

- A. Total raised to date, including cash, pledges and allocations.  
(The next three items make up the total shown in A)
- B. Total cash received.
- C. Total unpaid pledges on hand.
- D. Total allocations reported by the Area Office as credits to the Chapter goal.
- E. Individual contributions of \$10,000. or more showing the name of the contributor and the amount received or pledged. Each such contribution need be reported only once when it is received.

Beginning with March 1, Chapters in Groups I and II should report to the appropriate Area Office the above information daily by telegraph coded "A", "B", etc., as indicated.

Beginning with Friday, March 3, 1944, and on each Tuesday and Friday thereafter, Chapters in Groups III, IV, and V should report by postal card to the appropriate Area Office the above information. The form to be used on such postal cards will be furnished by the National Organization.

#### 14. Later Campaign Reports

It is important that campaign records be maintained so that the following information can be later furnished to the National Organization. It is believed that this information is likewise essential for the Chapter campaign and will be most valuable in planning future campaigns. This information will be reported by letter as follows:

- F. Number of individual contributors, including those on military reservations, of \$1.00 or more. This number will constitute the membership of the Red Cross and should not include contributions from corporations, business firms, or organizations.
- G. Contributions received from organized labor, as far as possible, showing the amounts contributed by A. F. of L. Units, C.I.O. Units, The Railroad Brotherhoods, or other organized groups.
- H. The total amount of contributions received from military reservations and the number of individual contributors.

### PLEDGES AND HANDLING OF FUNDS

#### 15. Contributions in Cash

Inasmuch as the war funds are being raised and are required for current expenditure, all contributions to the fund should be solicited in the form of cash, or pledges for cash payable within a reasonable period of time. If contributions are made to the Chapters in the form of securities, such securities should be sold or retained by the Chapters and settlements made in cash for sums due the National Organization. If securities are contributed in such form that action by the National Organization is required for their sale or disposition, the National Organization can send the necessary documents authorizing the Chapter to act in making such sales, or the securities may be sold by the National Organization for the account of the Chapter. A money equivalent for contributions of commodities in kind cannot be credited on the war fund collections.