

Beginning with the first week of the campaign, which open March 1, we will prepare an honor roll of chapters achieving their quotas. Only chapters reporting accomplishments in specific figures can be considered in the preparation of the weekly honor roll. We wish to recognize in this way the achievements of all successful chapters in this, the most important War Fund campaign in the history of Red Cross.

POST CAMPAIGN REPORTING

In addition to the items enumerated under Current Reports, it is essential that adequate records be maintained so that a final report can be submitted at the close of the campaign which will furnish the following information:

By Letter

- F. Number of individual contributors, including those on military reservations, of one dollar or more. This number will constitute the membership of the Red Cross and should not include contributions from corporations, business firms, or organizations.
- G. Total amount of contributions received from organized labor affiliated with A.F. of L. Unions (supported by a list showing the name and number of the union, the amount received, number of members contributing, and the name of the company).
- H. Total amount of contributions received from organized labor affiliated with C.I.O. Unions (supported by a list showing the name and number of the union, the amount received, number of members contributing and the name of the company).
- I. Total amount of contributions received from military reservations and number of contributors of one dollar or more.

It is of course understood that if there are no A.F. of L. or C.I.O. Unions or military reservations in the jurisdiction of the chapter, items G, H, and I, need not be provided for in the records to be maintained.

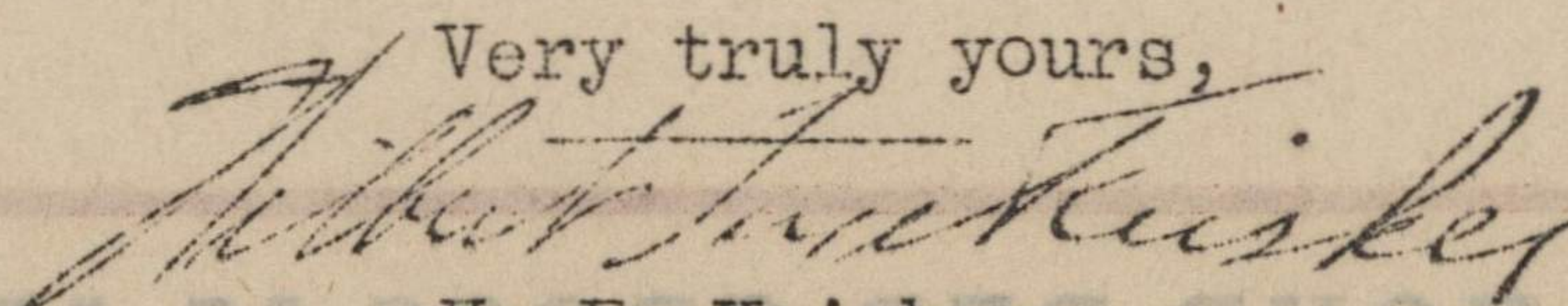
REMITTANCE OF NATIONAL ORGANIZATION'S PORTION OF CONTRIBUTIONS RECEIVED

You have already been advised of the minimum amount to be raised by your chapter, both for the national organization and for the chapter's local program. All funds received during the campaign are to be divided in accordance with the percentages furnished you.

It is requested that cash collections and collections on pledges be remitted weekly to area headquarters. It is also requested that Form 1615-B, copy attached, be used when forwarding remittances. A supply of Form 1615-B is being sent to the chapter. This report should be prepared by the chapter treasurer and should reflect actual cash on deposit in the chapter treasury.

You will be kept currently informed of amounts received at area headquarters which have been credited to your chapter; the total of these credits is item D above. The chapter's portion of such contributions will be remitted currently during the campaign to the chapter treasurer. The same percentages furnished you for division of funds received by the chapter will be used in arriving at the amount to be remitted.

Very truly yours,



H. F. Keisker
Manager

Enc. Post card
Form 1615-B (2)

U-641-1