

ment of entrance fee. In such cases write on the receipt, ex-service or union.

Examine books of all members in camp regularly to see they are up-to-date with their dues.

Write plainly. Print the name, thus, J. SMITH.

Spell the name correctly; when in doubt ask the member to write it himself.

Give good notice when you will need more supplies.

When you send in a list of payments which includes any who are coming to town, tell District headquarters to hold the receipts in office.

If folders, or receipts, are sent you, of members who have left the camp, return them to District headquarters promptly.

If you leave camp turn your supplies over to someone who will act as delegate, and leave written authority for him to collect your mail which may be en route from headquarters.

See that all papers and literature are properly and promptly distributed.

Members when arriving at, or leaving camp should report to the Camp Delegate.

Return cancelled duplicates to office.

Use all receipts in book before commencing another book.