directly, we maybe able to get further information.

If we may assist you further, please let us know.

Very truly yours,

C. D. Yancy  
Director

CDY:pp

Personnel Division  
135 Van Ness Avenue  
San Francisco, California 94102

Date: JANUARY 11, 1967

LEE, ROBERT EDWARD  
re: \_\_\_\_\_

The application of this candidate will be seriously affected by your reply to the following questions. Your IMMEDIATE REPLY obviously is important to the candidate. (Note to San Francisco Principals: If student teaching is now in progress, please submit a tentative report at this time.)

TEACHER PLACEMENT OFFICE  
PRAIRIE VIEW A & M COLLEGE  
PRAIRIE VIEW, TEXAS

The above-named applicant is applying for a position as:

SECONDARY TEACHER

1. Under what circumstances, and for how long, have you known this candidate? \_\_\_\_\_
2. Does this candidate's behavior depart in any way from the norm sufficiently to interfere with good personal relations, or the performance of duties? \_\_\_\_\_ If "Yes", please explain on the back of this sheet.
3. Does he work in harmony with fellow-workers, supervisors, and others? \_\_\_\_\_
4. Do you know any reason why he should not work around children? \_\_\_\_\_
5. If you are familiar with this candidate's abilities as a teacher or student teacher, please circle (a), (b), (c), or (d) below:
  - (a) An excellent teacher; one I would like to have in my school.
  - (b) A good teacher; one I would be willing to have in my school.
  - (c) An inadequate teacher; one I would not want to have in my school now; but one who might improve.
  - (d) An unsatisfactory teacher; one I would not want in my school under any circumstances.
6. Has this applicant, to your knowledge, ever been arrested for other than minor traffic violations? \_\_\_\_\_ If so, please give the facts known to you on reverse side of this inquiry, or in space provided below.
7. Additional comments concerning the character and professional promise of this applicant are invited. Please make them on the back of this sheet, if more space is needed.

Signature: \_\_\_\_\_

PLEASE USE THE ENCLOSED STAMPED  
RETURN ENVELOPE FOR REPLY.

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FORT WORTH PUBLIC SCHOOLS**

COMO JUNIOR-SENIOR HIGH SCHOOL

4001 LITTLEPAGE

FORT WORTH, TEXAS 76107

OSCAR M. WILLIAMS, JR.  
Principal

ALLISON SMART, JR.  
Vice-Principal

MRS. ROBNETT Y. SPATES  
Vice-Principal

January 17, 1967

78

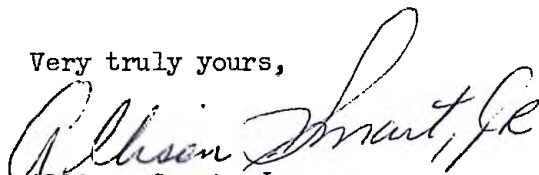
Mr. C. D. Yancy, Director  
Interscholastic League  
Prairie View A. and M. College  
Prairie View, Texas

Dear Sir:

In regards to your letter dated January 16, 1967 concerning the mailing of Eligibility Lists, we would like to inform your office that the request was completed and mailed to you along with one to the District Director and member schools that constitute District IAAA.

We do have our copy available to mail to you, if you so desire.

Very truly yours,

  
Allison Smart, Jr.  
Vice-Principal

AS:bj

L. C. ANDERSON HIGH SCHOOL

900 THOMPSON STREET  
AUSTIN, TEXAS 78702

January 19, 1967

1719



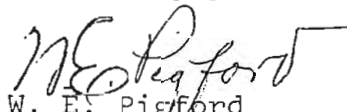
Mr. C. D. Yancy, Director  
Prairie View Interscholastic League  
Prairie View A & M College  
Prairie View, Texas

Dear Sir:

Your letter of January 16 stated that you had not received our basketball eligibility list for this season.

As usual, this list was mailed to your office and the District Director well in advance of the deadline, and I feel there must be a mistake or oversight somewhere. We have our copy and are sure that this list has been sent.

Very truly yours,

  
W. E. Pigford  
Principal

WEP:it



January 19, 1967

Miss Leticia Ann Starks  
522 Shawnee  
Macomb, Texas

Dear Miss Starks:

In reply to your letter of January 13, 1967, we are sending the enclosed forms that will supply us with the information needed to enable us to set up a folder on you, and place you in our active file.

Please fill these forms out in the following manner:

1 Confidential Rating:

To be filled out by supervisor of Student Teaching, Superintendent, Principal, or someone who knows you well.

1 Confidential Recommendation by Faculty Instructor:

To be filled out by someone in your Major or Minor field.

1 Application:

To be filled out by you, along with a copy of your transcript and two application pictures.

With this information available, we can recommend you when an opening in your area occurs.

Please feel free to call on us at any time you think we may be of assistance to you.

Sincerely yours,

C. D. Yancy  
Director

CDY:b

Enclosure (3)

TE-11  
AA

# J. H. ROWE SCHOOLS

J. F. PARNELL, SUPERINTENDENT

PHONE (713) DU 4-4461

DRAWER 330

JASPER, TEXAS 75951

SHERMAN COLEMAN

PRINCIPAL  
HIGH SCHOOL

P. V. MALONE

PRINCIPAL  
ELEMENTARY SCHOOL

January 20, 1967

Mr. C. D. Yancy, State Director  
Prairie View Interscholastic League of  
Texas  
Prairie View A. and M. College  
Prairie View, Texas

Dear Mr. Yancy:

Will you please send us the following form:

5 Band Concert Forms

This is a second request. Thank you very much for your immediate attention.

Yours very truly,



Sherman Coleman, Principal  
J. H. Rowe High School

SC:aml

P.S. We do not need any more Sight Reading Forms because we have enough of those forms.



CARY M. ABNEY  
P. O. Box 68  
Waskom, Texas 75692

Principal:  
Colonel Cash

Coach:  
Cedell Mitchell

January 20, 1967

Mr. T. H. Burton  
District Director  
Southside High School  
Hawkins, Texas

Dear Mr. Burton:

Attention: Letter of Protest

This letter concerns the game which was played between Waskom and Hawkins on the night of January 19, 1967.

During this game one official called a lane violation on the Southside Team, and the other official, Mr. L.C. Warren awarded a basket to the Southside Team. The coach of the Waskom Team stood up without making any gestures or making any remarks. The official who had awarded the Southside Team a basket after the lane violation then replied, "YOU BETTER SIT YOUR BUTT DOWN!!". The coach of the Waskom Team responded immediately to this derogatory remark. That same official then called a technical foul on the Waskom Coach. The derogatory remark and the follow-up with a technical foul, which was obvious after such a remark suggests that the outcome of this game was predetermined by the officials in favour of the host team.

There were other calls made and some which were not made, which showed unsportsmanship on the part of the officials toward the Waskom Team.

Mr. Director, I would like to recommend that this protest be brought before the committee at our next meeting and the necessary measures be taken.

Yours for better sports,

*Cedell Mitchell*  
Cedell Mitchell, Coach

*Colonel Cash*  
Colonel Cash, Principal

CM: jw

JOHN H. WOODR  
PRINCIPAL, HIGH SCHOOL

TRUMAN L. GREEN  
PRINCIPAL, ELEMENTARY SCHOOL

## HAWKINS PUBLIC SCHOOLS

CHARLES C. BARNOR, SUPERINTENDENT  
HAWKINS, TEXAS

January 22, 1967

T. H. BURTON  
PRINCIPAL,  
FOURHAWKINS HIGH SCHOOL

1.6 41 1783

To: Member of P.V. I.L. District I  
From: T. H. Burton, District Director  
Greetings:

Enclosed you will find a letter of protest by the Abney High School concerning a game played at Hawkins against the Hawkins Southside School. The protest is self-explanatory. I am sending you a copy as it is to be placed on the agenda for our meeting on Wednesday, January 25, 1967.

In order to facilitate our deliberations and disposal of the protest, I am asking each school representative to read Articles 19 and 21, page 91, of the Boys Basketball Plan. Attention is called to sentences six and three of Articles 19 and 21 respectively.

Yours truly,

*T. H. Burton, Sr.*  
T. H. Burton, Sr./D

JOHN M. MOORE  
PRINCIPAL, HIGH SCHOOL

TILLMAN L. GREEN  
PRINCIPAL, ELEMENTARY SCHOOL

## HAWKINS PUBLIC SCHOOLS

CHARLES C. HARMON, SUPERINTENDENT  
HAWKINS, TEXAS

T. H. BURTON  
PRINCIPAL,  
FOUKE-HAWKINS HIGH SCHOOL

January 22, 1967

Mr. C. D. Yancy, Director P.V. I.L.  
Prairie View A & M College  
Hempstead, Texas

Dear Mr. Yancy:

Enclosed is a letter of protest from Abney High School concerning a basketball game with Hawkins Southside School. The protest is self-explanatory. Please give me the State Committee's ruling on such a protest.

Our Executive Committee will meet Wednesday, January 25, 1967; and we would like to have your answer for that meeting. I am enclosing a stamped-addressed envelope for your answer.

Yours truly,

  
T. H. Burton, Sr./D

VIII-4  
A

January 23, 1967

Principal John R. Turner  
G. W. Carver High School  
New Waverly, Texas 77358

Dear Principal Turner:

I am herewith returning your 1966-67 Basketball Eligibility Blank because it is not typed written. We cannot accept any blanks that are not typed or a photostatic copy.

If at any time we may be of further assistance, please let us know.

I am enclosing another set of blanks for your convenience.

Sincerely yours,

C. D. Yancy  
Director

CDY:s

Enclosures

III-19  
AAA

P.O. Box 961  
Cossicana, Texas  
January 23, 1967  
4. 1986

Texas Interscholastic League  
Prairie View College  
Prairie View, Texas

Dear Sir:

Please forward me a concert entry sheets.  
Thanking you in advance. I remain.

Sincerely yours,  
Morris G. Hart  
Band Director, Jackson School



Mailed 1-24-67

January 24, 1967

Mr. T. H. Burton, Sr., Principal  
Fouke-Hawkins High School  
Hawkins, Texas 75765

Dear Mr. Burton:

I have your letter of protest relative to a game played between Waskom and Hawkins on the night of January 19, 1967.

Mr. Cash and his Coach, Mr. Mitchell seem to be asking that this protest be settled during a District Meeting. This is the place to settle the dispute. Then if you cannot come to an agreement send it to the State Office.

May I call your attention to Rule 21, Page 91 of our Rules and Regulations for 1965-66 and 1966-67. Protests. All protests must be made to the proper committee ..... Protest must be made in writing and signed by the Superintendent or Principal. A protest based on an official's decision will not be considered.

As I understand your protest, it is based on the decision of an official.

If the game was played, the decision of the official is final. Let us try at all times to secure the best possible officials to prevent incidents as this from occurring.

Sincerely yours,

C. D. Yancy  
Director

CDY:s



January 24, 1967

Mr. J. A. Alexander, Principal  
Timpson High School  
Box 368  
Timpson, Texas

Dear Mr. Alexander:

I have your letter of January 18, 1967 relative to the eligibility of a boy from Concord High School. It seems that he started playing Interscholastic League Basketball and Baseball in 1962-63 the year he entered the eighth grade. Interscholastic League is a high school activity so far as athletics is concerned.

It was most unfortunate that the members of the district did not detect his ineligibility in 1962-63.

According to past records, when the district neglect to detect the ineligibility, the pupil has been permitted to participate his senior year.

Therefore, the members of the State Committee suggested that the pupil should not be penalized because the District Committee did not do their job in thoroughly checking the eligibility blanks each year.

Sincerely yours,

C. D. Yancy  
Director

CDY:s

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

Prairie View, Texas

January 25, 1967

Office of  
MEMORIAL CENTER

TO: Deans and Department Heads  
FROM: D. W. Sowell, Director of Memorial Student Center  
RE: Payment for services in Memorial Center

Please be advised that the Memorial Student Center is not authorized to extend credit to schools, departments or individuals. This ruling makes it necessary for persons desiring our services (parties, banquets, etc.) to make arrangements for payment before or at the time of service. Enclosed is a brief procedure sheet that will be helpful in making arrangements.

Our goal is to serve the Prairie View family and guests in the best possible manner. Your cooperation in the above matter will enhance our ability to serve you and stay within the regulations of the College

DWS:mc

copies to: Dr. A. I. Thomas  
Dr. T. R. Solomon

enclosure

## MEMORIAL STUDENT CENTER

### Reservation Procedures

- I. Functions where only facilities are required.
  - A. Contact Mrs. Edwards or Mrs. Cobbs, who will help in determining what is needed.
  - B. Complete reservation request form giving details of equipment and physical arrangement desired.
  
- II. For Guest Meals (service at regular meal hours to small groups from line menu)
  - A. Clear the account that is to pay for such meals with the Memorial Center Director's Office. This is done by completing Interdepartmental orders from which transfers will be written as funds are used.
  - B. Call Food Service Manager at least three hours before service is required if special attention is desired.
  
- III. Luncheons, Dinners and Parties (special service requiring special menu and set up)
  - A. Contact Mrs. Edwards or Mrs. Cobbs as early as possible, prior to affair, who can furnish you with menus and prices.
  - B. Complete reservation request form giving details of food service and physical arrangements.
  - C. Clear the account that is to pay for such meals. (Same as above).
  - D. Mrs. Edwards will then finalize all arrangements and furnish you a confirmation of service.
  - E. Let us know of your displeasure and pleasure with the service so that we might improve on our next effort.

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

STUDENT PERSONNEL SERVICES MEETING

March 1, 1967

AGENDA

I. Purpose of meeting

- A. Clarification of organization and lines of communication and authority
- B. Develop a statement of philosophy of student personnel services at Prairie View A & M College - resident college
- C. Appoint working committees to develop specific projects
  1. Suspense calendar
  2. Forms
  3. Handbook (Staff)
  4. Handbook (Students)
  - \*5. Policies \_\_\_\_\_ *Ganey*
  6. Procedures
  7. Finance - use of funds for programs

II. Housekeeping chores and problems associated

- A. Discipline
  1. Dormitories
  2. Memorial Center
  3. Dining Hall
  4. Campus
  5. Off campus
- B. Regulations - review
- C. Pilot and model projects
  1. New Women's Dormitory
  2. Alexander Hall
  3. Dining Hall
  4. Memorial Center
- D. Probation - Counseling
- E. Student involvement in all aspects of student life on campus
  1. Method of selection
    - (a) Appointment by whom?
    - (b) Election by whom?
    - (c) Combination of election and appointment?
    - (d) Time table for selection

III. Remarks for the improvement of the service

January 26, 1967

Miss Carolyn E. Robinson  
1505 East 5th Avenue  
Corsicana, Texas 75110

Dear Miss Robinson:

We are pleased to send you a College Placement Annual.

Upon checking our files, we do not find where you have set up a folder with our office.

I am sending you an application blank and two Confidential Ratings. Please fill the application blank out and return it along with two application pictures. In the meantime request a copy of your transcript sent to the Placement Office. Give or send the Confidential Rating forms, one to your Supervisor of Student Teaching and the other to a Professor in your Major or Minor field and have them to send them directly to our office.

Whereas we can promise nothing, we shall be pleased to submit your name if and when an opening occur in your area.

Please feel free to call on us at anytime if we can be of service to you.

Very truly yours,

C. D. Nancy, Director

CDY:b

Enclosures (4)

JE-2  
AAA

January 31, 1967

Mrs. Molly Sparks  
Jackson High School  
Speech and Drama Department  
Corsicana, Texas

Dear Mrs. Sparks:

I have your letter of January 30, 1967 relative to granting you permission for production of Bray's play "To Burn a Witch."

According to One-Act Play Contest Rule II of the Prairie View Rules and Regulations, Title Section--All plays must be selected from the approved list in the "Handbook for One-Act Play Directors. This Handbook for One-Act Play Directors 1965-67 is Number 6517. The contest plays must come from this handbook.

If you do not have a copy, we are enclosing a copy of our price list which may be used in ordering a copy.

I regret so very much that your request is in violation of our Rules and Regulations. I have examined the play "To Burn a Witch" and it is most interesting, yet it is not on the approved list.

At present, we do not have a list of titles for Extemporaneous Speaking Contests, but as soon as we receive them we will send you a copy.

Sincerely yours,

C. D. Yancy, Director

CDY:s

Enclosures

mailed  
2-23-67

January 31, 1967  
1005 Apple Street  
Joparkana, Texas

Mr. C. D. Yancy, Director  
State Office - Interscholastic League of Texas  
Prairie View A. & M. College  
Prairie View, Texas

S.F. 4. (1792)

Dear Mr. Yancy:

As stated in the Rules and Regulations,  
please send me a copy of the League Re-  
porter wherein I may find sample topics  
for Extemporaneous speaking. I am a teacher at  
Dunbar High School, and I'm in charge of  
Extemporaneous speaking.

Thank you very kindly.

Yours truly,  
Willie J. Barnes

P. S. If the League Reporter  
is not available, send the  
topics.

~~Please send August <sup>1967</sup> ~~1969~~ issue and ask  
the person to check page 5.~~