

May 1, 1972

TO: Mr. Jim Vice, Chairman  
FROM: Connie Buckalew, Supervisor  
SUBJECT: Monthly Report

1. May will end the Girls Athletic Program. Softball is being conducted now with all 9 centers participating.
2. The Girls Tennis Tournament will be May 9 - 12 at the O'Conner Tennis Center.
3. Girls will be competing for the first time this year in the golf tournament, May 9 - 12. They will be in their own division competing for their own trophy.
4. The next monthly report will include a resume of the Girls Athletic Program for the 71 - 72 season. This will be one of my major projects for the upcoming month.
5. Two more Bicycle Rodeos are coming up, one at Patterson School and one at Goods Street. The Rodeo at Chisholm was a success with 30 licenses being issued. The Rodeo for Highland Gardens and Newtown had close to 80 children signed up but only 21 were there to take part, a big disappointment for me.
6. In visiting my areas the main topic of concern seems to be the maintenance of the buildings. Mr. Greene at Capitol Heights has requested that something be done before summer about repairing the fan in his gym and the mechanism to open and close the windows in there. Also, he has 27 regular bulbs and 15 gym lights out. The lights on his porch and down his hall are left on all night for the safety of the building so they burn out more frequently. In his last request for light bulbs he asked for what he needed but he only received 8 regular bulbs.
7. I would like to compliment my areas for the week of April 24-28. I found all buildings at the time of inspections in excellent order and so noted this condition on their reports.

To: Parks and REcreation Board

From Edith T.Upchurch

April 25, 1972

Much of our time the past month has been devoted to the RSP and Free Food Programs, and we have tried to keep the Board members apprised of the developments of these projects . At the present time, this is the status:

FOOD PROGRAM

The necessary data from this office was complied and entered on the application forms. The forms were sent to the Advanced Planning Office. The application was made on April 10. The dead-line was April 17.

The application requested 3,500 lunches per day. The count was determined from an average of the attendance report of the same period in 1971. The projected count was obtained from estimates made with community center personnel.

RSP

Copies of the budget and site locations were prepared and sent to Advanced Planning Dept. on April 5.

The basic plans for the program activities are complete and we are now in the process of working out details.

Meetings have been held with all program planning personnel of the 9 large centers, 4 small centers and playgrounds. A follow-up meeting will be held the first week in May. Most of the centers have planned well-balanced programs using all center personnel.

At the meeting in Mobile, we were given this information concering the RSP:

Funds would not be allowed for the purchase of any vehicle

Any item purchased that cost over \$100.00 must have an attached letter justifying the purchase

Emphasis will be placed on the purchase of expendable items and the sponsor must purchase capitol out-lay items

We obtained a verbal approval for the purchase of a piano for Loveless. Funds will be allowed for the purchase of T-shirts to identify staff personnel. We have included this item in the revised budget. The T-shirts will be made with the MONTGOMERY PARKS AND RECREATION insignia and name. Also, we included funds to purchase a bolt of white knit material to make shorts or slacks.

The budget has been revised again, and we attach a copy. The revision was made to take care of the changes learned at the meeting and to include program plans submitted from the Centers.

NYC

We have talked with the NYC enrolle supervisor at OEO office. They will have more slots open this summer and have tentatively promised us more workers. A list has been prepared showing our need. As soon as they have a definite count, we will submit our request. Since NYC enrollees are high-school students, with little or no experience, we do not feel it advisable to over-load our staff with them. In the past, we have learned that when too many are placed in one area, they tend to become participants rather than staff members. We have a list of 30 at present.

## TRAINING

The week of June 6 - 9 has been set aside for training in the department. Dr. Thomas Ford from Auburn and Mrs. Jean Hooker from the University of South Alabama have both agreed to assist with the training.

The staff will be divided into four groups:

Part-time employees (center directors and coaches)

Full-time employees. Most of these were in the training sessions that Dr. Ford conducted for us last month.

RSP staff. These will be college students who have had some experience.

NYC enrolles. These will be high school students with little or no experience.

## HUNTINGDON COLLEGE

We have worked out an agreement with Dr. Henry Bonner, Head Dept. of Education of Huntingdon College to take 7 of his senior students as internes in our department for June and July. These students will substitute this experience for practice teaching. Five are P.E. majors and 2 are Art majors. These students will be placed in centers that are not covered by the RSP program. They will work four hours per day for two months. There will be no expense to the department.

## COMMUNITY BAND AND YOUTH SYMPHONY ORCHESTRA

The community band continues to be a great success. They will present a spring concert at the Coverdale Junior High School on May 18 at 8 P.M. There is no admission -- but PLEASE COME!

The Youth Symphony Orchestra will present a concert on May 30 at the Coverdale Junior High School at 7:30 P.M. No admission, PLEASE COME

We are now trying to obtain much needed instruments for both groups. Our first efforts to obtain government surplus instruments was n't successful, but we are now investigating the possibility of getting them from Fort McClellan.

Mr. Joseph Baranko, instructor at Alabama State University is the conductor for both groups.

## SENIOR SERVICE

The books have been audited and financial report submitted to the Commission on Aging.

The budget for 1973 must be submitted by May 15.

We have continued to meet with the Director of the project for program planning and to work out details of the Project.

We attended a meeting of the Junior Women's Club to interpret our program to them and to offer our assistance with their program for the elderly.

## ALABAMA STATE UNIVERSITY

We had the pleasure of serving as a consultant at the Recreation Workshop held at the University on April 21.

We will be out of the office April 27 and 28. We will be in Washington, D.C. attending the National Council Meeting of the National Recreation and Parks Association, as the representative from the Alabama Recreation Society.

ACTIVITIES REPORT

McINTYRE PLAYGROUND

Since McIntyre has no indoor facilities, all its activities are carried on on the field which almost limits them to basketball, football and ~~baseball~~ golf for the month of December.

Due to the fact that we have no women personnel, nothing is geared toward girls and smaller children.

So right now the field is being used principally for the practice of basketball and boys who are interested in golf on days that the weather permits.

Otherwise, basketball practice is held at the Hayneville Road Gymnasium.

*James D. Ward,*

Director

*Howard Foster,*

Aide

1. Letter to Bd of Ed  
Concerning Carver High Center.

February 8, 1972

TO: Mr. Henry M. Andrews, Sup't.  
FROM: William L. Brannon, Supervisor  
SUBJECT: Monthly Report

The two most significant findings during this period of observation and assessment of centers are:

1. Deficient maintenance of properties by center staffs.
2. Inability of some directors to delegate staff responsibility and the authority necessary to the proper discharge of this responsibility.

Leon Hall At Carver, Loveless and Washington Park autocratic administrative leadership situations exist. As a consequence, there is slight interaction between director and staff. Programs lack variety.

Verley Hardy and have limited appeal.

On the other hand, programs at Bellingrath, Baldwin, King Hill and Floyd are full and varied. Programs in the main are focused toward worthwhile objectives.

Burgess Leadership is the most important single factor in the operation of a community center. Without good leadership the best equipped center will fail; with good leadership a center lacking many desirable material features, such as King Hill and Goode Street, will still prove to be a success.

Bus driver Supervisor job Program-wise Washington Park consists solely of simple time-killing activities. The director's full attention is apparently centered on promotion of "Y" programs and officiating for the High School

Athletic Association, often during hours of duty, to the corresponding neglect of job responsibilities and duties. Often at Loveless the ceramics instructor has been saddled with the responsibility of "baby-sitting" the director's children to the contributing neglect of her own duties, as well as lowered morale.

Interest remains high at Newtown. As full a program as is feasible is being conducted. A community survey has been undertaken which will culminate in the organization of an Advisory Council. And, in addition, a recently formed Neighborhood Council will spearhead a drive to provide in kind labor toward any construction planned for rehabilitating old school structure for center use.

During the month of January The Goode Street Advisory Council was organized at Bellingrath, together with a Boosters' Club. Since organization night some twenty-odd members have been enrolled. Currently plans to organize Councils at King Hill and Kiwaris are underway.

Recommendation:

PREPARATION OF ADMINISTRATIVE MANUAL

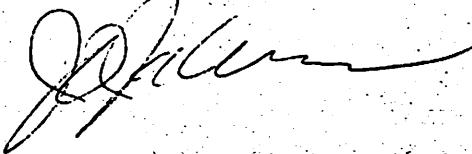
It is common practice to standardize many orders and issue them through handbooks or Administrative Manuals and codes by which they are available for ready reference when points of issue are involved. Much can be said for this practice.

Such a compilation of the administrative rules, regulations, and guides for the use of employees would contribute immeasurably in better understanding their responsibilities. It would cover procedures and rules concerning how tasks are to be accomplished. More importantly, it would provide a general framework of the details of operation, and it would eliminate much order giving or instruction that is standardized procedure.

# PLAYGROUND REPORT OF Becker Washington

OUR PLAYGROUND CONSISTS OF A GYM AND A PLAYGROUND. THERE IS NOTHING ON THE PLAYGROUND, NOT EVEN GRASS. WE USE THE GYM FOR BASKETBALL, PRACTICE AND GAMES. WE PRACTICE IN THE GYM FROM 3-7. ALL GAMES ARE FROM 3:45 UNTIL ABOUT 6. WE HAVE AN INDOOR GOLF GAMES WE SOMETIMES PLAY.

PROGRAM Director



Washington Park Community Monthly Report

December 9, 1971

Monday and Thursday night	Men Basketball Practice
Tuesday and Wednesday night	Men Basketball Game
Monday and Thursday afternoon	Senior Basketball Games
Saturday morning	Little League Basketball
Monday thru Friday morning	9:30 A.M. - 2:00 P.M. Men Shade Club
Monday thru Friday afternoon	Games
Monday and Wednesday	11:30 - 3:00 P.M. Sewing Class
Monday and Wednesday afternoon	Games
Monday	5:00 - 7:00 P.M. Council Meeting
Tuesday	9:00 - 11:00 A.M. Community Club Meeting
Friday afternoon	Children Sewing and Charm Classes

Leon Hall, Director

Monthly Report

Newtown Recreational Center December 1971

Since we have no building equipped to work with indoor activities, the recreational activities planned consist of only outdoor games and activities, such as: organized "touch" football, basketball, volleyball, kickball, and Badminton.

In the mornings on Monday through Friday the neighborhood Head Start groups use our facilities during their play periods. They usually play on the playground equipment, however we sometimes play ring games, kickball, and basketball (throwing, dribbling).

For Christmas we are hoping to add a little more spirit and excitement to their holidays. First of all, we talk together about why Christmas has been set aside as a National holiday. There will be Christmas stories read, and we will all join in and sing Christmas Carols.

As a community Project I am planning to get the children and interested adults to participate in a street-to-street serenade of Christmas Carols.

Also with the help of a local youth Social club, we are planning to collect canned goods and other foods from the more fortunate members of the community and give the less fortunate people food baskets.

Willie J. Harris,  
Director

Monthly Report

(December, 1971)

Kiwanis Park

During the month, we entertain several groups of people; ranging from the very young to the older ages. The activities are designed for the different groups of people.

Two local Head Start groups alternate days to come to the park. We play quiet and active games during their stay; such as hot or cold, gossip, Simon Says, charades, Squirrel in the trees, Farmer in the Dell, and tag. They usually draw and paint the last few minutes before they leave, however they sometimes play on the playground equipment.

The older groups also involve themselves in quiet and active games; such as basketball, football, ping pong, ball passing, red light, cards and checkers. These games are designed to give organic vigor and neuro-muscular skills.

With the Christmas festivities approaching, we are hoping to bring the groups into the holiday spirit. We have decorated the indoor area with beautiful bright Christmas colors. For the smaller children, we have made stencil copies of Santa Claus and stockings for them to color. For the larger groups, we have planned Christmas Carol singing to enlighten the people in the community with the spirit.

We have begun collecting old toys to repair for the less

fortunate in the community. We will deliver these toys on Christ-  
mas Eve.

Mr. Richard L. Moncrief,  
Director

To whom it may concern:  
The Director of the Newtown Recreation Center along with interested members of the community is soliciting your assistance in the very worthy cause.

These are my comments concerning the needs of the Newtown Center in order that the programs and areas be improved. I am greatly concerned about the poorly equipped facilities and building that we have to provide recreation for the children in <sup>this</sup> community.

We can only provide outdoor activities because of the condition of the building. We are also in need of bathrooms, water, and repairs on outdoor equipment, especially the basketball racks.

Thank you,  
Willie J. Harris

To: Mr. Henry Andrews, Superintendent  
From: Richard S. Jordan, Sr., Director; King Hill Recreation Center  
Date: December 6, 1971  
Re: Monthly Activities at King Hill Recreation Center

The King Hill Recreation Center has provided it's community with a variety of activities for the month. There have been about 5000 participants in various activities for the month.

Our morning program includes activities for pre-schools such as quiet games, creative art, sewing class, cooking class, and a Headstart.

The afternoon and evening we provide Boy Scouts activities, Inter-mural basketball, table tennis, Senior Citizen Club, and a Better Relations Club.

Respectfully Submitted,

*R.S. Jordan Sr.*  
Richard S. Jordan, Sr.

PARKS AND RECREATION DEPARTMENT

MONTGOMERY, ALABAMA

December 3, 1971

TO: Parks and Recreation Board  
FROM: Charles Lane, Director, Bruce Park Tennis Center  
SUBJECT: Monthly Report of Activities for November 1971

Attendance for month of November 1971 - 612. This includes participants in tennis, handball, Shuffleboard and ping pong.

The week ending November 19th was the busiest week at the Tennis Center since the September City Tournament.

Small group tennis instructions were given throughout the month with several being cancelled due to rain and cold weather.

A weekend holiday tennis tournament is scheduled for the month of December.



Charles Lane  
Director  
Bruce Park Tennis Center

Optional yearly memberships were also approved during the month of November for frequent users of the facilities at Bruce Park.

December 6, 1971

TO: Mr. Henry M. Andrews, Superintendent

FROM: William L. Brannon, Supervisor

SUBJECT: Monthly Report --PLAYGROUNDS

Because of the limited playtime after school, programs of the several playgrounds are devoted largely to active games and sports. Activity scheduling, in most instances, is limited to after school hours.

While it should be noted that playgrounds primarily serve children of elementary school age at the neighborhood level, some, such as Goode Street, Washington Park and King Hill, are integral parts of larger areas with courts and playfields which encompass programs for older boys and girls, as well as adults. In these instances full-time operation and programs are varied and diversified.

Inclement weather does not present problems at playgrounds with ample indoor facilities but areas like New Town with no indoor shelter find it most inconvenient to conduct a continuous program under the circumstances. However, at Kiwanis Park, where there is indoor shelter, the weather should not be a factor necessitating changes in program, or cessation, provided adequate heat can be provided for the building.

At Washington Park and King Hill the general recreation building are all-inclusive structures where a multitude of activities can be organized and provide a varied recreation program. Only the resourcefulness of the leadership limit the kinds of activities.

November. Report Children's Center - All organized

Nov. 1 - 6	A.m.	P.M.	night
Mon. 1	—	Free organized activities	Toppa Club. Burns Club. Radio Club
Tues. 2	—	" "	Playday Room Club. C.B. Radio Club
Wed. 3	—	Crafts, free organized activities	—
Thurs. 4	—	Free play, Table games etc.	—
Fri. 5	—	" " " "	—
Sat. 6	Rock group, Table games		—
Sun. 7	Special Men's breakfast Church group.		Sat wedding shower
			<u>Total attendance 91.</u>
Nov 8 - 13	A.m.	P.M.	night
Mon - 8	—	Tot Nat activities. Free organized games.	Toppa Club. Burns Club
Tues - 9	—	" " " "	Conne Club. Bingo night
Wed 10	—	Crafts elem.	" " " "
Thurs 11	—	" " " "	—
Fri 12	—	Quiet games, free organized sports	—
Sat 13	Rock group	Free play	Stark shower. C.B. Radio
	Special. Sunday 10-4 Family Reunion (60)		<u>Total 505</u>
Nov 15-20	A.m.	P.M.	night
Mon 15	—	Free organized sports	Toppa Club. Burns Club. Heart & Dixie Club
Tues 16	—	" " "	Stark shower
Wed 17	—	Crafts, free play etc.	—
Thurs 18	—	Free organized sports	—
Fri 19	—	" " " "	—
Sat - 20	Rock Club	" " " "	C.B. Radio Covered Dish
			<u>Total 469</u>
Nov 22 - 27	A.m.	P.M.	night
Mon 22	Closed	N.R.P.A.	Toppa Club. Burns Club
Tues 23	..	Conference	—
Wed 24	..	N.R.P.A. Conference	—
Thurs 25	Thanksgiving	Crafts Games	Alert Radio Club
Fri 26	Free play	Free play	—
Sat 27			Sat
			<u>Total 591</u>
Nov 29 - 30	A.m.	P.M.	night
Mon 29	—	Free organized games	Toppa Club. Burns Club
Tues 30	—	Free games.	—
		Free organized games	

Sues Cannon  
Christholm

# Highland Gardens Community Center and Playground

## Monthly Report for November 1971

### Activities

Average No. Participat.

Monday thru Friday Afternoons	
football practice 3:30-5:30	2000
Tues. and Thur. afternoons	
cheerleader practice 3:30-4:30	800
Saturday Mornings	
football games 8:30-12:00	600
Tues. and Thur. mornings	
ladies activities 9:30-11:00	64
Tues. afternoons Arts and Crafts 3:15-4:30	40
Thur. afternoons Sewing 3:15-4:30	40
Men. thru Friday afternoon 3:00-5:00	
Inside games: Ping Pong, Pool, Cardom Hockey, Dominoes, Checkers, Card Games	
T.V., Basketball	500
Saturday 9:00-12:00 - 1:00-5:00	
Inside games and free play	100
Special Activities, Meetings, Etc.	
Monday nights Weekly Meeting of TOPPS Club 7:00-8:00 pm	40
Monday nights Weekly Boy Scouts 6:00-7:00 pm	28
Monthly Cub Pack Meeting 7:00-9:00 pm	50
Mens Club Steak Supper	35
Mens Club Monthly meeting	10
Football Party	50
Football Party	25
Total Number Participating	4,382