

quantity about 1c each. The pages are rubber-stamped at the free end, opposite the bound edge, thus:

Date.....	By.....	
What	Where	Amount

These are stamped up in spare time, or on rainy days, 1000 per hour. The guides for data entry, you will notice, ask by *who*, regarding *what*, *where*, the *quantity*, and in some cases, reason *why*.

Instructions to guide workmen in filling out the time and record sheets which they carry are posted in barns and section sheds. The notice reads:

These slips are necessary for good greenkeeping. Accuracy is important. If it takes more time than usual to do a job, please don't hesitate to mark down the full time. On the other hand,



1939 officers of the N. J. Golf Course Supts. Assn. Seated, left to right: Cale, Moffet, Reid. Standing, left to right: Bradley, Burton, McCallion.

Jersey Greens Supts. Elect Cale to Head Their Association

FIFTY-FIVE members and guests with their ladies attended a banquet of the New Jersey Assn. of Golf Course Supts. held at the Summit GC, Union, N. J., the evening of December 12th. Dancing and a floor show followed the dinner.

New officers for 1939 are: pres., Edward B. Cale, Canoe Brook CC; 1st vice-pres., Lester Moffet, Wallkill CC; 2nd vice-pres., Alex H. Reid, Twin Brooks CC; sec., Clinton K. Bradley, Passaic County GC; treas., Arthur D. Burton, Mountain Ridge CC; 3-year trustee, Arthur M. McCallion, Trenton CC.

Through the courtesy of members of the Suburban Golf Club, meetings will be held there throughout the winter. Frank Svehla is Suburban's course superintendent. The NJAGCS is the only organization of its type in the Metropolitan New York area.

Ohio State Short Course Draws 76 to Initial Meeting

THE first annual short course for greenkeepers held at Ohio State university, December 6-8 under the direction of Prof. Geo. M. McClure, Department of Agronomy, attracted 76 links specialists. The course, first of its kind ever staged in Ohio, was offered in response to a request from the Ohio Golf Course Superintendents Association.

Prof. L. D. Baver of O. S. U., the first speaker, outlined the physical properties of soil in a novel and interesting talk on "A Grass Root Looks at the Soil." Prof.

Daily Time Report												
Day	Date		IP		Superintendent							
Weather	Time											
Hour	Mow	Collars	Grass	Plant and Shrub	General	Light	Water	Other	Travel	Other	Time	Amount

This daily form is used to recap workmen's time slips.

if a job can be done in less time, please say so. No one is expected to do the same work in the same time each time that work is done. If you are questioned about the variations in time, it is only so that allowance can be made in the future. The important thing is to have the work done thoroughly and right, regardless of how long it takes to do it. In filling out slips, state:

- Who (your name)
- When (as 1/15/39)
- What (as "mowing collars")
- Where (as "holes 6, 9, 14, 12")
- How long job took (as "2 3/4 hrs.")
- What materials used (as "4 yds. compost")
- If in doubt what to enter on time slips, please ask.

About three minutes a day, per workman, is spent to write up notes. These, at the end of work day, are hung on designated clips fastened to the wall in the maintenance headquarters. Various summary sheets are hand-ruled to list miscellaneous records, with the same basic guide form. Important records are filed both at the maintenance building, and the superintendents' home, as a fire precaution.