



AMERICAN RED CROSS

MIDWESTERN AREA
1709 WASHINGTON AVENUE
ST. LOUIS 3, MISSOURI

TO: War Fund Chairmen

DATE: April 25, 1944

FROM: Director of Fund Raising

SUBJECT: 1944 War Fund Supplies

After the completion of the 1944 War Fund campaign, you will doubtless have quantities of certain supply items left over. Please handle the surplus supply items as follows:

1. Lapel Tabs - Arrange to store the entire supply for future use. (We are giving some consideration to using exactly the same form of tab for the 1945 War Fund campaign.)
2. Contributors Lists - Arrange to store the entire supply for future use. (This same form probably will be used in next campaign.)
3. Membership Receipt Cards - Retain a sufficient number for use of delayed contributions until the new supply is ready for next year. Destroy the balance.
4. Window Emblems - Same as No. 3.
5. Volunteer Workers Identification Cards - Destroy unused cards as they are dated and are not useable in another campaign.
6. 100% Posters - Destroy unused balance as this item is dated and cannot be used in future campaigns.
7. Counter Cards - Store balance for future use.
8. Paper Posters - Same as No. 7
9. Window Card Posters - Cut off bottom strip containing words "1944 War Fund", and save supply for future use.

It is particularly important that you retain all display posters possible, as government control measures will definitely limit our display material next year. When destroying the above listed items, arrangements should be made to dispose of them in some manner so that they cannot be used by anyone else.

Very truly yours,

Vern F. Moore

Director of Fund Raising



YOUR RED CROSS IS AT HIS SIDE

V-69