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ARC NEWS
AMERICAN RED CROSS

Vol. 3, No. 3 | Published by A.R.C. Public Information | September 1949

DIVERSION BY THE BASKET

A.R.C. recreation supplies being prepared in ward-baskets for distribution to patients too ill to visit the A.R.C. lounge. (DAY PHOTO)

RED CROSS OVERSEAS CHIEFS CONVENE IN WASHINGTON

WASHINGTON, D.C.—American Red Cross directors of operation for six overseas military areas convened at Red Cross national headquarters in August. Main topics discussed were methods of standardization, budgetary requirements for future operations, and mechanics of a new rotation plan for Red Cross workers.

H. L. Janeway, director of operations for the Far Eastern Theater of Operations, informed his office in Tokyo that at one session the directors reaffirmed the organization's determination to provide complete service for the Armed Forces abroad as long as they remain on occupation or defense duty.

Red Cross officials at the conference revealed that more than 2,000 field workers currently are serving the military at 1,286 military installations and 128 military hospitals in the United States and abroad.

In addition to Mr. Janeway, the following attended the week-long conference which was called by Frank T. Cleverley, administrator for Foreign Operations: Howard L. Benton, director of operations for Europe; Welch H. Boyer, for Hawaii; Howard R. Ross, for Alaska; H. Edward Russell, for Panama; and Thompson B. Putney, for Atlantic off-shore stations.

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Oriental Flavor in Recreation

by Richard M. Day

American Red Cross hospital recreation workers in the Far East have made valuable contributions to American understanding of Oriental traditions, legends, lore and ways of life. On a large scale in most of the 20 military hospitals of the Far East Command, workers have devoted generous portions of their programs in lounges and wards to study and observation of the ways of Guamanians, Filipinos, Okinawans, Koreans and Japanese. Using various and often ingenious vehicles for dramatization, the Red Cross staffs have encouraged participation in these Oriental programs by an estimated 207,000 patients.

Local Resources

Sparked by the policy clearances and suggestions of A.R.C. headquarters in Tokyo, individual workers have explored local communities for indigenous resources to be worked into hospital programs. Many have found obliging local residents who aid in scheduling for the hospitals all forms of native entertainment, demonstrations, explanations, exhibits and lectures. Army channels make available local professional entertainment. Community representatives of business, official and professional life open to American patients for tours their factories, schools, shrines, orphanages, churches, pearl farms, temples, national parks, etc.

The Red Cross workers have made ambitious studies of Far Eastern geography, history, customs, oddities, beliefs, manners. From these they have adapted ward and lounge programs which appeal both as general diversions and as outlets for the natural curiosity of Americans hospitalized in strange places.

Aid Letter Writing

An offshoot of the Oriental programs has been Red Cross participation in Army campaigns to induce troops to write more often. Weekly mimeographed letters are distributed to patients for mailing home. They are jam packed with interesting information about the hospital's locale. Some are skillfully decorated with water color interpretations of such things as feudal castles, pagodas, shrines, legendary figures and geisha. Space is provided for personal messages. Red Cross workers throughout the Far East report having received replies and thanks from patients' parents and friends at home.

A typical letter of the 37th General Hospital on Okinawa reports in a thousand interesting words something of the O-Bon religious festivals of July. Red Crossers on Guam developed a series on the island's history, weather and typhoon data, accounts of national growth and details of its 22,290 inhabitants.

An indication of the scope of Oriental flavoring in hospital recreation is reflected in an 81-page JAPANESE CALENDAR OF EVENTS published by A.R.C. Service In Military Hospitals in Tokyo for distribution to scattered staffs. Chronologically it lists outstanding Japanese events and makes suggestions as to how these may be adapted to use in patient recreation. Possibilities explored range from a suggestion that singing insects in tiny wooden cages be placed in lounges to descriptions of the proper manner for decorating at the New Year with pine, bamboo and sacred rope.

Oriental Programs

Favorite programs in Japan appear to be exhibitions by local policemen of kendo and judo, the former being a type of fencing, the latter jiu-jitsu.

On tours patients visit such places as ceramics factories, local zoos and other points of interest, festivals, religious ceremonies and harvest activities. From some hospitals regularly scheduled boat trips are made.

(Continued on page 8)

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American Red Cross Encourages National Blood Program for Japan

Dr. Katsuji Kato is scheduled to leave Japan in September on an American Red Cross fellowship to study all phases of the American Red Cross national blood program. An outstanding blood authority and president of Tokyo Medical College Hospital, Dr. Kato has been drafted by the American and Japanese organizations involved to head initial steps in the establishment of a national blood program for Japan.

A committee of Japanese medics and health authorities has been created, studies made, and the blood program definitely projected as an activity of the Japanese Red Cross. SCAP's Public Health and Welfare section has approved the project and assisted with its establishment.

The plans are in strict conformance with American Red Cross policy objectives, according to Mortimer C. Cooke, director of International Activities. Many foreign Red Cross societies are being encouraged to aid their governments with, or to undertake themselves, standardized programs leading to free blood for the peoples of the world. American Red Cross offers various forms of direct assistance.

In addition to Japanese Red Cross officials, the National Blood Program Committee's roster includes representatives of the Japanese government, universities, hospitals, medical colleges, health bureaus and medical associations.

Later visits to the United States are planned for blood program technicians of the Japanese Red Cross.

Recent business session of the National Blood Program Committee.

(TAKAHASHI PHOTO)

NEW ROTATION PLAN AND CAREER SERVICE

A plan providing assured reassignment of American Red Cross overseas workers upon completion of their tours of duty was established in Washington on July 15. Based partially upon studies of the methods used by the Military, the program is expected to provide either regular assignments for returnees or temporary, interim assignments without change in status or classification until regular assignments are available.

Mobility has been established as a prime requisite for employment by the Services To The Armed Forces section, so that staff members may rotate between domestic and foreign assignments. The majority of SAF personnel now are considered for service on a world wide basis.

In addition to greater stability of employment, the new policy is expected to result in increasing competence in overseas staffs as workers' experiences are broadened through varying assignments.

OKINAWA STAFF HONORED

The Red Cross staff on Okinawa was commended officially for its work following Typhoon Gloria in July. Maj. Gen. W. W. Eagles, CG Ryukyus Command, expressed the gratitude of the command for what he termed "prompt and generous assistance." In a letter to Zed J. Crawford, A.R.C. senior representative on Okinawa, he wrote: "Despite the fact that you were not equipped and supplied with the many items needed, your organization went to work at once, sought out those in need of help and gave them all possible assistance.

The general stated that the enthusiasm and industry of the Red Cross staff gave inspiration and courage to those suffering from the storm.

The Red Cross volunteer unit performed an emergency task following the typhoon. Under the leadership of Mrs. Beth Blake, unit chairman, dislocated dependents were registered. General Eagles assigned the job.

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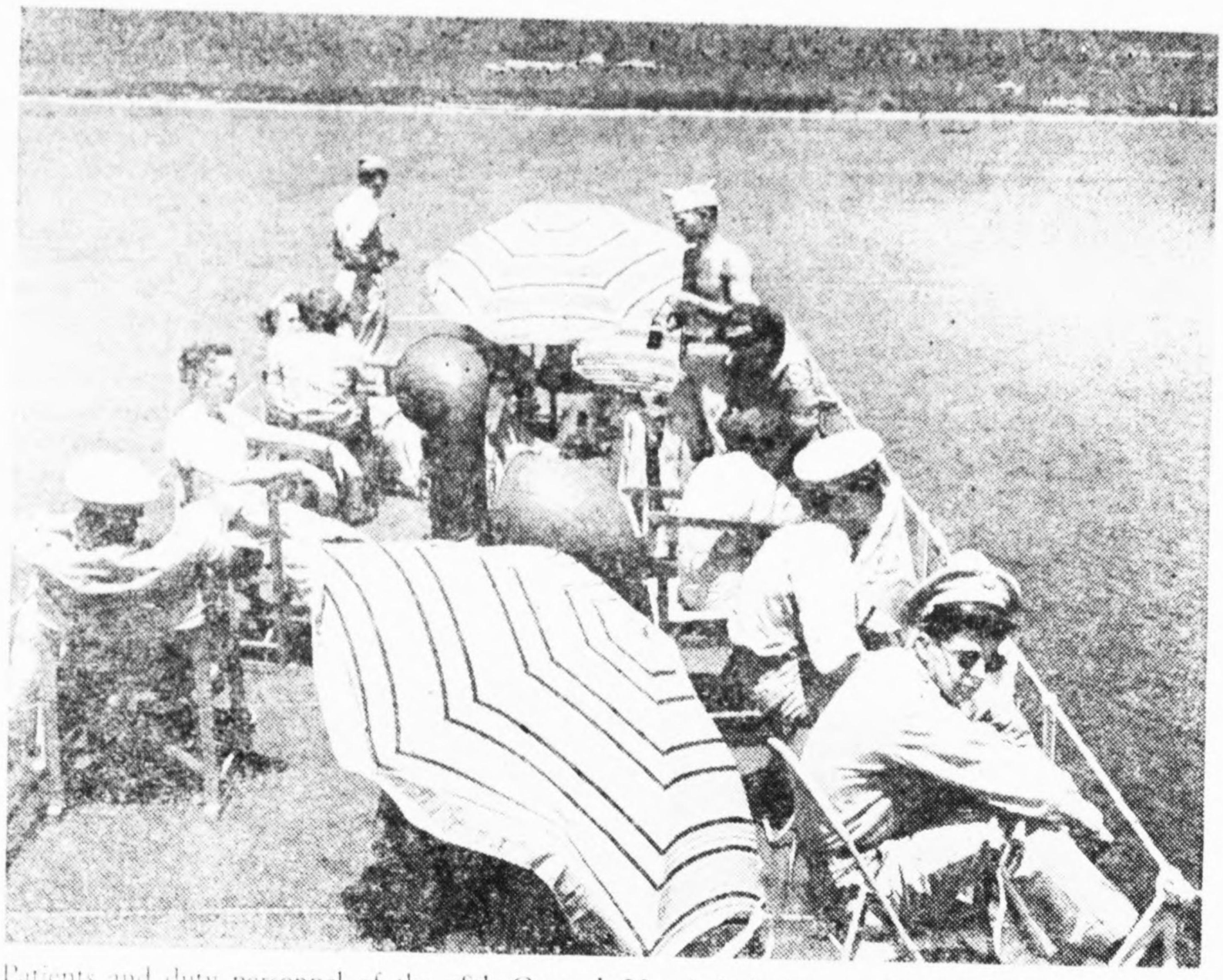
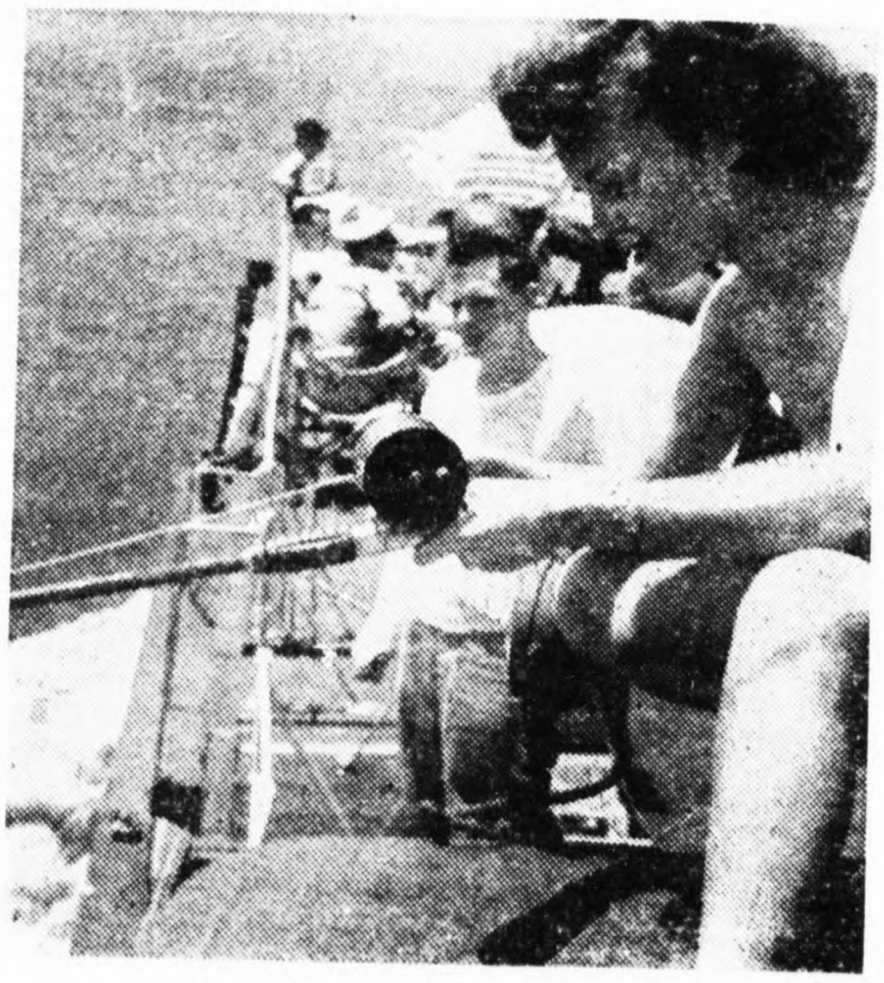
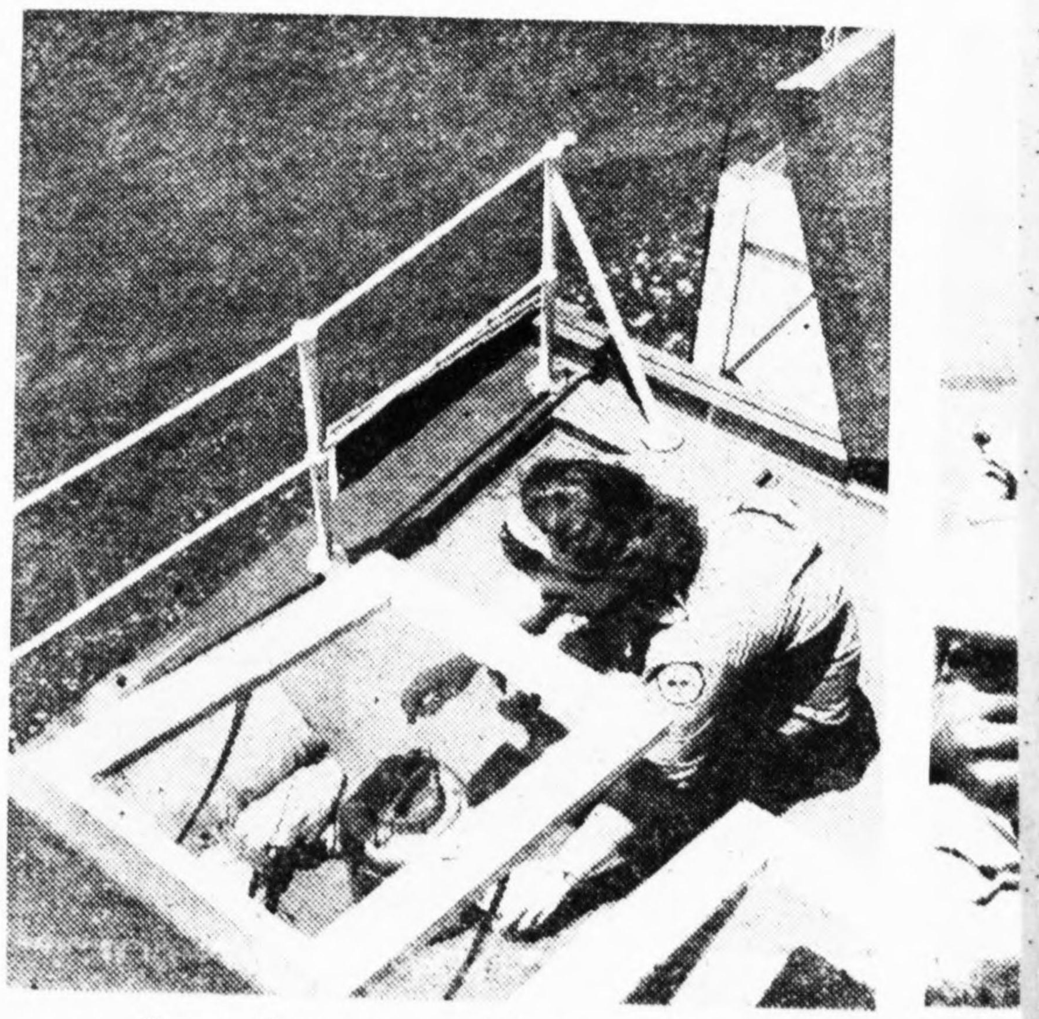


Patients and duty personnel of the 28th General Hospital during an Army-Red Cross sponsored boat trip aboard a converted landing craft.

(DAY PHOTOS)



Army Nurse Beatrice Turgeon tries fishing.



Peggy Troutwine — A.R.C. tour-chief.

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BOAT TRIP ON OSAKA BAY

ard who's going aboard."

Roll call. Red Cross worker counts noses.

Take it easy.

Kids' rendezvous on the briny.

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PATIENT MAKES HULA SKIRT.

Thermometer in mouth, Pfc. John W. Evans, Anguilla, Miss., works on party decorations at the 49th General Hospital, Tokyo. (DAY PHOTO)

BROADER HORIZONS FOR RED CROSS WORLD.

By JAMES T. NICHOLSON

Note: Mr. Nicholson is executive vice-president and general manager of the American Red Cross.

If my impressions of the International Red Cross meetings recently held at Geneva could be summarized in one general statement, I would emphasize the heartening evidence of an improved understanding of Red Cross objectives and ideals, with a resulting increase in cooperative attitudes and relations among the Red Cross and Red Crescent societies.

Present at the meetings of the Executive Committee, League of Red Cross Societies, and acting in a fine spirit of cooperation, were representatives of the Red Cross or Red Crescent societies of the Union of Soviet Socialist Republics, the United States, Australia, Belgium, Brazil, the United Kingdom, Canada, Czechoslovakia, France, Greece, Italy, Mexico, Poland, Sweden, Switzerland, and Turkey. In addition, a representative of the Yugoslavian Red Cross served on the Finance Commission of which I had the honor of being chairman.

Another indication of this improved understanding and cooperation is reflected in reports currently being received from the diplomatic conference of governments to consider ratification of the revisions of the popularly termed Red Cross conventions of 1929, and the adoption of a new civilian convention. This conference convened shortly after the League's Executive Committee meetings, and all the major powers are participating. Delegates from 63 nations are taking part in the deliberations.

(Continued on page 8)

Women Successful Field Directors

American Red Cross field offices in the Far East have pioneered in the use of mature women as field directors in dealing with soldiers' personal and family problems. So successful has been this program that National Headquarters in Washington recently adopted the policy of using women more widely in Military Welfare Service and eliminating all salary or status differentials.

According to Ralph Philip, M.W.S. director in Tokyo, close observation has shown positively that soldiers accept women field directors as readily as men. The professional and highly objective approach of workers results in confidence which offsets any reticence about discussing personal matters.

National Headquarters has stated that in the event of a national emergency comparable to World War II, women might be used in many field positions, excepting, of course, service with combat troops.

Presently 20 of the 70 field directors serving in FEC are women.

NEW RED CROSS SOCIETY

The 68th and most recent member of the Red Cross family is the Transjordan Red Crescent society. It was recognized recently by the International Committee of the Red Cross.

Authorized by its government to give traditional services to the armed forces and aid it in time of disaster, the society also is active in the field of public health.

Dr. Jamil Tujuni Pasha is president.

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Red Cross Aided Ecuadorians

An Army-Red Cross survey team which reached the Ecuadorian earthquake area early in the emergency phase of the August disaster was followed by two additional Red Cross disaster staff workers who flew from Washington. Red Cross allocated $50,000 as a preliminary fund for medical and other supplies.

Col. W. J. Eyerly, senior officer of the survey team of which Karl Kreth, American Red Cross representative, was a member, filed early reports of the damage. Maurice Reddy and H. Edward Russell left Washington for Miami, Balboa and Quito on August 9th.

Training Plan for Workers of Japanese Red Cross in Operation.

A long range plan of scholarships, fellowships and study visits to American Red Cross facilities in the United States for key workers of the Japanese Red Cross got under way with the recent departure of Miss Shio Hayashi to study nursing matters. A Japanese blood specialist will leave in September (see story page 3), a public relations director in November, a Junior Red Cross chief in the spring, with other technicians and service personnel following as soon as practicable.

American Red Cross provides funds for tuition, maintenance and travel during the visits, while the Japanese Red Cross transports the students to and from the United States. Applicants are selected jointly by the American Red Cross and the League of Red Cross Societies.

Scholarships are granted for formal study in academic or professional schools for a minimum of one year. Fellowships make available informal observation in institutions, clinics, agencies, etc. For a minimum of two months study visitors inspect American Red Cross administrative and service operations.

Miss Hayashi is attending special courses in nursing supervision and education at Emory University, Atlanta, Georgia. A graduate of the Red Cross School of Nursing at Osaka, Japan, she has been associated with Japanese Red Cross for 20 years and presently is chief of its nursing section.

AID HOMEWARD-BOUND

Upon being medically evacuated to the United States, patients of Army hospitals in the Far East are given colorful "bon-voyage" rosters of fellow patients by the Red Cross staffs.

Air evacuees receive, in addition, recreation kits to help while away air hours.

The evacuations often are dramatized in the art work of Red Cross lounge posters and programs.

FIELD DIRECTOR

Field director jeeps to visit scattered artillery units near Nara, Japan. (DAY PHOTO)

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Health Tablets to Berlin

Americans, through their Red Cross, continue to aid the needy populace of the U.S. sector of Berlin. Recently 153 chests of dextrose tablets were made available for distribution by the Berlin Red Cross society to children, old folks and returning prisoners of war. The tablets were a gift of an American candy manufacturer.

In addition the American Red Cross has given the Berlin society 24,000 winter garments and quantities of first aid equipment, including stretchers, bandages and medicines. This was distributed among the 23 first aid stations operated in the U.S. sector by the Berlin Red Cross.

American Junior Red Cross assistance to the people of the German city has included more than 4,000 gift boxes, as well as 50,000 composition books to help ease the critical paper shortage.

Two sewing rooms, outfitted with ARC-donated machines and materials, are being operated by the Berlin Red Cross workers to produce clothing for the needy.

RED CROSS GOODS DISTRIBUTED

In the last fiscal year $21,000 in American Red Cross surplus supplies from warehouses in the Far East were donated to missionary societies and service organizations like LARA and Red Cross societies of China, Japan, Korea and the Philippines.

PHILIPPINES CONVENTION

Manila, P.I.—American Red Cross workers Calvin H. Taylor and Rose Blaha were official guests of the 2nd annual convention of the Philippine Red Cross. The pair attended all sessions and reported having benefited particularly from those concerning home service and military welfare service.

(Continued from page 6)

Broader Horizon For Red Cross World . . . . .

Also, at the earlier meetings, there was considerable evidence of a growing recognition of the Red Cross as an international force for solving some of the world's humanitarian problems. Specific examples of this recognition, on which reports were made at Geneva, include the International Red Cross program for Palestinian refugees being carried out at the request of the United Nations, and the results of Red Cross intervention (also at UN request) for the return to Greece of displaced Greek children scattered in neighboring Balkan countries. This acknowledgement by the United Nations and member governments of the International Red Cross' distinctive role is another milestone in Red Cross history.

(Continued from page 2)

A favorite in central Japan is the trip to an island where girl divers bring to the surface pearl-bearing shells. On Okinawa tours are made to the World War II battlefields. The flying of native kites is a standby in the Philippines.

Japanese Guitarist Entertains

In Red Cross lounge hospital patients enjoy Japanese artist provided by the Army. (DAY PHOTO)

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File 23

11

Junior Red Cross
Number of schools groups in Miyagi.

青少年赤字団 Junior Red Cross of Miyagi Pref.

既設団 一九三 小学校 19 93 elementary school
一四七 中学校 14 47 junior high
三四〇 計 ~ total 340

新登録団 (一九四七年度) newly registered (1947)
一四 小学校 14 elementary school
八 中学校 8 junior high
二二 計 2 22 total

新登録団 (一九四八年度) newly registered (1948)
二 小学校 南郷小学校 ~ 2 elem. school
一 中学校 矢本第一中学校 2 junior high
三 計

日本赤十字社宮城支部

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第一ブロック内青少年赤十字団

支部名	団数	新登録	
福島	二五〇	〇	
宮城	三四〇	二五	前年分本ノ二二三
山形	五〇	〇	
秋田	一八九	〇	
岩手	三六九	〇	
青森	五〇	八	
北海道	一五七	〇	
計	一、四〇五	三三	

日本赤十字社宮城支部

Gora Hakone, Representing Miyagi Ken J. Red Cross Aug. 15 – Aug. 21
G.H.Q. Education Section & Jap. Red Cross
Training Course for Junior Red Cross

日本赤十字社宮城県支部

Mr. Training Center Registration.
Kikyo. Suto.
Sendai 6th Middle school.
3rd year cross. cross

Miss Mitsuko. Iwamatsu.
Sendai 9th Middle school.
3rd year cross.

Instructors 50% Americans 50% Jap.

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File 23

THE CONSTITUTION OF THE JAPANESE JUNIOR RED CROSS CORPS OF

_____ SCHOOL.

Article I. NAME

This organization shall be known as the Japanese Junior Red Cross Corps of_____School.

Article II. OBJECT

The purposes of this organization shall be:

1. To act in a general coordinating and advisory capacity for the pupils enrolled in the Junior Red Cross of_____School and their respective sub-corps.

2. To insure teamwork throughout the school on various service projects.

3. To keep the school informed about Junior Red Cross.

4. To initiate and plan whole school activities, such as planning for Junior Red Cross services in the school, the community, the nation and the world.

5. To keep records and make reports on the Junior Red Cross activities of the school.

C.O. Ex.O. Adj. Det.CO Econ. Ed. Info. Lab. Leg. Welf. Auth.
COORDINATE

Article III. MEMBERSHIP

Sec. 1 Membership shall consist of two students from each sub-corps (class group), preferably a boy and a girl.

Sec. 2 These representatives should have a sense of responsibility and the qualifications necessary for good leadership.

Sec. 3 These representatives shall be elected or appointed as each sub-corps decides and shall serve for one year or until other representatives are appointed.

Article IV. OFFICERS

Sec. 1 The officers (members of the student body) shall be elected at the next to the last meeting of the school year. They shall assume their duties immediately and shall serve for one year or until other officers are elected. (See attached statement.)

Sec. 2 The student officers, with the Junior Red Cross teacher-sponsor, shall form the executive committee of the council.

Sec. 3 The student officers shall perform the usual duties pertaining to their office. (See attached statement.)

(Inclosure 1)

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Article V. COMMITTEES

Sec. 1 The student president shall appoint the chairmen of such committees as may be deemed necessary to fulfill the purposes of the council.

Sec. 2 The student executive committee shall provide for all meetings, be responsible for the programs of the meetings, and carry out the wishes of the membership body in all matters referred to it.

Sec. 3 Any vacancies in offices may be filled by the student executive committee.

Article VI. MEETINGS

Sec. 1 The Junior Red Cross Corps shall meet regularly on _____.

Sec. 2 The executive committee shall meet on the call of the student president.

Sec. 3 A quorum shall consist of representation of two-thirds of the sub-corps enrolled in the Junior Red Cross.

Article VII. AMENDMENTS

This constitution may be amended by a two-thirds majority vote of the members present at any regular meeting, provided that the amendment has been submitted at the previous regular meeting and a copy of the proposed amendment has been sent to each school enrolled in the council.

(M ay, 1948)

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SCHOOL CORPS STUDENT OFFICERS (May, 1948)

The President, Secretary and Treasurer are the officers required for each Corps. They are elected from the student Corps members. The principal or head teacher shall appoint a Teacher-Sponsor of the school to work closely with the Corps in planning and unifying the Junior Red Cross Activities.

THE TEACHER SPONSOR: The responsibility of the Sponsor is to encourage and supervise Corps activities and to be the liaison between the Junior Red Cross organization and the members of the units of the Senior Red Cross Society. The Sponsor is asked to leave as much of the conduct of the meeting as possible to the Juniors and to encourage them as much as possible to make their own decisions and arrangements about activities.

THE PRESIDENT: The President is the chief responsible student officer of the Corps. The President should have qualities of leadership and be chosen for these qualities. He or she should be an example to all members, be able and ready to initiate and be interested and active in all the affairs of the Corps.

A major responsibility of the student President is to make sure that all Corps matters are attended to and arrangements made for forthcoming meetings.

The student President should take the chair at all meetings. If he or she is absent a Chairman should be elected from the members present on the proposal of one of the members and seconded by another and approved by the meeting. The way in which a President should conduct a meeting is printed on pages 2-4.

The student President is responsible for the calling of an Annual Meeting and for the presentation of the Annual Report of the Corps at that meeting.

THE SECRETARY: The student Secretary of a Corps is responsible for all correspondence and for the clerical work with the exception of affairs of a financial nature, which are the responsibility of the Treasurer. The Secretary must also be the chief assistant of the President and be prepared to carry out routine details and arrangements on behalf of the President.

At the Corps meetings the student Secretary is responsible for recording the minutes; for presenting the minutes of the previous meeting; for bringing forward correspondence dealing with matters of which members should be advised; he or she must also be ready with any relevant information which may be asked for concerning matters on the agenda. Great care must be taken in reporting the exact wording of the motions and recording mover and seconder and whether or not motions are carried.

The student Secretary in conjunction with the Sponsor and the President is responsible for the drawing up of the Annual Report of the Corps and for sending it to Chapter Headquarters by a specified date.

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THE TREASURER: The student Treasurer of the Corps is responsible for the record of the Corps funds and at each meeting is required to present a statement of accounts covering receipts and expenditure since the previous meeting.

The student Treasurer must make out the annual financial report for presentation at the Annual Meeting of the Corps and must hand over all books of account brought carefully to date and other property belonging to the Corps, to a succeeding Treasurer.

ROUTINE PRACTICE OF MEETINGS

A few days before the meeting, the President and Secretary should confer so that an agenda may be drawn up by the Secretary. This agenda or program for the meeting should be carefully followed.

The following is a sample agenda included for information only. Meetings need not follow exactly such a routine.

JAPANESE JUNIOR RED CROSS
HONCHO SCHOOL

Meeting to be held in the School Hall on Friday, 14 May, at 3:30 pm.

AGENDA

1. Minutes of Meeting of 12 April for confirmation.
2. Correspondence.
3. Report by Treasurer.
4. Report by Chairman of Program and other committees.
5. Program for June meeting.
6. Address by Secretary of the Fire Brigade.
7. Any other business.

Meetings should always be conducted with dignity and seriousness. The President of the Corps acting as Chairman, must really conduct the meeting and all members when speaking must stand and address the Chair as "Madam Chairman" or "Mr. Chairman." It is the Chairman's duty to indicate which of two or more speakers is to speak first and to call the meeting to order should members be talking amongst themselves or speaking to one another and not to the Chair.

When a visitor has been invited to the meeting, the President, as soon as the meeting is opened, should welcome and introduce the visitor to the members, saying a few gracious words about how fortunate the Corps is to have the visitor, and, if he or she is going to speak, state what the subject of the address is to be.

After the address has been given the President should call on a member to propose a vote of thanks and another to second it. It is usual for these members to be warned beforehand that they will be called upon to fulfil this duty.

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PUTTING A MOTION: The following is the routine procedure for decisions, so that they are in order to be placed on the minutes of a meeting:

The President introduces the subject, giving a few words of explanation, and if one member is particularly informed or wishes to speak on the subject, the President asks him to speak and to move a motion covering the item. The matter is then proposed by that member who gives his reasons for wishing the meeting to approve. The motion must be stated in clear careful terms. A member would propose a motion in such words as this:

> "With your permission, Mr. Chairman, I would like to propose that this Corps should, as its next major activity, organize an International Pageant to be presented at the end of the year at a date to be decided later. The proceeds from the pageant to be used to provide a toy cupboard for the children's ward of the hospital. And that Shirley Anderson be appointed Chairman of a committee to organize the pageant."

The matter is not open for general discussion until another member seconds the motion.

Members may only speak once to each subject except the proposer, who is permitted to reply to any criticism or answer questions before the motion is put to the meeting for approval or rejection.

When all members who wish have spoken to a motion and the proposer has been given the opportunity to speak a second time, the President shall say:

> "The motion before you is.....Will all those in favor signify in the usual manner." (Hands will then be counted.) "To the contrary." (Again hands will be counted.)

The President shall then say either:

> "The motion has been carried" or "The motion has been defeated."

AMENDMENTS: An amendment may be proposed and seconded to an original motion before it has been put to the meeting. Amendments must not be a definite negative of the original motion but may modify it in one or more details. Amendments are put to the meeting before the original motion. If the amendment is carried it is then put again to the meeting as the original motion. If the amendment is lost, the motion in its original form is put to the meeting.

PRESENTING A REPORT: The Treasurer presents his report at each meeting, and when a committee or a member has undertaken some special duty a report is usually presented. The routine of presenting a report is simple and must always be followed. The member, after addressing the President, reads the report, moves its adoption and takes his seat. A member seconds the motion and the President, after allowing time for discussion, puts the motion to the meeting and declares it carried or lost.

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It is always the Chairman of the meeting, and not the Chairman of the Committee, who puts the motion to the meeting.

THE PRESIDENT CONDUCTS THE MEETING: When the meeting is assembled and the President has taken the Chair, he or she rises and says:

"The Secretary will read the minutes of the last meeting."

When the Secretary has read them, the President says:

"Is it your pleasure that these minutes be confirmed?"

This question is put to ascertain the accuracy of the minutes. Any objection by any members must be proposed, seconded and voted upon by those present at the last meeting. If there is no objection to the minutes, the Chairman receives the answer "Yes," signs the minutes and dates them.

Any alterations and amendments should be made and initialled by the Chairman. Any business arising out of the minutes is then discussed.

The President then says: "I will now ask the Secretary to present the correspondence."

As each letter is read, the Secretary is given instructions from the President, after receiving the consent of the meeting of the action to be taken. The majority of letters are simply dealt with; many need on ly an acknowledgment. In such cases the President shall say: "Are you all agreed that acknowledgment and thanks be sent to Miss ....?" If the meeting is in agreement, consent is signified; if a member thinks other action should be taken, he or she says so; discussion follows, then the President puts a motion to the meeting. Some letters will give rise to full discussion before agreement is reached on the action to be taken.

The President then brings before the meeting the other items on the agenda in their order, unless there is some special reason why any one item should be taken out of order.

After the completion of the specific items, the President asks: "Is there any other business?" This is done to allow members to ask questions on any matters or to bring forward for consideration any ideas they may have concerning Corps or Junior Red Cross affairs. Before the meeting ends, the President arranges and tells the members, the date, place and time of the next meeting. When this is done, the President says: "I now declare the meeting closed and thank you all for your attendance."

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Instructions for Preparing International and Domestic School Correspondence Albums of the Japanese Junior Red Cross

May 20, 1948

I. Object of School Correspondence

School Correspondence constitutes one of the activities of the Junior Red Cross. Inter-country school correspondence aims at enabling Junior Red Cross members in schools to exchange information as to the organization and activities of their respective schools and groups, thereby enriching their knowledge in natural science and in the cultural field and, consequently, helping them make progress in their school work, through the reciprocal supply of unknown or strange facts and stories picked up at their respective places. As regards international school correspondence, it is intended to unite the juniors in this country with those in others with ties of goodwill and friendship on the basis of mutual understanding and to afford them opportunities of correctly recognizing their own country through the extension of their international knowledge in geographies, histories, manners and customs, racial traits and what not. It is thus eventually led to contribute to the cause of world peace.

II. How to Make School Correspondence

A. School correspondence means the exchange of albums made up with materials acquired at school between Junior Red Cross members in one school and those in another through the Junior group to which they belong. (School correspondence is divided into two kinds -- domestic school correspondence and international school corresp ondence.) It does not deal with any individual correspondence.

B. How School Correspondence is routed.

School correspondence is routed as follows:

Domestic correspondence:

Sending Group--> Chapter--> Headquarters--> Receiving Chapter--> Receiving Group.

International correspondence:

Sending Group--> Chapter--> Headquarters--> Receiving Country's Headquarters--> Chapter--> Receiving Group.

III. Importance of School Correspondence.

That school correspondence makes a great contribution toward the promotion of international friendly relations needs no explanation. In no rare cases, materials collected and prepared for the purpose of correspondence are found to give deep impression

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on the juniors. This project furnishes valuable learning experiences for the boys and girls. They apply the skills which they have learned.

Speaking of its learning values, moreover, it is pointed out that while engaging in the preparation of these materials, the juniors learn the joy of cooperation and cultivate their power of observation, being unknowingly directed to pay consideration to the effect they may give on their recipients. In consequence, they are eventually led through this work to a correct recognition of the country to which they belong and in which they live.

It is for this reason that school correspondence is regarded as contributing a great deal to the promotion of international friendship and the cause of world peace.

IV. How to Make School Correspondence Albums

A. Planning for School Correspondence Albums.

1. Previous Notice.

In planning a school correspondence album, it is required that the prescribed application for correspondence be filed with the Chapter of the Japanese Red Cross Society concerned, thereby previously giving the applicants' preference as to which school they would like to correspond with. The designation of the school should be made as follows:

For domestic correspondence:

Name of School, Village or Town or City, Prefecture.

For international correspondence:

Name of School, City, State, Country.

On the part of the Red Cross Society, on receipt of the application, will do its best to give satisfaction to the applicants' desire, by properly selecting their correspondents from among the three schools nominated in the order of their preference.

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2. Prescribed Form for Previous Notice of Correspondence.

Form for Previous Notice of Correspondence		
Date		
Sending School and Group	Address: Name Corps, Class, Grade	
Scheduled Date of Sending		Subject of Album:
School and Country with which Correspondence is preferred.	1. 2. 3.	
Signature and Address of Teacher.		
Signature and Address of JRC Leader		

N.B. For domestic correspondence the village or town or city and prefecture concerned must be mentioned; for international correspondence mention must be made of the city, state and country concerned.

B. Paper, Size and Weight.

Paper. In preparing a correspondence album, attention should be paid to the selection of paper used which is easy to obtain but so excellent in quality as proper for long preservation.

The reason for demanding such careful attention to the quality of paper is that if it is poor, even the album prepared with much painstaking efforts may easily be broken while inspection by the recipients before it has been preserved for long.

Size.

1. Maximum size is 33 cm. in length and 56 cm. in width.
2. Minimum size is 30 cm. in length and 23 cm. in width.

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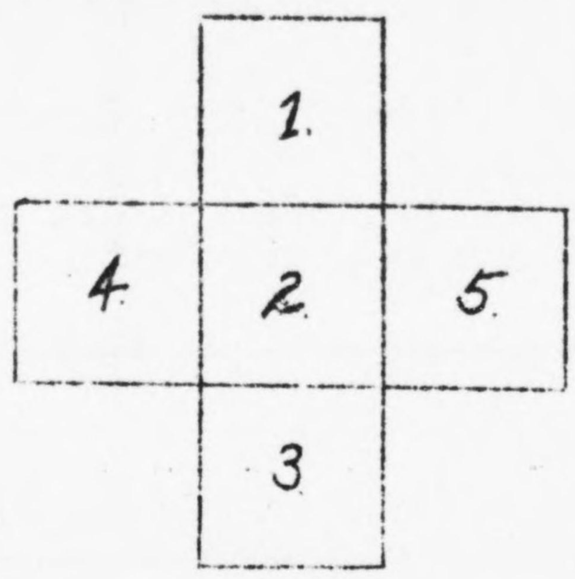
Weight. Not exceeding 900 grams.

C. Covers.

1. Pay the same attention to the selection of paper for the covers as paid to the quality of paper for the leaves of the album.

2. Be sure to use the Red Cross symbol on the covers in design. The Red Cross symbol is a red cross made of the combination of five squares as shown below:



Use care so as not to weaken the prominence of the Red Cross by the colors of designs that may be put on the cover.

3. Make the cover designs so as to represent the contents. For example, for such contents as introducing the activities of the correspondents' school, the covers should be decorated with proper designs for suggesting the contents; in case they are for the introduction of the manners and customs of their country, designs to match the contents should be selected as decorations for the covers.

D. Instructions for the Contents.

1. Select a subject.
If the contents should be left to be so extensive as to cover various fields at one time, they would become too vague to be fully understood by the other parties. This is the reason why some special subject should be selected for preparing the contents. It is suggested, therefore, that one special subject be thoroughly investigated and systematically explained for the inclusion in an album.

2. Some Examples for Selection of Subjects.

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a. Communications and Transportation.

(1) Regarding Postal Service.
(a) Transition of Postal Service.
(b) Postman's business.
(c) Postage-stamps.

(2) Regarding Ships and Vessels.
(a) Steamers.
(b) Ferry-boats.
(c) Pleasure boats.
(d) Excursion ships.

(3) Regarding Vehicles.
(a) Trains.
(b) Fire-engines.
(c) Motor-cars.

b. Community Life and Industries.

(1) Activities in Our School.
(2) Life in Cities.
(3) Life in Rural Villages.
(4) Life of Fishermen.
(5) Life in a snowy country.
(6) Life of Charcoal Burners.
(7) Life of coal miners.

c. Our Manners and Customs.

(1) On Kimono.
(2) On Footgear.
(3) Farmers' Customs (Mompe trousers, straw boots, etc.)

d. Our Festivals and Holiday Functions.

The above subjects are only suggestive. There are many other subjects which a school group may wish to choose. Investigations should not be made on an extensive scale but in a limited field.

It is advisable that a subject be selected, to some extent, in relation with the regular school work, in consideration of its contribution to the class activities and object lessons.

In case pleasure boats have been taken up as the subject for investigation at the moment, the Juniors concerned should strive to obtain the exhaustive knowledge about them, by actually visiting ports and piers for observing them, beside reading as many books concerned as available.

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By acquiring the knowledge about (1) the constructions, (2) the types, (3) the speeds and (4) the names of the pleasure boats they have studied in this way, they should be directed to arrange the rich contents in a most artistic way in the album.

3. Some Suggestions as to the Contents.

   a. Large-sized dolls, specimens, toys, etc. should be shipped not separately but together with the album. Beside such small objects as can be contained in the album, large objects that cannot be contained therein will also be accepted for shipment together with the album.

   b. When penmanships and compositions are included in the album, the most excellent in the entire class, one or two copies for each, should be selected for introduction mainly for referential purposes.

   c. When newspaper, graphic and magazine clippings are included in the album, it is suggested that they be properly arranged according to the subjects.

   d. Don't give the names and grades of the correspondents on the covers. It would be interesting to give the names of the makers of the album and a collection of names and grades of the entire members of the class on the last page of the album.

4. Letters.

   a. Be sure to include letters in the album. These letters should not be abstract in substance, but should be written as concretely as possible.

   b. Include at least four or five letters in each album. They may be classified into:

      (1) Introductory letters (which mean letters of a general introductory nature in entering into correspondence with another school, those of greetings in succeeding correspondences, etc.)

      (2) Letters explaining the contents (Two or three should be the number for these letters.)

      (3) Letters expressing the desires of the correspondents and those of questions (Desires and questions should be determined on consultation between teachers and students and should be distinctly mentioned in the letters.)

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5. Expenses.

a. Expenses of materials for school correspondence albums should be met by funds raised by the correspondents themselves.

b. In regard to postages for school correspondence, the sending group pays them for the materials directly sent to their prefectural chapter of the Red Cross Society concerned, only in the case of sending. Other postages are borne by the chapter and Headquarters of the Japanese Red Cross Society. The receiving group does not pay any postages.

6. How to Handle School Correspondence Albums.

a. It is considered proper that not more than two albums be prepared by one class per year. (Because the preparation of many albums will render their quality inferior at the cost of their expected effects and at the same time, it will take away too much from the regular school hours.)

Of these two albums, one may be used for domestic correspondence and the other for international correspondence.

b. Period for Continuation of Correspondence Albums. Unless the exchange of correspondence albums is maintained for some period, it is impossible to expect any favorable effect of them. It is therefore desired that the exchange once started be continued at least for two or three years.

c. Albums and other materials sent from other groups belong to the school of the receiving group.

d. All exchanged materials should not be preserved idle but well arranged for inspection on proper occasions, while measures being taken for their utilization by many people.

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VOLUNTEER SERVICE INFORMATION LETTER NO. III.

TO: All Chapters

30 April 1948

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

SUBJECT: PROCEDURE FOR ESTABLISHING AND OPERATING VOLUNTEER SERVICE PROJECTS IN LOCAL COMMUNITIES

I. ESTABLISHING NEED FOR PROJECT

A. Local Community Survey.

The Red Cross Volunteer Service Representatives, under the direction and with the assistance of the Sub-Branch or Sub-Cho Volunteer Service Committee Chairmen, will make a survey of the communities which they represent. The general survey already completed by all Chapters should be used as a guide for the local surveys. It is necessary to remember that in making the individual contacts with various institutions and agencies, it is essential for the Red Cross Volunteer Service Representative to acquaint the institutions and agency heads with the purpose of the survey, the desire of the Japanese Red Cross to assist in meeting community needs, and to inform these heads about the new Red Cross Service Programs, namely, the new plan for Junior Red Cross, Home Nursing, Disaster Relief, First Aid & Water Safety, and Volunteer Services.

B. Tabulation of Survey Findings.

The Volunteer Service Representatives should report their findings, in writing, to the Sub-Branch and Sub-Cho Volunteer Service Committee Chairmen.

1. Sub-Branch Committee.

In the Sub-Branch Areas the Committee will have the responsibility for making the decision about projects which will be sponsored. It may be advisable for the Sub-Branch Area to sponsor only a few projects at the beginning of this program, and there should be close cooperation between all of the Volunteer Service Representatives composing the Sub-Branch Committee.

2. Sub-Cho Committee.

In the Sub-Cho Committee area, which will, of course, be in cities, the Sub-Cho Committee Chairman will tabulate the survey data compiled by the Volunteer Service Representatives, and with their recommendations, present it to the Branch Committee. In city areas it will be advisable for the Branch Committee to make the decision regarding the projects which will be sponsored by Red Cross Volunteers.

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In the five large cities it will be the Branch Headquarters Committee, with its membership drawn from all Wards, who will make the decision regarding specific projects, or a second plan in the five large cities would be that of having each Branch Office Committee give a decision on specific projects to be sponsored.

All Chapter personnel must be constantly aware of the fact that the Volunteer Service program is an entirely new idea but that it is the only way which the Japanese Red Cross can extend its programs and services to all communities in Japan.

It is expected that projects will develop slowly and it is the best plan to have the program grow in such a manner in order to allow sound planning and the establishment of projects which will provide effective service to communities and also be of personal satisfaction to the Volunteer workers who are contributing their time.

It is not the intent of the Japanese Red Cross to set up a tremendous organization of so-called Volunteer workers who, in theory belong to the Volunteer organization, but have no Volunteer activities in which to engage. The only justification for an organization of Volunteer workers is the existence of one or more specific community needs, and the initiation of active projects is the only way in which to meet these community needs. Through the organization and sponsorship of Volunteer projects, the Japanese Red Cross has an opportunity to serve the people of Japan as never before.

II. SAMPLE PROJECTS

A. Chapter Headquarters Clerical Assistance Project.

In Volunteer Service Information Letters No. I and II, the role of the Chapter Headquarters has been defined as administrative and not operational.

However, with the initiation of the Volunteer Service Program it will be necessary for the Chapter Headquarters to use Clerical Volunteer Workers to assist in preparation of material for the training course for the Chapter Volunteer Service Committee. It is recommended that the Branch Head of the prefectural capital city be asked to appoint a Branch Volunteer Service Chairman, and according to instructions outlined in Volunteer Service Letters No. I and II, committees, Branch and Sub-Cho, be formed. Members of these committees could be given, jointly, a training course by the Chapter Headquarters staff. This should be done in each prefecture and would serve as an experimental project at each Chapter Headquarters, with volunteers working according to schedule. This experimental project will accomplish the following:

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1. It will give the Chapter staff experience in conducting a training course prior to the training course for the Chapter Volunteer Service Committee.

2. It will begin an earlier dissemination of information on Red Cross services in the prefectural Chapter cities and thereby assist the City Branch Heads and Branch Volunteer Service Chairmen to expedite the development of projects in the capital cities.

3. It will give the Chapter staff members experience in working with volunteers.

4. It will aid the Chapter staff members in the preparation of material for the Chapter Training Conference on Volunteer Services.

After the training course, for this group, is completed, a unit leader should be appointed and a daily schedule for the Volunteer workers must be outlined. This, of course, will be done in cooperation with the Chapter paid workers who will be responsible for assigning the work for the volunteers, and who will assist the Unit Leader in supervising the volunteer activities.

The Unit Leaders must assume responsibility for arranging a method of keeping records of hours in accordance with Information Letter No. V. The monthly report of this project will be sent in to the Chapter through channels outlined in the same Information Letter.

When a sufficient number of Volunteers in this project have completed the number of hours specified in Information Letter No. VI, and are eligible for Volunteer Service pins, there should be a special presentation ceremony to which the public could be invited. This type of occasion will offer good publicity material and should be the first public announcement by each Chapter Headquarters of the Volunteer Service program in each prefecture.

B. Hospital Project.

The tabulation of the questionnaire survey on community needs revealed that every Chapter had hospitals in their prefectures which were in need of and desired the assistance of Red Cross Volunteers. Different hospitals indicated need for various types of service. Therefore a hospital project may cover either one type of Volunteer Service, or several types.

The following steps are outlined to guide the Red Cross Volunteer Service Representative and the appropriate committee chairman in developing a hospital project:

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1. The Red Cross Volunteer Service Representative and the Sub-Branch or Sub-Cho Committee Chairman will make their first contact with the proper hospital officials. It will be the Red Cross official's responsibility to provide hospital officials with a general summary of information regarding Red Cross Volunteer Service, explaining the specific types which will be available through a hospital project.

2. The Red Cross persons, if the hospital officials are interested in the Volunteer Service project, should be conducted on a tour of the hospital by the Head Doctor and the Chief Nurse.

3. The decision should be reached by this group (Red Cross Volunteers and hospital officials) regarding the types of service, if any are needed.

4. The hospital should be requested to designate an official or a staff member to assist the Red Cross Representative in working out the details for the accepted project, such as the number of Volunteers needed, hours on duty, responsibility of hospital to Volunteers, etc. This person may be referred to as the Liaison.

5. Plans will be developed by Red Cross Volunteer Representative and the chairman for recruiting Volunteers for the specific project. If only a small number of Volunteers will be needed, it may be wise to have Red Cross Representatives personally select Volunteers in the immediate vicinity of the hospital. On the other hand, if a large group is needed and various types of service are to be given, it will be necessary to make a public appeal through publicity channels to the entire Cho area adjacent to the hospital, and even to make an appeal to other Sub-Cho Chairmen to assist in recruiting Volunteers for the specific hospital.

   In the event a small group will be used, these persons should be gathered together at the hospital and the program explained to them. They should be allowed to choose the type of service they wish to perform, if more than one type of Volunteer Service is needed. If a large number of Volunteers is needed, a special meeting place may be necessary if the hospital cannot provide space. A similar explanation would be made to this group.

6. The next important step is to give the necessary training to the Volunteers in the type of service which they select. The following types of Volunteer Service projects are suggested for a hospital:

   a. Operation of a nursery for children of patients, visitors, and even employees of a hospital.

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b. Recreation program according to the needs of the individual hospital.

c. Production unit which may engage in the making of surgical dressings and repairing hospital items such as doctors' surgical gowns, sheets, etc.

d. Assistance with a library unit in the hospital, either helping distribute books which may already be available, or building up a library to be used in this manner.

e. Information clerks and guides at the reception desk in the large hospitals.

f. A recreational program for student nurses. (31 Red Cross Hospitals have Schools of Nursing and this service is felt to be very necessary for the student nurses' group.)

g. Canteen workers if hospital has central kitchens.

In connection with hospital Volunteer projects, the workers must receive training which will make them effective and valuable in their service. As stated in Volunteer Service Information Letter No. II, a manual is being prepared in connection with Volunteer projects in hospitals and this manual will set down standards to be maintained on a project and will also provide information to be used in training Volunteers.

7. When the training courses begin, a Unit Leader for the specific project should be appointed by the Red Cross Volunteer Service Representative. The Unit Leader will begin to work out schedules for workers and when the training courses are finished, they will sign with the Unit Leaders for specific days and hours of service. (There should be as much organization as possible insofar as regularity of days and hours is concerned.) Also more effective service can be rendered if a person can give Volunteer time consecutively at one period, for example: a Volunteer would be able to accomplish more by working two-and-one-half to three hours one morning a week rather than one hour each day, several days a week.

8. The responsibilities of the Unit leader will be numerous and on this person rests perhaps the greatest responsibility for the success of the individual project. When the Volunteers first begin to serve, it is most necessary that the Unit Leader be present as much as possible during the first period of the project and she will undoubtedly need the assistance of the Red Cross Volunteer Service Representative. The Unit Leaders will be responsible for setting up a system of keeping records in accordance with Volunteer

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Service Letter No. V. She must encourage the workers frequently and keep the hospital liaison person informed of the program. She will have the responsibility of making the project a smooth-running operation and will offer suggestions to hospital authorities which will assist the Volunteer Service in being more effective. At the end of the month she will be responsible for compiling reports in accordance to Volunteer Service Letter No. V, to be turned over to the Red Cross Volunteer Service Representative.

It will be the Unit Leader's responsibility to secure additional workers as they are needed or to provide replacements. One of her chief functions will be that of encouraging the workers and explaining to them the appreciation of the Red Cross and the hospital for their cooperation. A good Unit Leader, in addition to responsibilities which will become more or less routine, will also take the initiative in suggesting means of improving a service, and additional types of service which would be helpful to the hospital.

The two kinds of projects illustrated give a general p icture of the step-by-step procedure of developing any project which will be sponsored by the Red Cross Volunteer Services within the scope of those fields which have been designated by your National Headquarters Volunteer Service Section. These fields are named in Volunteer Service Letter No. II, and are repeated, namely: clerical assistance for Red Cross offices; service in children's institutions; hospitals; parks and playgrounds; canteens; blind schools and institutions; seasonal nurseries and community kitchens. The survey questionnaires of community needs completed by all chapters were used as a guide by the National Headquarters staff in determining the projects which would be sponsored on a national basis. In order to maintain standards and provide instruction and training courses of a high calibre, it is advisable for Red Cross Volunteer Services to confine their programs, at this time, to these types of Volunteer Service programs. The survey reports, when tabulated, prove that these particular fields designated, offer infinite opportunities for the development of Red Cross Volunteer Service projects which will benefit the individual, the local communities, the cities, the entire prefecture and the nation.

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Welfare Section

File No. 23

Date 21 Jun

By CSO - JJ

Organization contacted Red Cross Contacted persons Mr. Kudo

Location Red Cross

Purpose:

To evaluate Junior Red Cross program

Partinent Facts

1. Have not gone through period of Preparation
2. " " " " " " of enrollment.

Comments & Suggestions

above 2 facts need correction.

HEADQUARTERS EIGHTH ARMY
EIGHTH ARMY EXCHANGE
APO 343

Branch Number _____
Organization _____
APO _____

Cost Mdse. _____
Retail Mdse. _____
KDM Mdse. _____ Dept. _____
(Check one, if KDM Mdse., show dept. No.)
Page No. _____ of _____ Pages
Date Ending _____ 19 _____

25 NOV. 1947

PHYSICAL INVENTORY

GDM Page 3 of 31 Pages

1 NO.	2 CLASS OR LINE NUMBER	3 ITEM	4 UNIT	5 UNIT SELL	6 QUANTITY	7 TOTAL SELL	8 UNIT COST	9 TOTAL COST
		INFANTS' GOODS (Cont'd)						
	GDM 630.48	Sheet, Crib	ea	1.85				
	GDM 640.52	Shoes	pr	2.35				
	GDM 646.90	Stroller	ea	8.20				
		* * * * * * *						
		MENS' WEAR						
	GDM 1073.43	Belt	ea	1.45				
	GDM 1130.118	Coat, Sport	ea	21.20				
	GDM 1130.122	Coat, Sport	ea	29.60				
	GDM 1272.60	Hat	ea	3.30				
	GDM 1330.60	Jacket, Smoking	ea	3.30				
	GDM 1430.30	Necktie	ea	.80				
	GDM 1470.128	Overcoat	ea	32.30				
	GDM 1470.131	Overcoat	ea	41.25				
	GDM 1480.50	Pajama	pr.	2.10				
	GDM 1480.55	Pajama	pr.	2.70				
	GDM 1480.58	Pajama	pr.	3.05				
	GDM 1480.59	Pajama	pr.	3.15				
		The "Total Sell" of this page is			------>			

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Junior R.C. Group System :-

End of last year 340 groups - (members/group/school)

Period of Preparation :-

Notified ea principal. one person in branch was appted advisor attended school meetings.

Period of enrollment :-

~~Not started~~ ~~From may until present~~ time started new system about November 1947.

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Welfare

15 April 1948

File 23

TO: All Chapter Directors

FROM: President

SUBJECT: Alteration of Junior Red Cross Group System.

The alteration of the Junior Red Cross Group system, of which you are already informed, shall be started from May, 1948, according to the following program. You are requested to make every possible effort for the permeation of the object of the new system among the existing groups so as to attain the purpose of the alteration.

Conf: Red Cross

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PROGRAM OF THE ALTERATION OF THE JUNIOR RED CROSS GROUP SYSTEM

1. Time of transition to the New System.

a. Period of Preparation.

From April to June 1948. During this period, Group members shall discuss the advisability of new Group and carry on campaign to obtain enrollment fee.

b. Period of Enrollment.

May and June 1948. During these two months, necessary procedure for enrollment shall be taken and Enrollment Ceremony shall be performed.

c. Period of Delay.

Those Groups which cannot be altered to the new system during the above-mentioned period shall be permitted to exist as it is until the end of 1948 and thereafter shall be dissolved automatically. New Groups shall be enrolled even after June.

When money for membership fee is received at National Headquarters two months prior to closing of present school year, the fee will be accredited to the respective school's membership for the following school year.

2. Enrollment Procedure in the New System.

a. Receipt of Application.

When a Chapter receives from a Group application forms for enrollment, it shall keep one and send the other to the National Headquarters with enrollment fee.

b. Transmittal of Enrollment Fee.

When Enrollment Fees are transmitted to the National Headquarters, a statement mentioning the name of Group and the number of its members shall be attached thereto.

c. Dispatch of Badge and Enrollment Certificate.

The National Headquarters, in exchange for enrollment fee, shall deliver Membership Badges and Enrollment Certificates to the Chapter which shall transmit them to each Group. In the year 1948, as the pre-estimate of the number of enrollment is impossible, the delivery shall be done in the above-mentioned method, but in the following years, the National Headquarters shall send beforehand a

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certain number of Badges and Certificates to Chapters to the effect that they shall be delivered simultaneously with the receipt of applications.

3. Abolition of Old Regulations

The Regulations governing the Japanese Junior Red Cross, the Regulations of Group belonging to the J.J.R.C., Rules for Enrollment of the J.J.R.C. Group which were hitherto effective shall be abolished.

Hereafter, Groups shall not frame their own regulations, and shall be established and managed in accordance with the rules prescribed in the "Handbook." There shall not be any Association of Groups.

4. Notice of Alteration to the Groups.

To notify the existing groups under your jurisdiction of the alteration to the new system, you shall send to them Advice Note (Attachment 1), Essentials of the Alteration to the New System of the Japanese Junior Red Cross Groups (Attachment II) and Application Form for Enrollment (Attachment III), which shall be prepared in your Chapter, together with the "Junior Red Cross Handbook." Other papers deemed necessary shall be added. Each Group shall receive two Application Forms.

5. Policy of Permeation of the New System.

From the view-point of their nature, the new Groups should not be enrolled in great number from the beginning. Their establishment should be encouraged but not in a hurry; new Groups should be established on the own initiative of boys and girls with teacher guidance.

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Attachment 1.

TO: All Chairmen of the Japanese Junior Red Cross Group.

FROM: Chapter Director.

SUBJECT: Alteration of the Japanese Junior Red Cross Group System.

In compliance with the line of educational reform of the country and through the assistance of the Education Section, GHQ, SCAP, the Japanese Red Cross Society has determined to alter the Junior Red Cross Group System according to the "Junior Red Cross Handbook" enclosed herewith, starting from coming June.

The new system shall require, on the part of leaders, much trouble but it is our sincere desire that you should make every possible effort with the thorough understanding of the object of the alteration.

As your preparations for the establishment of new Groups goes on, many questions shall be raised, and as we are willing to answer any of them, they should be advanced to us without restraint. It is hoped that the alteration should be carried out with your understanding of its object and, needless to say, on the own initiative of the members; therefore, one or more classes in a school may be organized as a new Group.

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Attachment II.

Essentials of the Alteration to the New System
of the Japanese Junior Red Cross Group

1. Time of Transition to the New System.

(Contents are same with the previous "Program of the Alteration" addressed to Chapter Directors from the President.)

2. Enrollment Procedure in the New System.

a. Enrollment Procedure.

When the establishment of a Group is fixed in accordance with the principles in the "Handbook", two Application Forms shall be filled up and submitted to the Local Chapter toget her with the Enrollment fee.

b. Delivery of Badges and Signature-list.

At the receipt of Application Forms, the Chapter shall deliver to the Group Membership Badges, Signature-List (See "Handbook") and Enrollment Certificates. The Group, then, shall hold the Enrollment Ceremony.

3. Abolition of the "Regulations of Group belonging to the Japanese Junior Red Cross".

"The Regulations of Group" shall be abolished and, hereafter, such regulations shall not be established: the Group shall be organized and managed only in accordance with the principles in the "Handbook."