

Miss Gallagher. In charge of Memberships. \$ 520.00 Feb.27,1929.
728.00

Checking and correcting memberships, cutting membership stencils. Fyling of membership cards. Preparing all membership receipts in duplicate. Cutting stencils for mimeograph letters to members due and overdue. Checking and sending out first, second and third reminder letters to scattered members and branches. All correspondence re members complaints and changes of address. Mailing of "Interdependence" and Monthly Summary. Checking renewals, correcting addresses. Assisting with multigraphing. Assisting in proof-reading, etc.