

## INSTRUCTIONS TO DEPUTIES.

*County D. G. W. P.*'s are to be governed by the instructions set forth in their commissions, which documents they will cause to be read at their first visitation to subordinate Divisions. They are to send in their quarterly reports to the G. W. P., at such times as may be named in the official notices of the Grand Scribe, which are published in the *Abstainer*.

*Divisional Deputies* are also to be governed by their commissions, which are to be read to the Divisions over which they are appointed as soon as possible after their receipt.

They are also to observe the following hints :

Report promptly to the County Deputies by the day named at the end of each quarter ; and where no County Deputies are appointed, they are to report direct to the G. W. P.

See that the returns for the Grand Division are promptly forwarded to the Grand Scribe at the end of each term.

Withhold the passwords from Divisions until the returns and *per capita tax* are handed to them.

Forward their own returns ("Answers to Queries") direct to the Grand Scribe, semi-annually, viz. : half years ending 30th June, and 31st December.

See that all the blanks in the quarterly returns are *properly* and *legibly* filled in ; and that the returns are also properly dated, and the seal of the Division and official signatures attached.

See that the forwarding of the returns are not delayed, because of not having proper money to enclose for the *per capita tax*. The money can be forwarded afterwards.

When making money remittances, to state distinctly what the money is for. They will also be careful in sealing money letters, which they are recommended to register in the Post Office.

When writing to the Grand Scribe, not to do so on the face or back of quarterly returns or credentials. By attending to this, confusion will be prevented, and their communications are more likely to be promptly answered.

See that all official documents issued from the Grand Division are promptly presented to the Divisions, and such action taken thereon as may be deemed necessary.

Report promptly to the County Deputy or G. W. P. any irregularities on the part of Divisions.

After instituting a new Division, to return to the Grand Scribe the Withdrawal Cards of members' who may join by deposit of