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1965 Commencement Ritual, Duties Letters - Spring

Fort Hays Kansas State College

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May 6, 1965

Rev. Myron R. Chartier
710 Park Drive
Hays, Kansas

Dear Rev. Chartier:

This will confirm our telephone conversation. As I understand it you will give the Scripture Reading and Prayer at the Baccalaureate Service for Fort Hays Kansas State College, Sunday, May 23, at 8:00 p.m. in Lewis Field.

Dr. Richard Burnett will be contacting you concerning the details of the Baccalaureate Program.

I want to thank you for your willingness to assume this responsibility.

Sincerely yours,

John D. Garwood
Dean of the Faculty

JDG:fb

May 11, 1965

Miss JoAnne Murphy
McMindes Hall

Dear Miss Murphy:

I have your note of May 10, concerning eight girls needed for our Commencement Services.

I think I can brief you by letter as to the duties involved. The girls will need to be at Lewis Field at 7:00 p.m., Sunday, May 23, as well as 7:00 p.m., Monday, May 24, to distribute programs. I will see that the programs are there before the girls get there and in all probability I will place them behind the counter of the hamburger stand.

We would like to have two girls on each one of the three ramps plus one to direct traffic as people come into the Stadium. The eighth girl will be needed to distribute programs to the graduates on the west side of Lewis Field.

Although the program starts at 8:00 o'clock, it is very important that the girls be there to distribute the programs at 7:00 p.m. because many people arrive early. I would think that the girls would be free by 8:15.

Thank you for coming to the Office.

Sincerely,

John D. Garwood
Dean of the Faculty

JDG:fb