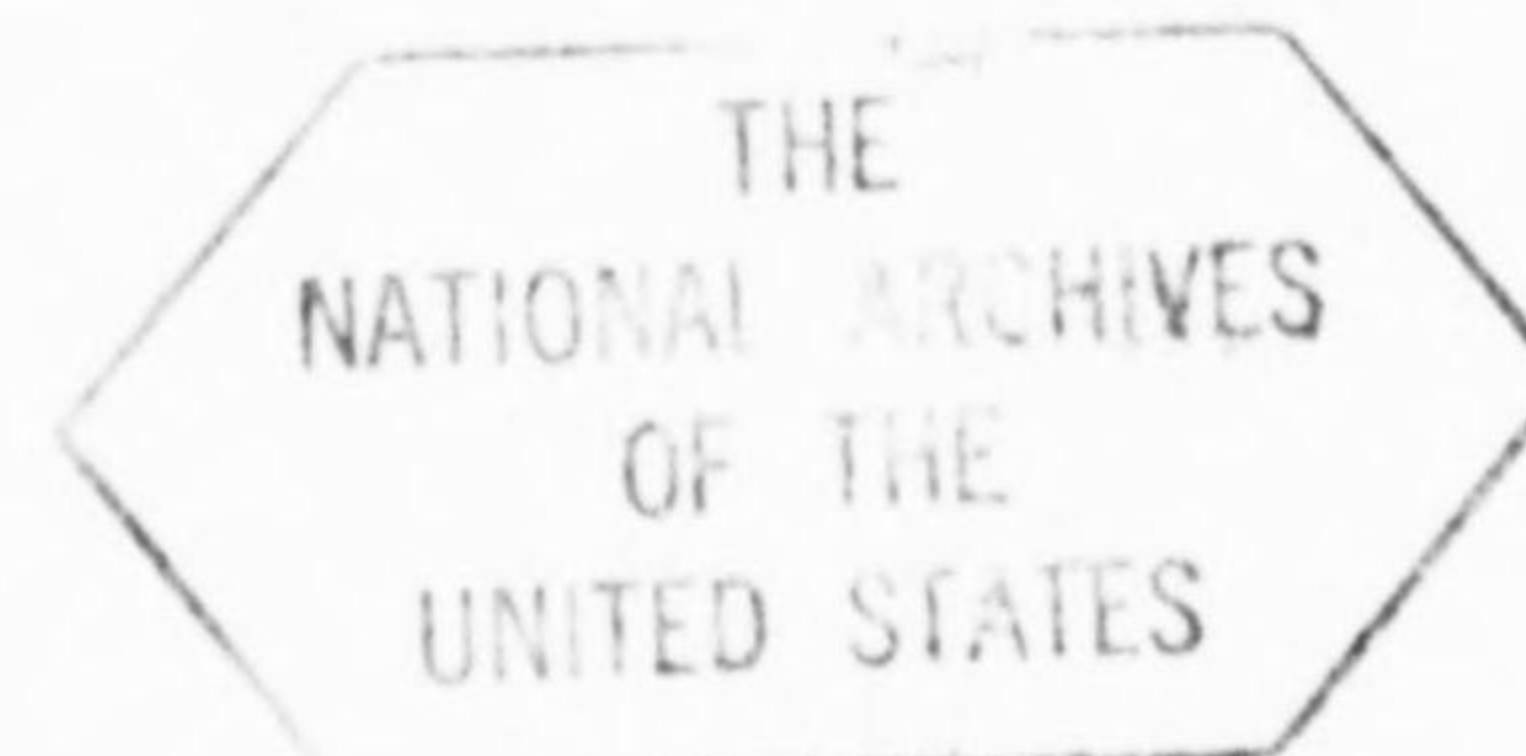


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VOLUNTEER SERVICE INFORMATION LETTER NO. II. HLTA

April 29, 1948

TO: All Chapters

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: PROCEDURE FOR INITIATING THE VOLUNTEER SERVICE PROGRAM IN ALL PREFECTURES.

I. PREFECTURAL CHAPTER VOLUNTEER SERVICE COMMITTEE

At the earliest possible time after the first Volunteer Service Training Conference held on May 4 or 5 at National Headquarters, the Chapter Director in each prefecture, the paid Volunteer Service worker and the Prefectural Volunteer Service Chairman will plan for a training course at the Chapter Headquarters. The course will be for members of the prefectural Chapter Volunteer Service Committee and Branch Heads. The following instructions are to guide the chapter officials in their planning.

A. Appointment of Committee Members.

The Chapter President must inform all Branch Heads of the new plan for the Volunteer Service program and request each Branch Head to appoint a Volunteer Service Chairman to represent the Branch on the Chapter Committee. It is recommended that the Branch Head be requested to appoint a woman, and some explanation be given to the Branch Head regarding the nature of Volunteer projects which will be sponsored by the Japanese Red Cross. The date for the training course should be set far enough in advance to allow adequate time for all committee members to make plans to attend.

B. Preparation for the Course.

The preparation for the actual course will include preparation of informational material - Information Letters, or excerpts from same, should be mimeographed or copied in an adequate number to provide each branch Chairman to have the necessary supply in similar training courses in the Branch areas and Sub-Branch and Sub-Cho areas. It must be remembered that each Chapter Headquarters will assume the responsibility of providing materials, such as charts, paper, postage and other items necessary to the operation of the program within the Branch areas. The Branch Volunteer Service Chairmen, who make up the membership of the prefectural Chapter Committee, cannot be expected to provide these items. Careful budget planning by each Chapter will be necessary.

It will also be the responsibility of each chapter to pay the transportation expense and provide housing for the committee members attending the training course.

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C. Program of the Training Course for Prefectural Chapter Volunteer Service Committee.

The program will be planned by the Chapter President, the Chapter Director, paid Volunteer Service staff member and the prefectural Volunteer Service Chairman. It is essential that these four people thoroughly familiarize themselves with the entire plan of the Volunteer Service program. The source for all of this information will be the Handbook composed of Volunteer Service Information Letters and the instructions given at the National Headquarters Training Conference. The four chapter persons mentioned above will be responsible for studying the Handbook and Organization Charts and in joint discussions clarify any points about which there may be misunderstanding. If more information from National Headquarters is needed, this should be requested before the training course date is announced.

The Chapter Volunteer Service Training Course should be conducted in an informal manner for the purpose of study and free discussion on the part of the committee members and Branch Heads. All persons attending the course must receive sufficient information to enable them to conduct the same course in their respective Branch areas for the Branch Committee. The course must include the presentation and discussion of the following:

1. The National organization of the Japanese Red Cross.
2. The basic obligation of the Japanese Red Cross - "Serving For the Common Good of All." (It should be emphasized that the Japanese Red Cross is developing programs for the benefit of all people.)
3. The new Red Cross Service programs recently developed, namely, new plan of Junior Red Cross, Disaster Relief, Home Nursing, First Aid and Water Safety and Volunteer Services.
4. The plan for extending these services to all people - those in the smallest communities, towns and villages, as well as those in large cities.
5. Detailed explanation of the plan as applied to the Volunteer Service program. (Copies of Volunteer Service Chart - #1 and Volunteer Service Information Letter No. 1 should be given to all prefectural Volunteer Service Committee members.)
6. Responsibilities of Volunteer Chairmen and Committee members.
7. Responsibilities of Japanese Red Cross paid staff.
8. The value of Volunteer workers.

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9. Instructions regarding the survey of community needs in Branch areas. (Use as a guide the questionnaire survey already completed by each Chapter Headquarters. Even though this survey has been completed at the Chapter level, it will be necessary for each local community to determine their specific local needs in the same manner. The prefectural Chapter Committee members must understand the method of survey and use it to assist the Branch, Sub-Branch and Sub-Cho Committees in making local surveys.)
10. Specific fields in which the Volunteer Service program will initially sponsor projects are as follows:
 - a. Clerical assistance for Red Cross offices.
 - b. Children's Institutions.
 - c. Hospitals.
 - d. Parks and Play Grounds.
 - e. Canteen.
 - f. Blind Institutions.
 - g. Seasonal Nurseries and Community Kitchens.

(Special manuals covering Volunteer Services in each of these fields are being prepared by committees at National Headquarters. These committees are composed of experts from each of the fields concerned. The manuals will be sent to all chapters in an adequate number for distribution to Volunteer Service Committee Chairmen in the prefecture. The manuals will be used as guides in establishing projects and will set standards which must be met in all projects sponsored by the Japanese Red Cross. The manuals will also include an outline for training courses which may be necessary for certain types of projects.)

11. The procedure for setting up a project, including importance of agreement between Red Cross and officials of the cooperating agency. (Example: when a project is sponsored by Japanese Red Cross Volunteer Service in a hospital, there must be a clear understanding between hospital officials and the Volunteer Service Representative and Unit Leader regarding the responsibilities assumed by Volunteer workers.)
12. Necessity of training Volunteer workers for specific duties.
13. Means of recruiting Volunteers for projects.
14. Publicity programs at all levels.
15. Use of special committees at all levels.
16. System of record keeping and reporting - number of projects, number of Volunteer workers, number of hours, etc. (See Volunteer Service Information Letter No. V.)

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17. System of awards - required number of hours for (Volunteer Service pin,) (wearing of pin), (arm band), etc. (See Volunteer Service Information Letter No. VI).
18. Necessity of prefectural Chapter Committee members to maintain a close relationship with Chapter Headquarters.

The above list is given to guide the Chapter Heads in planning their first training course. In addition to conducting the training course, the paid Chapter staff must make field visits to branch areas and, when possible, assist the Branch Volunteer Chairman in training the Branch Committee members. The paid Chapter Volunteer Service Staff member, in the first phase of the developments, will need to assist Volunteer Service Representatives and Unit Leaders working with Branch and Sub-Branch Chairmen to initiate projects.

II. BRANCH VOLUNTEER SERVICE COMMITTEE

When the Prefectural Chapter Committee members and the Branch Heads return to each of their Branch areas, they will begin to plan a training course for the Branch Committee.

A. Appointment of Branch Committee.

1. Local Office Branches. Branch heads in Local Offices will request all Sub-Branch Heads to appoint a Sub-Branch Volunteer Service Chairman. (An explanation of the type of Volunteer Service projects should be made and recommendations given that a woman should be named Sub-Branch Volunteer Service Chairman.)
2. City Branches. Branch Heads in City Branch Headquarters and the Branch Volunteer Service Chairmen should appoint a Volunteer Service Chairman from each Cho in the City.
3. Branch Headquarters in the Five Large Cities, Kyoto, Osaka, Nagoya, Yokohama and Kobe. The Branch Headquarters Head and the (Branch Headquarters Volunteer Service Chairman) will appoint a Volunteer Service Chairman in each Ward. It will be necessary in these large cities to request the assistance of the Ward Heads in locating the proper person to serve. Again recommendations should be made regarding the types of Volunteer projects which indicate that a woman should be designated as Chairman.
4. Tokyo-To (23 Ward Branches). The Branch Heads will be requested by the Chapter Director to appoint Volunteer Service Branch Chairmen for the Volunteer Service Branch Committees. The Branch Volunteer Service Chairman will then appoint Sub-Cho Chairmen from every Cho in the Branch area.

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By following the above plans, every Branch Committee will be composed of members from all sections of the Branch territory. It will then be the responsibility of the Volunteer Service Branch Chairman, with the assistance of the Branch Heads, to arrange for the Branch Committee Training Course. The course will cover the same material which is listed previously for the Chapter Volunteer Service Committee.

III. SUB-BRANCH AND SUB-CHO COMMITTEES

The members of the Branch Committees will return to their localities where they will be chairmen of the Sub-Branch and Sub-Cho Committees.

A. Appointment of Committee.

1. Sub-Branch Committee. The Sub-Branch Head and the Sub-Branch Volunteer Service Chairman will appoint persons from various sections of the Sub-Branch area in the very small towns and villages - perhaps only a few persons who will be known as Red Cross Volunteer Service Representatives. If the Sub-Branch area, on the other hand, covers a large farming territory, more Red Cross Volunteer Service Representatives would be necessary. The number of members on the Sub-Branch Committee must be determined by the Sub-Branch Volunteer Service Chairman and the Sub-Branch Head.
2. Sub-Cho Committee. The Sub-Cho Volunteer Service Chairman will appoint persons from various sections of the Cho area. These persons will be known as Red Cross Volunteer Service Representatives. The number of the Volunteer Service Representatives in the Cho area will be determined by the size of the Cho and also the density of population. For example, a Cho in a Ward of a suburban area might require more Volunteer Service Representatives than a Cho in an urban area. The number on the Sub-Cho Committee will be determined by the Sub-Cho Volunteer Service Chairman and advice from the Branch Volunteer Service Chairman.

The Volunteer Service Chairman of the Sub-Branch Committee and the Volunteer Service Chairman of the Sub-Cho Committee will conduct training courses for their committee members covering all of the information given at the Branch Committee training course. Every effort should be made by these chairmen to begin to make application of the potentiality of specific projects in the local communities. The community survey at this level will be in direct preparation of projects. The chairmen of these two types of committees will delegate to their committee members (Red Cross Volunteer Service Representatives) the responsibility for contacting heads of agencies in which Volunteer projects may be operated. The Sub-Branch and Sub-Cho chairmen must assist the Volunteer Service Representatives by making specific suggestions as to contacts and plans for locating the

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institutions and agencies which may be in greatest need of Red Cross Volunteer Services. They would be guided at this point by results of their local community surveys.

IV. LOCAL COMMUNITY OPERATIONAL PROJECTS.

The Volunteer Service Representative is the person designated as the Red Cross contact in all local communities. The total purpose of all planning at every previous level, National Headquarters, Chapter, Branch, Sub-Branch and Sub-Cho, has been for the purpose of giving to the Red Cross Representative in every local community and neighborhood, information and instructions which will help the Volunteer Service Representative get into operation Volunteer Service projects which are needed at community levels. In addition to establishing a specific project, this Volunteer Service Representative also has the responsibility for selecting a person who will be called the Unit Leader and will have charge of a specific project. The Volunteer Service Representative's responsibility for the operation of the project continues and it is the Representative's responsibility to advise and assist, in every way possible, the Unit Leader directing the project.

These two persons, the Red Cross Representative and the Unit Leader are the key persons in the entire Volunteer Service organization. The National Headquarters Staff can make excellent plans and the Chairmen of all committees and chapter paid staff can give excellent training courses to all committee members, but all of this is the ground work and the foundation for actual Volunteer Service and these can be successful only if the Volunteer Service Representative and the Unit Leader are capable, alert and active in promoting and sustaining Volunteer Service projects within their communities.

In order to give specific details regarding procedure for establishing a Volunteer project, this will be covered in detail in Volunteer Service Information Letter No. III.