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#110

HANDBOOK
on
JAPANESE JUNIOR RED CROSS
ORGANIZATION
in
SCHOOLS IN JAPAN
as

Reviewed and approved by the Educational
Division, C. I. & E. Section, and the
Welfare Division, Public Health & Welfare
Section, General Headquarters, SCAP.

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DECLASSIFIED E.O. 12958 SECTION 5 (b) (7) (D)

INTRODUCTION

Our Junior Red Cross was founded in 1922 and is now over twenty years old.

During these years, it has contributed something remarkable to the development of school education in general as an auxiliary institution carrying out practically and substantially what it has taught school children, inculcating them, at the same time, with the principles and ideals of humanity, altruism and international good-will and also promoting health.

In order to keep step with the reformation of our educational system based upon democracy, the Junior Red Cross has also altered and improved its structure and substance in many different ways accordingly.

This brochure, "The Manual", has been published for those who have been connected with the Junior Red Cross and elder members of the same, briefly describing such alterations as above mentioned.

This "Manual", unlike such books as have heretofore been published, has laid emphasis chiefly upon things practical, not upon those theoretical.

We have no doubt that those who have taken leadership of this institution and been interested in its activities will find a definite principle of education in this brochure.

They must clearly understand that the Junior Red Cross is not an institution intended to teach children things theoretical, but only to help them put in operation what they learn at school.

It goes without saying that this "Manual" is simply a short account of the Junior Red Cross, not touching upon the details of its structure and subject matters.

So, it is quite natural that there would arise various subjects questionable on the part of school teachers or leaders of the Junior Red Cross Groups.

In such cases, they are requested to ask us without reserve anything that they do not understand or to study it by themselves so that they can carry out the Junior Red Cross activities successfully.

Upon publishing this "Manual", we cannot but express our heartfelt thanks for the invaluable advices given us by our American Junior Red Cross Adviser to say nothing of the generosity and kindness shown us so signally by the American Junior Red Cross as to have furnished us with the printing paper more than enough for this brochure.

September, 1947.

DECLASSIFIED E.O. 12958 SECTION 3 (b) (7) (C)

WHAT IS JUNIOR RED CROSS?

Junior Red Cross is the boys and girls membership in a Red Cross Society. Japanese Junior Red Cross is a division of the Japanese Red Cross and is the Red Cross in the schools. The Junior Red Cross is also a division of the International Red Cross organization.

Junior Red Cross functions in the school. This means that Junior Red Cross organization and activities are integrated with regular classroom work. Junior Red Cross has a definite program of activities. They are distinct and separate from adult activities; however, there are occasions in which Junior Red Cross membership may work in partnership with adults.

The success of Junior Red Cross depends upon the combined interest and efforts of school authorities and teachers and the Red Cross Chapter. It is essential that the Junior Red Cross program serve as a contributing factor in vitalizing learning in school and in making it function in the daily lives of the children in the home and in the community.

WHO MAY BE MEMBERS OF JUNIOR RED CROSS?

All children of elementary school, lower middle, and high school are eligible for membership. The membership is on the group basis. There is no individual membership. Schools join by a class group. Therefore, the boys and girls are eligible for membership in the Junior Red Cross from the time that they enter the elementary school until they complete the high school. When they finish the high school they are no longer eligible for Junior Red Cross but are eligible for adult membership in Japanese Red Cross.

WHAT ARE THE OBJECTIVES OF JUNIOR RED CROSS?

The objectives of Junior Red Cross may be defined as follows:

1. To help the children to learn the full meaning of good citizenship.
2. To promote health and safety.
3. To help the child to cultivate the spirit of Service and an understanding and friendship for his community, the nation, and the world.

The objectives of Junior Red Cross are the same as that of the school, the homes, and other youth organizations. The objectives may be summed up by saying that the chief purpose of Junior Red Cross is to help give the boys and girls an opportunity to learn to be good citizens by acting now as good citizens.

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WHAT IS THE JUNIOR RED CROSS PLEDGE?

"I, AS A MEMBER OF THE JAPANESE JUNIOR RED CROSS, WILL TRY TO KEEP MY BODY AND SPIRIT HEALTHY, AND STRONG, AND WILL DO MY BEST FOR THE BENEFIT OF HUMANITY, IN MY COMMUNITY, THE NATION, AND THE WORLD."

HOW TO REGISTER JUNIOR RED CROSS IN A SCHOOL

As soon as a school class with teacher's approval has decided to join Junior Red Cross it must be registered at the Chapter Headquarters of the Japanese Red Cross and the Chapters must register it at National Headquarters.

Forms and badges and information about registration may be secured from the Chapter Junior Red Cross leaders.

The annual registration fee shall be five yen per member. For example, in a class of 40 pupils, the membership fee for entire class group will be 200 yen. This fee is sent to Chapter Headquarters with the proper forms filled in with requested information and the Chapter forwards the entire amount of the membership fee to National Headquarters.

It must be noted that the fee in question must be money earned by the members themselves in some way or the other. When members of the group or sub-group wish to earn money there are two ways: one is to work en masse as a group after planning has been done under the leadership of the teacher; and the other is to earn money individually. Under the present circumstances the teacher should consult parents and explain to them the purpose for which children wish to earn the money.

There will be many persons who will not favor the new system of the registration fee; but it should be considered from the educational point of view, that is, how this plan will teach the boys and girls to be good citizens of New Japan. This may be one way to impress boys and girls of their sense of duty to themselves and to the welfare of others. To maintain an organization there must be sufficient financial support.

The senior membership of Japanese Red Cross will have the responsibility for financing the administration of the Junior Red Cross, but boys and girls will be responsible for financing their projects. Through this plan adults will assume their appropriate responsibility in giving youth opportunities to grow and develop in social attitudes. At the same time boys and girls will develop the attitude of beginning projects and seeing them through to the end. They will understand and feel the responsibility of the total job.

WHY IS THERE A JUNIOR RED CROSS MEMBERSHIP FEE?

When boys and girls join a National and an International organization, they are given certain privileges which do not come without responsibilities, both financially and morally. Boys and girls who join Junior Red Cross pledge themselves to help others and to make their country a better place in which to live. They cannot use a national organization's opportunities and its channels without realizing that it cost something to maintain the organization which will bring them the opportunities for serving nationally and internationally. In Junior Red Cross boys and girls have the privilege of joining hands with children in 64 nations of the world for the purpose of promoting health and safety programs, serving children less fortunate than they, and learning about children in other countries and how to make friends with them. (See "What Junior Red Cross Members Do" - how learning can be projected into active participation - p. 4). Every member of a democratic organization should learn about the privileges it offers, understand how it operates, and realize how his membership can make it a stronger and better organization for the welfare of all the people.

Thus a membership fee teaches boys and girls that privileges do not come without cost. It teaches them money values. It gives them an opportunity to perform in an organization in a manner in which he will perform as an adult.

HOW MAY THE MEMBERSHIP FEE BE EARNED?

When boys and girls begin planning ways to earn their membership fee, they should study their community and find the ways which are within their abilities and which give them the satisfaction of learning and being helpful at the same time they are earning. The following suggestions may guide the teacher and pupils in making plans to earn the membership fee:

1. Make craft work from native materials to sell. This may be a pad on which to set hot dishes or it may be a dish lifter which protects the hands from being burned. It may be candle sticks made out of cans, lanterns, broken needle cases made out of match boxes, small toys, dolls, and other articles which are easy for children to make and which will have sales value.

In making these items teachers and children may wish to visit a nearby factory to learn all they can about their community industries. This will make an interesting lesson in school classes.

2. Repair bicycles.
3. Deliver newspapers.
4. Help gather vegetables.

5. Weed vegetable or flower gardens.
6. Sell fish.

HOW WILL THE MEMBERSHIP FEE BE SPENT?

All membership fees will be used to publish a Junior Red Cross magazine when National Headquarters has the facilities for publishing it. The magazine will be an organ through which Junior Red Cross members may speak and learn more about their organization and which teachers may use as excellent reference material in their classroom work.

The magazine will not be a subscription magazine. It will be distributed to all membership groups on basis of one to a classroom registration. It will not be distributed to non-members.

HOW LONG DOES A MEMBERSHIP IN JUNIOR RED CROSS LAST?

A Junior Membership registration campaign shall be held every year in April. This may mean that a class group has registered as members of Junior Red Cross this year, but they may elect not to register as members the next year; however, if they wish to continue as members they must register again and receive new badges.

WHAT DO JUNIOR RED CROSS MEMBERS DO?

A. First Step.

After the teacher and pupils have discussed the Junior Red Cross and have decided to become members, they learn about the pledge which each member takes when the class group registers. Each class member is officially recognized as a member of Junior Red Cross when the pledge is taken and when he writes his name on the membership certificate which may be placed in a prominent place on the wall in the classroom. Now the member is ready to wear the Junior Red Cross badge. The emblem of Red Cross is assured by the Red Cross International Convention and its abuses are forbidden. When a member of the Junior Red Cross wears this emblem, he must not treat it as a simple badge but keep in his mind that this emblem is a symbol of humanitarianism not only internationally, but also in every community in the country.

B. Second Step

Junior Red Cross members around the world pledge themselves to Service. They learn to keep healthy and strong so that they may serve their community, their nation and the world. The services that Junior Red Cross members may do are as follows:

1. Community Service.

- a. Send flowers to sick patients in the hospital.
- b. Study in the social studies classes ways they may serve at home, in the school, and in the community. Then make plans to put into action the ways which they have found to serve.
- c. Plan campaign - "Keep Public Places Clean and Attractive."
 - (1) In Social Studies class study the condition of the public places in the village. What is a public place? Why are they dirty? Are they unattractive? If so, why? What can we Junior Red Cross members do to improve the situation?
 - (2) In language classes boys and girls may prepare speeches which they may give to public group meetings. These speeches should contain information which they have learned in Social Studies class about Public Places in their village.
 - (3) Posters may be made in their classroom work to be posted in appropriate places in the city to remind people to do those things which will make the public places clean and attractive.
 - (4) Letters may be written in language classes to the parents and to the leaders of all organizations and to the business men of the community explaining the campaign and asking them to support and cooperate with the movement. Specific suggestions may be made in the letter as to how they can cooperate.
 - (5) Plan a School Assembly Program stressing importance of campaign.
 - (6) School groups may personally interview village government officials and work out plans with them to keep public places clean and attractive.

(Junior Red Cross members should not feel responsibility of doing the labor for keeping public places clean. Their duty should be to help educate people of community to respect public places and to form habits which will take better care of them.)

- d. Each Junior Red Cross group should practice the simple rules of personal hygiene:
- (1) Get plenty of outdoor exercise and sunshine.
 - (2) Keep body clean by taking a bath or washing every day.
 - (3) Sleep at least ten hours every night.
 - (4) Eat balanced meals. Eat fruit and vegetables with fish and rice and other main dishes.
 - (5) Chew food well so that it will be easily digested.
 - (6) Use good manners when eating.
- e. Grow vegetable gardens at home and at school.
- f. Help in the hot lunch program in the schools. Promote the proper ideas for balanced meal. Encourage all boys and girls to eat properly.
- g. Promote safety programs. Plan a safety campaign. Learn safety rules for crossing streets, walking down the road, riding bicycles, building fires, throwing away rubbish, and other hazards which cause accidents.

2. National Service

Junior Red Cross members should be interested in the welfare of New Japan. They should always be ready to give a helping hand and to learn more about their responsibility to the community. They are citizens today learning how to be better citizens tomorrow. They may engage in following National Junior Red Cross activities.

- a. Inter-Country School Correspondence. (See "How to prepare a School Album for Exchange with another School" which can be secured from your Chapter Junior Red Cross leaders.)
- b. Serve Red Cross Hospital.
 - (1) Make vases.
 - (2) Make toys for children patients.
 - (3) Prepare poem sheets for patients to read and enjoy.
 - (4) Make posters and wall hangings and decorations which both children and adults will enjoy.
 - (5) Make games which patients can enjoy.
 - (6) Make picture books for child patients.

3. World Service

Junior Red Cross members should become enlightened about the world. The realization of a peaceful world depends upon how much we know and understand about other people. The only activity that Japanese Junior Red Cross can offer in this Service is the School Correspondence Album Exchange. Contact your Chapter Junior Red Cross leader for the bulletin which explains how to prepare the album for exchange with a school group in another country.

HOW IS JUNIOR RED CROSS ORGANIZED IN A SCHOOL?

A. First Step

After all pupils in one class room have been registered and a pledge has been made by each member, then a sub-corps may be organized and be officially recognized.

The next thing to be done by the sub-corps is to create an organization by electing officers. There should be a Chairman who represents the sub-corps and presides over its meetings. A Vice-Chairman and a Secretary should be elected, too.

A teacher in charge of the class room shall guide the sub-corps and its members in their activities and shall take responsibility for keeping the group's activities consistent with the educational objectives. He should, insofar as possible, use the activities, including the organization activity, as a teaching tool. The activities should provide opportunities for children to practice what they are being taught.

(Certain parliamentary rules should be followed in setting up an organization and electing officers. The Junior Red Cross should follow that procedure which is recommended by the Ministry of Education.)

B. Second Step

On organization of over two sub-corps in a school, a Junior Red Cross Corps for the entire registered membership may be organized. This may be done so that each sub-corps may coordinate its activities with the other sub-corps of the school.

To organize the School Junior Red Cross several representatives from each sub-corps should be named by each group to represent them in the School Corps. The number of representatives chosen from each sub-corps may depend upon the size of the school or the number of registered groups. There should be a small group represented on this Corps because too large a group makes it more difficult to do good planning. After representatives from each sub-corps have been named, they should meet and elect their officers, chairman, vice-chairman and secretary. The school principal should name one of the teachers as teacher-guide for the School Corps.

The responsibility of the School Junior Red Cross Corps is to plan activities for the Junior Red Cross. They are a planning group and they provide opportunities for entire Junior Red Cross membership to participate in service projects. After the Corps makes plans each representative returns to respective sub-corps group and informs the membership about the plans. The sub-corps membership has the privilege of deciding how much of the plan or plans they wish to undertake.

The Corps and sub-corps may appoint as many committees as the circumstances may demand. For example, a health committee and a publicity committee may be essential to the success of the program. If so, they should be appointed.

It is important to remember that this is a youth organization and the boys and girls should have the privilege of being the officers and leaders. These boy and girl officers and leaders should alternate. This organization helps to develop leaders and teachers should make arrangements that as many boys and girls as possible during a year's time should have an opportunity to serve as leaders. Teachers and school authorities serve as guides. They should stay in the background except when circumstances demand positive action on their part.

WHAT SHALL BE THE NAME OF THE JUNIOR RED CROSS CORPS AND SUB-CORPS?

Any corps when organized and officially recognized shall have the same name of the school in which it was formed. For instance, the Junior Red Cross Corps consisting of the pupils in Akasaka Primary School shall be called Akasaka Primary Junior Red Cross Corps, the lower middle school shall be called the Akasaka Lower Middle School Junior Red Cross Corps, and the higher middle school shall be called the Akasaka Higher Middle School Junior Red Cross Corps.

The sub-corps shall be designated by a number such as First Sub-Corps of Akasaka Primary Junior Red Cross Corps.

HOW IS JUNIOR RED CROSS RELATED TO THE SCHOOL CURRICULUM?

The Junior Red Cross program calls for a variety of activities which, if properly used, should vitalize knowledge and skills and help develop character, health, and citizenship. Properly integrated, therefore, with the school curriculum, these activities should supplement the efforts of the government to achieve its educational objectives as set forth in the Constitution of Japan.

In order to realize these objectives to the fullest extent, it is important to keep in mind that the pupils will grow and develop in proportion to their participation in the projects that are suggested. For this reason those in position of leadership in Junior Red Cross work should keep the following questions always in mind:

1. In what home and community activities may Junior Red Cross members properly engage which will help develop in them better understanding and a more responsible attitude toward home and community needs?
2. How may the production of articles and the promotion of services for children's institutions, Red Cross hospitals, and similar institutions lead the pupils to greater interest in productive work and to a growing realization of the value of their contribution toward the welfare of others less fortunate than they?
3. How can participation in the International School Correspondence lead to a better understanding of other people and to an increase of friendliness from which a better international relationship may eventually develop?
4. How may one develop in the pupils a sense of responsibility in membership in the Junior Red Cross, and correspondingly in their homes and community?
5. How may the Junior Red Cross program add interest and meaning to school work and help promote greater and more enduring satisfaction, broader understanding, and deeper sympathies in the members?

The Junior Red Cross projects should be suitable to the pupils of every class and subject. Any one class should, however, engage in those activities which are most suitable to the skill, interest, welfare and understanding of the pupils, and which will contribute most to their social growth and development.

Each school should be well informed at the beginning of each school year as to all program possibilities - local, national and international. The school is then free to choose those activities which have the greatest possible educational usefulness to its pupils. The school may initiate activities which are both good Junior Red Cross and good education. The chapter Junior Red Cross program is the sum of all Junior Red Cross activities in all the schools.

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15 April 1948

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.

(2)

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

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 I), 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.

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.

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 together 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."

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.

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)

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)

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.

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.

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.

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 only 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."

DECLASSIFIED E.O. 12958 SECTION 5 (b) (7) (D)

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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

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 correspondence.) 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

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.

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.

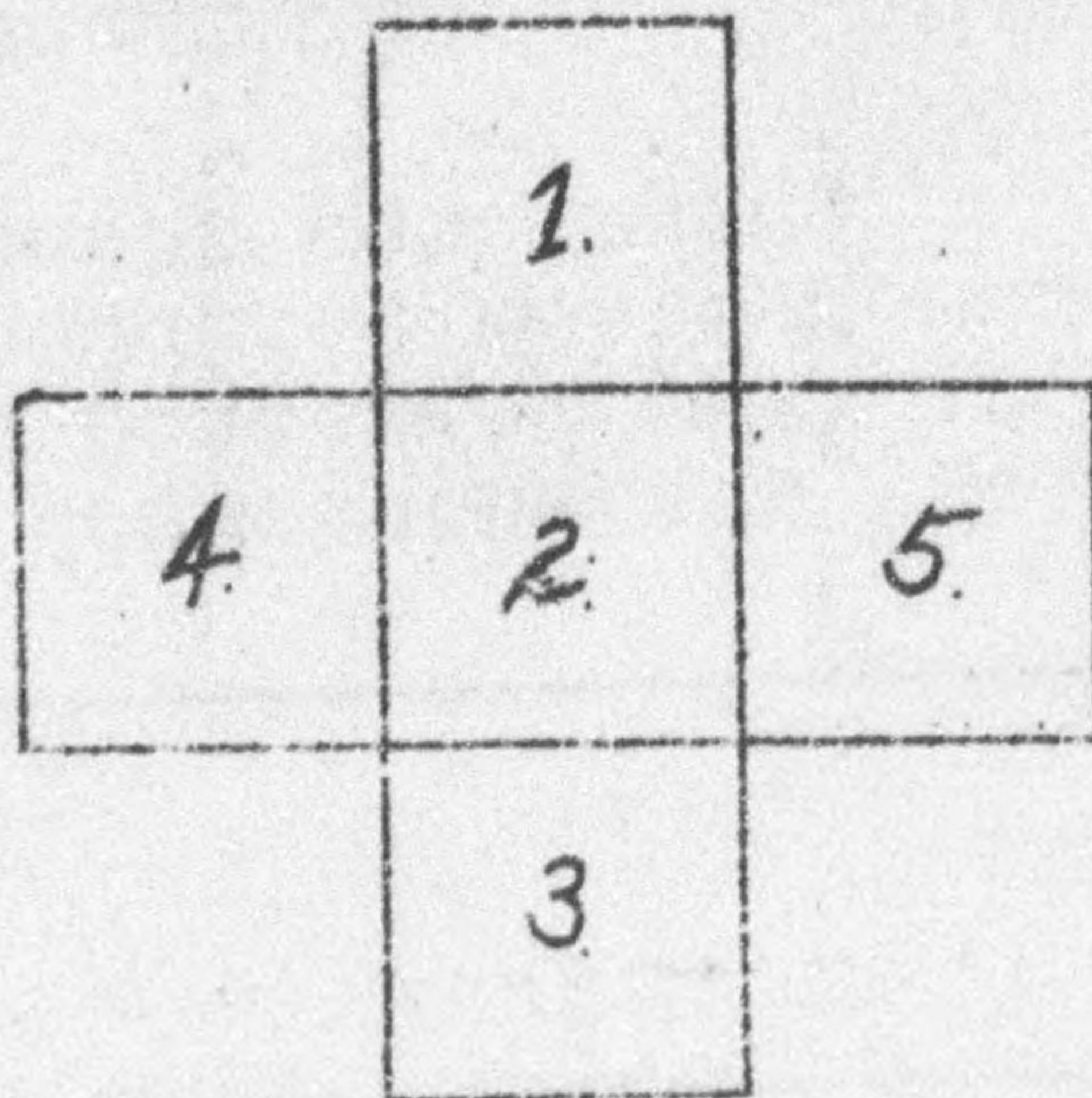
Size.

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.

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.

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.

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.)

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.