

5. If any suspended member wishes to reinstate himself, whether he has been suspended for only *one day* or for the full period, viz., *thirty days*, you are not at liberty to accept any moneys from him till you have been notified by the Supreme Secretary, that he has been reinstated. The first step requisite to be taken is to get the brother to sign the official reinstatement Form, and the same duly certified to by the Court, as required, after which send the Form forthwith to the Supreme Secretary, and when the Supreme Secretary notifies the Court of the brother's reinstatement, then the brother can pay you the money, and his reinstatement is complete. In case of any dispute the date of your receipts, which, however, must be after the date of the Supreme Secretary's notice, will settle as to the precise date of reinstatement.

6. Hereafter make but *one remittance* each month to the Supreme Court, retaining in the Subordinate Court Treasury all receipts from your members till the first week day of each month, then send to the Supreme Secretary all you have received for the Supreme Court since the last report. In future therefore, notwithstanding the provisions thereto, even in the case of changing policy, do not remit to Supreme Secretary "between times," but simply endorse on the application for the change, "The required fee has been paid into Court."

7. In making remittances, never send bank notes, because if lost in any way your Court must make it good to the Supreme Court, and you will then be called on to make it good to your Court. Always send as directed by the Constitutions, by *Draft*, P. O. Order, or Express Money Order, then if lost in transmission your Court will not be called on to pay the second time.

8. In making out monthly reports, commence with the *first month* after your institution. This means if your Court is instituted on the 1st or 31st July the first Report should be sent, together with the Assessment for August, on the 1st day of August.

There are three Forms used by Financial Secretaries on which to make their monthly reports. The first is for the first month after institution and is made on Special Form No. 31. For January and July in each year there must also be a special report made on Form No. 12. On all other months "Form No. 31A" is used.

9. In making your report on "No. 3 A" be sure that all the numbers, especially No. 12 or

summary of the report, are fully and properly filled up.

If you send less money than last month explain fully why a less amount is sent. So also if you send more see that full explanations are given why you send more.

10. If any member does not get his policy or certificate of membership within a reasonable time—say within a week or two, find out first, if a charter member whether, the Brother has passed the Medical Board. If he has, then find out if he signed the Application and Examination Forms in the same manner. If this has also been done and all the fees required by the Constitution paid then report the facts at once to the Supreme Chief Ranger.

To Recording Secretaries.

1. In each and every letter give name and number of your Court and its location.

2. No policy can be issued until a brother has been initiated, which means that he must have previously passed the Medical Board, and the application for membership Form No. 1 has been duly signed and properly filled up. This means that the brother must sign the Application for Membership Form precisely as he has signed the Medical Examination Form. If it is "John Smith" in the one it must be the same in the other, and not "John Smith" on one paper and "John A. Smith" on the other. In a word, Foresters should always sign all official papers in connection with the Order in the one way.

Then the Christian names of all beneficiaries should be given, the relationship should also always be stated.

"Mrs. Smith, wife," "Mrs. John Hill," mother, "wife and children" are all improper phrases in an application for membership. When an applicant gives them insist that he furnish the Christian name of each beneficiary. Thus instead of saying "wife and children," he should say, "Mary Smith, wife," and

John Smith,	} Children.
William Smith,	
Annie Smith,	

Do not forget always to give date of initiation, and to transmit the Form to the Supreme Secretary immediately after initiation. It ought to be done the night of the initiation.

3. If there is a High Court in your Province or State your Court is under the juris-