

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 headquarters to hold the receipts in office.

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

Members before leaving camp should report to the Camp Delegate.

Don't hesitate to make suggestions for more effective methods of carrying on the organization.

Return cancelled duplicates to office.

Use all receipts in book before commencing another book.

Delegates are entitled to a commission of 50 cents for each new member they sign up.