

3. *Sewing*—A considerable amount of table space is required, three feet wide and about two feet deep for each person. Three or four sewing machines. These, in most cases, will be loaned by the members of the Institute, or possibly a local agent will be glad to furnish them.

(e) Collect fees as follows:—

- 25c. from each member of the Institute and 50c. from non-members. The money thus collected will be used to defray expenses in connection with the course, such as rent of hall, heating, lighting, assistance for demonstrator, etc.

In all cases the money on hand from this fund at the conclusion of the course shall be placed in the Institute treasury. The 25c. extra charge to non-members entitles them to membership in the Institute for the current Institute year.

The regular Institute moneys are not to be used to pay expenses in connection with these courses. If the fee announced above is not sufficient to cover local expense, then the members of the class must make up the amount.

In the Sewing Course \$1.00 *extra* will be charged each member of the class, this amount to be collected by the instructor and mailed to the Superintendent of Institutes at the time second lesson is given.

- (f) Appoint a committee to secure hall, see that it is properly cleaned, heated and ventilated, and to secure the necessary supplies. The secretary of the committee shall collect fees, keep an exact account of expenses, and present a financial statement to the members of the class at the conclusion of the course. The secretary shall also be required to keep a record of attendance at each of the lessons. At the conclusion of the course she shall furnish a report upon attendance, finances, etc., to the Superintendent of the Institutes Branch. The secretary may be paid for her services in connection with the class in accordance with the wishes of the members.

The rule will be for instruction to be given in the afternoon, beginning at 1.30, 2.00 or 2.30 o'clock. In exceptional cases, where it is agreeable to both instructor and classes, two lessons may be given a day—morning and afternoon. Where additional classes are formed for the girls in "Domestic Science" or "Home Nursing and First Aid," instruction will be given in the morning, or, where more convenient, in the late afternoon.

Instruction will be given from day to day, five days a week for two weeks at each centre, except in those districts where the Institutes conveniently located can make arrangements for the carrying on of the work at two or more points concurrently.