

COMMUNITY ACTIVITIES SECTION

Director

Assistant Director, Evacuee, Male

Property Custodian and Clerk, Evacuee, Male

Secretary and Clerk, Evacuee, Female

ATHLETICS

ENTERTAINMENT

SOCIALS

CLUBS & ORGANIZATIONS

Mens', Mo Domoto

Sam Seno

Al Tsukomoto

Henry Muriama

Baseball
Basketball
Boxing
Judo
Sumo
Wt Lifting
Softball
Track
Field
Volley Ball
Tennis

Dances
Community Sing
Carnival
Recitals
Operettas
Glee Clubs
Pageant
Talent Shows
Plays
Little Theatre
Essei

Chess
Checkers
Shogi
Shibai
Odori
Goh
Ping Pong
Lectures
Debates
Panel Discussions
Oratical Contests
Forum

Boys Block Clubs
Y M C A
Y M B A
Y M W A
Camp Fire Girls
Bridge Clubs
Sewing Clubs
Parent Teachers
Social Clubs
Nature Clubs
Hobby Clubs

Boy Scouts

Tom Okano

Womens' Bessie Nakashima

Basketball
Softball
Tennis
Volley Ball
Horseshoes
Ping Pong

Girls Clubs

Rayko Mano

Girl Reserves
Mother Clubs
Red Cross

Section Leaders will serve as an overall staff to co-ordinate the activities of the Center. ~~Staff~~

Section leaders will have office space in the office building of the Director.

Director and Section Leaders will hold regular staff meetings, at least twice each week, preferably on Tuesdays and Thursdays.

Block Recreational representatives will be named, one for each occupied block in the Center.

Block representatives will be under the direction and supervision of the Director, but will cooperate closely with Section Leaders to develop and direct a well rounded program for the block.

Section Leaders will be assigned office help as necessary to carry ~~xxxxxxx~~ on the office work, type and prepare correspondence, records and reports.

One worker will be assigned to clear all requests for P A systems, requisitions, check out property, check in property etc. This worker will be assigned a place in the office.

One worker will be assigned the responsibility of collecting, making, and routing all reports. This will be an office position.

One worker will be assigned to the file in addition to other office duties.

Office typewriters and equipment will be pooled with an office manager in charge who will assign work and equipment as needed.

A maintenance crew will be set up to do necessary physical work such as ground preparation, making needed equipment, building walks, cabinets, filing cases, and other work as directed. One foreman will be in charge of this crew and the workers will work as directed by the foreman.

One worker will be assigned to keep time and make time reports.

Buildings & Grounds Clearance Clerk:

All requisitions are to be made through this office

All requisitions for the use of grounds, recreational halls, Mess halls under the supervision of the department, use of P. A. Systems, and pianos are to be made at least four days before the scheduled event.

All mess halls which are to be used are to be cleared with the Bloco Manager before contacting the department.

Private parties or dances must have the signature of any three patrons, patronesses, or chaperons.

One person must be responsible for the condition of the building or grounds. Any group which leaves a building or ground in an unfavorable condition or damages the building in any way will not be granted a future permit unless satisfactory replacements are made

If the party or event is canceled the clerk must be notified at once.

Community Activities events will receive preference over private parties.

No private party or dance, or program will last longer than 11 o'clock unless a special permit is given by the Supervisor of the Community Activities Section

Form : REQUEST FOR THE USE OF COMMUNITY SERVICES

Hall No _____ Date Desired _____ Time of Event _____

~~Requesting~~
Organization making request _____

Purpose of Event _____

Probable Attendance _____

Person making request _____ Address _____
Signature

Persons attending as chaperons _____

Person responsible for cleaning up building and leaving in good order

Signature Address

Request Granted _____
Building & Grounds Clerk

To be made in three copies:

- Routing: one copy to file
- One copy to person making request
- One copy to block manager of block where event is scheduled

Rules for Use of Public Address Systems

All requisitions for P A Systems must be made at least four days in advance of the program

Outline of program should accompany requisition

P A System will be operated only by the technician. All persons attending party must cooperate with technician during the program.

Permission to use the P A system will be made by the Department and not by the Technician.

Technician will not be responsible for what is said over the system. Technician reserves the right to cancel or withdraw equipment unless rules are followed.

Do not blow in "Mike". This is a delicate instrument and cannot be replaced if damaged.

Technicians will transport, set up, and operate PPA. Systems when their use has been approved. They will also remove P. A. systems when program is over.

All programs must have a time limit. Since the Technicians are renting the P. A. Systems to the WRA and since the rental contract is based upon the length of time and the number of programs each month, no program which uses the P A. system may last more than 2½ hours. Programs will begin at 7 and end at 10 PM until the Summer schedule goes into effect .

Sponsors of parties, programs, dances etc will furnish their own records to be played over the system.

Sound will be turned low so as to protect and conserve the system as well as to not disturb neighbors.

RULES GOVERNING MOVING AND USE OF PIANOS

Only certain pianos may be moved at all--this is to be determined by the Community Activity Director.

The use of pianos will be allocated upon requisition. All requisitions for the use of pianos must be made to the Building & Grounds Clerk at least four days before the piano is desired.

For private parties, applicant will make own arrangements for moving and returning piano--if piano is to be returned.

Trucks moving piano will travel no faster than 5 miles per hour. Any violation of this rule will bar the applicant and group from the use of pianos in the future.

~~Times~~ Pianos must not be moved before 6 P M, while it is raining, or in dust.

The person making request for piano will be held responsible for seeing that these rules are read and followed.

Pianos in blocks will be under the control of the Block Representative of the Department and must be released by this individual before it can be moved. The block representative will report when piano was moved, where it was moved to, what person or group moved it, and what purpose it was to be used.

If a piano is moved from one location to another, it cannot be moved again until another written notice is given. The party moving it in the first place is still held responsible until it is moved away.

Block #19	Iwasaki, Joe S. * Iwataki, Osamu Kageyama, Shitsuo Kayamoto, Riichi Kinishi, Francis T. Sato, Mary	Issei Activities Basketball Maintenance & Property Issei Programs Issei Programs Statistics & Records
Block #20	Kariya, Minoru Masuda, Masae Matsuda, Yutaka Nakamura, Yoshiko	Maintenance & Property Secretary Maintenance & Property Girls' Clubs
Block #28	Domoto, Mo Inada, Charles M. Nishi, Grace F.	Basketball Orchestra Religious Secretary
Block #30 *	Tashima, Frank M.	Orchestra
Block #31	Kodama, Kiyoshi Murayama, Henry Yamanaka, Roy K.	Poetry Club Boys' Clubs Poetry Club
Block #35	Kamikawa, Juichi Sakai, Jack	Social Activities-Entertainment Social Activities
Block #41	Fukuhara, Ken Matsumoto, Kyujiro Natsuhara, Shintaro	Judo Issei Programs Sumo & Judo
Block #43	Harada, Fred Nishimoto, Sonnie	Orchestra Orchestra
Block #44	Nagatani, George	Orchestra
Block #45	Punahashi, Edwin Mano, Rayko Tokumoto, Shigeo 35 Yoshikawa, Henry	Social Activities-Dances Girls' Clubs Baseball Orchestra
Block #46	Yoshikawa, Gladys	Orchestra

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Block #2	Chono, Taruo x Chono, Yas 25 Kebo, Frank	Orchestra Orchestra Men's Athletics-Basketball
Block #3	Shiotsu, Yoshiko Watanabe, Kiyoko	Girls' Clubs Women's Athletics
Block #5	x Hasegawa, Rhoda x Hatashita, Toshiomi Ito, Masashi Kunishige, Kearney x Nakamichi, Tom	Orchestra-Hawaiian Orchestra-Hawaiian Boy Scouts Men's Athletics-Boxing Orchestra
Block #6	Kato, James A. Nakashima, Bessie Saito, Shonobu Paul	Boys' Clubs Women's Athletics-Head Boy Scouts
Block #7	Hayashi, Tom x Koyanagi, Rose S. Makimoto, Fred M. Monji, James M. Osako, Minoru J. Tanaka, Anna S.	Maintenance & Property Children's recreation Boxing Boxing Judo Orchestra-Vocalist
Block #8	Watanabe, Gunji Yamashita, Yeiji	Orchestra-Hawaiian Maintenance & Property
Block #9	Tsukamoto, Al	Social Activities
Block #11	Isa, Tom T. Taniguchi, Jim S.	Orchestra Judo
Block #14	Hirasuna, Jimmie Kameoka, Bob	Orchestra Orchestra-Hawaiian
Block #15	Hirasuna, Buddy T. Kawano, Haruko Masuda, Mits Okano, Tom Tagami, Toshio Tagami, Tsugu Tanaka, Shonobu	Orchestra Secretary Weight-Lifting Boy Scouts-Secretary Judo Seamstress (Temporary) Seamstress (Temporary)
Block #16	Kasai, Taro Mizue, Martha Omatsu, George O. Seno, Masami Sam	Maintenance & Property Religious Secretary Maintenance & Property Assistant Supervisor
Block #17	Miyahara, Toshio Okada, Shigeru	Judo & Sumo Judo
Block #18	← Suruki, Taya	Women's Athletics <i>girls clubs.</i>