etc. ... — through BENEVOLENCE AND SOCIAL JUSTICE with which you will be able to LOVE AND HELP ONE ANOTHER.

Ⅲ. We want you — IN CITIES, TOWNS AND VILLAGES, — WILL MAKE the GROUPS AS SOON AS possible REFERING to the NEXT CRITERION.

RULES

THE NAME(A CITY, TOWN OR VILLAGE) RED CROSS VOLUNTEER SERVICE GROUPS JAPANESE RED CROSS ASSOCIATION MIYAGI BRANCH

ARTICLE I. NAME of the GROUPS SHALL BE KNOWN AS the NAME(A CITY, TOWN OR VILLAGE) RED CROSS VOLUNTEER SERVICE GROUPS OF JAPANESE RED CROSS ASSOCIATION MIYAGI BRANCH.

ARTICLE Ⅱ. THE objects OF the GROUPS SHALL BE to COOPERATE WITH JAPAN RED CROSS ASSOCIATION AND to HELP IT through BENEVOLENCE AND SOCIAL justice.

ARTICLE Ⅲ. THE GROUPS SHALL BE ORGANIZED with whole the CITY (TOWN, OR VILLAGE). FURTHER, A HAMLET SHALL HAVE A DEP't. AND IF IT NEED, ESPECIALLY IN CITIES, A SQUAD SHALL BE ORGANIZED.

ARTICLE Ⅳ. THE OFFICE OF the GROUPS SHALL BE LOCATED IN CITY (TOWN OR VILLAGE) OFFICE.

ARTICLE Ⅴ. THE MEMBERS SHALL BE MEMBERS OF JAPANESE RED CROSS ASSOCIATION who ~~ARE OVER~~ FULL 16 YEARS OLD WOMEN AND MEN.
THE MEMBERS SHALL BE CERTIFIED AS SOON AS they HAVE their NAMES REGISTERED ON the MEMBERS' LIST.

ARTICLE Ⅵ. THE FOLLOWING SHALL CONSTITUTE the OFFICIAL STAFFS OF the GROUPS. THE TERM OF OFFICE OF the MEMBERS SHALL BE 1 YEAR, but they SHALL BE ABLE to BE RE-ELECTED.

A. THE OFFICIAL STUFFS of the GROUPS;
1. LEADER (1 PERSON) 2. VICE-LEADERS(2 PERSONS)
3. COMMITTEEMEN (FEW)
LEADER, VICE-LEADERS AND COMMITTEEMEN SHALL BE ELECTED by the MEMBERS OF the GROUPS.

(OVER)

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LEADER SHALL REPRESENT THE GROUPS, AND SHALL CONTROL BUSINESS OF THE GROUPS. VICE-LEADERS SHALL ACT AS ADVISERS TO THE LEADER OF THE GROUPS, AND IN CASE THE LEADER IS ABSENT VICE-LEADERS SHALL ACT IN THE PLACE OF HIM.

COMMITTEEMEN SHALL CONTROL BUSINESS OF THE GROUPS BY ORDERS OF THE LEADER.

B. THE OFFICIAL STUFFS OF THE DEP'T OF THE GROUPS;

1. CHIEF (1 PERSON) 2. VICE-CHIEVES (2 PERSONS)
3. COMMITTEEMEN (FEW)

AS FOR METHOD OF ELECTION AND THEIR DUTIES, THE ARTICLE A SHALL BE APPLIED.

C. THE OFFICIAL STUFFS OF THE SQUAD OF THE GROUPS.

1. COMMANDER (1 PERSON) 2. VICE-COMMANDER (2 PERSONS)
3. COMMITTEEMEN (FEW)

COMMANDER AND VICE-COMMANDER SHALL BE ELECTED ONE ANOTHER BY THE MEMBERS OF THE SQUAD. COMMITTEEMEN SHALL BE GIVEN A COMMISSION BY THE LEADER OF THE GROUPS.

ARTICLE VII. THE GENERAL MEETING OF THE GROUPS SHALL BE CONVENED REGULARLY ONCE PER YEAR. BUT THE SPECIAL GENERAL MEETING SHALL BE CONVENED IN CASE IT IS REQUIRED. THE OFFICIAL STUFFS MAY CONVENE IT WHENEVER THEY WANT. THE LEADER SHALL ACT IN THE PLACE OF THE CHAIRMAN.

THE MEETINGS OF THE DEP'T AND SQUAD SHALL TOO BE CONVENED.
AS THE METHOD OF THE MEETINGS, THE METHOD OF THE MEETING OF THE GROUPS SHALL BE APPLIED.

ARTICLE VIII. THE FOLLOWING SHALL BE DONE TO ACCOMPLISH THE OBJECTS OF THE GROUPS.

A. BUSINESS ON ORDINARY DAYS.

I. SOCIAL SERVICE;

a. COOPERATION WITH THE SOCIAL AND PUBLIC BENEFIT GROUPS.
b. COOPERATION WITH NURSING IN HOSPITALS.
c. COOPERATION WITH A JOINT WORKING, COOKING AND NURSERY.
d. COOPERATION WITH SCHOOLS AND OTHER GROUPS TO PROVIDE MEALS.
e. COOPERATION FOR CLEANING, WELFARE AND SYMPATHY.

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by the LEADER of the GROUPS.

ARTICLE VII. THE GENERAL MEETING of the GROUPS SHALL BE CONVENED REGULARLY ONCE PER YEAR. BUT the SPECIAL GENERAL MEETING SHALL BE CONVENED IN CASE IT IS REQUIRED. THE OFFICIAL STUFFS MAY CONVENE IT WHENEVER they WANT. THE LEADER SHALL ACT IN the PLACE OF the CHAIRMAN.

THE MEETINGS of the DEP't AND SQUAD SHALL too BE CONVENED.

As the METHOD of the MEETINGS, the METHOD of the MEETING of the GROUPS SHALL BE APPLIED.

ARTICLE VIII. THE FOLLOWING SHALL BE DONE to ACCOMPLISH the objects of the GROUPS.

A. BUSINESS ON ORDINARY DAYS.

I. SOCIAL SERVICE;

a. COOPERATION with the SOCIAL AND PUBLIC BENEFIT GROUPS.
b. COOPERATION with NURSING IN hospitals.
c. COOPERATION with A JOINT WORKING, COOKING AND NURSERY.
d. COOPERATION with SCHOOLS AND OTHER GROUPS to PROVIDE MEALS.
e. COOPERATION FOR CLEANING, WELFARE AND SYMPATHY.
F. COOPERATION FOR products, TRANSPORTATION AND distribution.
g. BESIDES.

II. HOME SERVICE;

a. COOPERATION FOR HOMES WHERE PREGNANT WOMEN ARE.
b. COOPERATION FOR NURSING OF AN INVALID AND FOR BRINGING UP CARE OF A SUCKLING.
C. COOPERATION FOR SYMPATHY, ENCOURAGEMENT AND HELP FOR UNhappy HOMES.
d. BESIDES.

B. BUSINESS At disasters times;

a. SERVICE FOR RESCUE
b. SERVICE FOR NURSING
c. SERVICE FOR COOKING
d. SERVICE FOR goods' distribution
e. SERVICE FOR REFUGE AND LEADING.
F. SERVICE FOR PLACES OF SHELTER.
g. SERVICE FOR CONNECTION AND REPORT.

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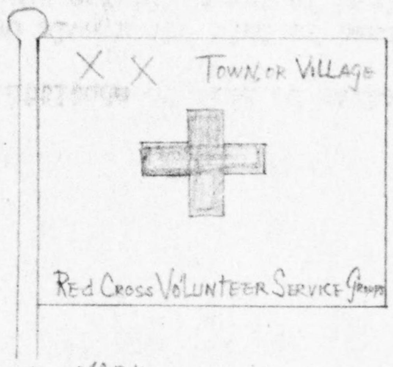
ARTICLE IX To ACCOMPLISH the PRECEDING ARTICLE B, the DISASTER SERVICE SQUADS SHALL BE ORGANIZED AND THE MEMBERS SHALL BELONGE TO ANY SQUAD. THEY SHALL BE TRAINED.
COMMANDER AND VICE-COMMANDER OF EACH SQUAD SHALL BE PLACED, WHOM THE LEADER OF THE GROUPS SHALL COMMISSION OUT OF THE MEMBERS. OF COMMITTEE MEN.

ARTICLE X. THE GROUPS SHALL BEFORE HAND HAVE A CONNECTION WITH COOPERATION GROUPS WHICH OFFER THEIR LABOR SERVICE AT DISASTERS TIMES.

ARTICLE XI. THE GROUPS SHALL SEND MEN REQUIRED TO JAPANESE RED CROSS ASSOCIATION MIYAGI BRANCH, DEP'T. OF COMMITTEE AND SQUADS ETC... AT DISASTERS TIMES

ARTICLE XII. THE ASSOCIATION BANNER, ATHIRE AND MARK OF THE GROUPS SHALL BE AS FOLLOWING.

A. THE ASSOCIATION BANNER OF THE GROUPS;



B. THE ATHIRE AND MARK.

THE ATHIRE AND MARK OF SERVICE ACTION.

ATHIRE;

TAKE AN APT ONE ACCORDING TO THE KIND OF WORK.

MARKS;

MAIN ASSOCIATION SHALL SELL MARKS AS FOLLOWING TO THE MEMBERS OF THE GROUPS.

EACH MEMBER SHALL PUT ON IT WHEN HE ENGAGES TO NATURAL AND THE GROUPS' BUSINESS.

MARKS;

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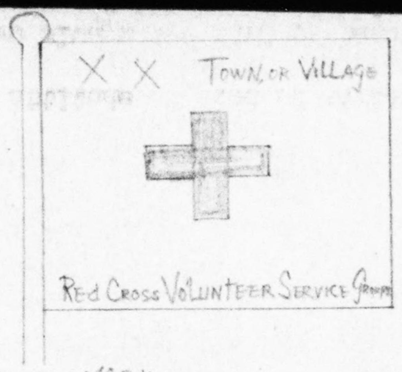


B. THE ATTIRE AND MARK.

THE ATTIRE AND MARK OF SERVICE ACTION.

ATTIRE;

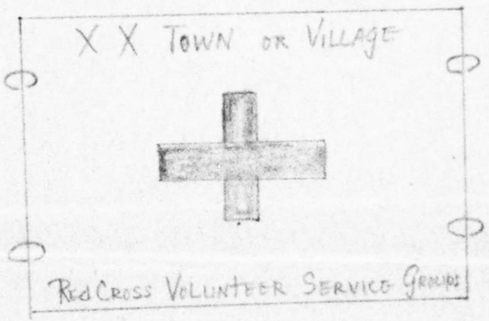
TAKE AN APT ONE ACCORDING TO THE KIND OF WORK.

MARKS;

MAIN ASSOCIATION SHALL SELL MARKS AS FOLLOWING TO THE MEMBERS OF THE GROUPS.

EACH MEMBER SHALL PUT ON IT WHEN HE ENGAGES TO NATURAL AND THE GROUPS' BUSINESS.

MARKS;



DISASTERS SERVICE MARKS;

WHEN THE MEMBERS ENGEGE TO DISASTERS SERVICE, THEY SHALL PUT THEM ON THEIR LEFT ARMS AS A RULE. EACH MEMBER SHALL MAKE THEIR OWN MARKS.

ARTICLE XIII. AS THE GROUPS' EXPENSE, GRANT AND CONTRIBUTION SHALL BE APPLIED

ARTICLE XIV. RESULTS OF BUSINESS SHALL BE REPORTED TO THE MANAGER OF JAPANESE RED CROSS ASSOCIATION MIYAGI BRANCH IN APRIL EVERY YEARS.

(OVER)

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REMARKS;

IN CITIES, A DEP't. OF the GROUPS SHALL BE ORGANIZED WITH A PRIMARY SCHOOL'S DISTRICT. IN TOWNS AND VILLAGES, ONLY the GROUPS AND DEP't. SHALL BE ORGANIZED AS A RULE. BUT IN CASES OF THAT THERE ARE SEVERAL PRIMARY SCHOOLS, THAT THE AREA IS TOO WIDE, OR THAT IT NEEDS TO BE ORGANIZED DUE TO THE LOCAL CONDITION, A SQUAD SHALL BE ORGANIZED.

REMARKS FOR the ESTABLISHMENT OF JAPANESE RED CROSS VOLUNTEER SERVICE GROUPS

IT NEEDS to HAVE NECESSARY NUMBERS OF MEMBERS to PROVIDE FOR DISASTERS, HOWEVER IT WILL BE DIFFICULT to FORM the GROUPS, BECAUSE OF the MEMBERS SHALL BE the MEMBERS OF JAPANESE RED CROSS ASSOCIATION. THEN IT SHALL BE HOPED that the MEMBERS OF JAPANESE RED CROSS ASSOCIATION SHALL BE ORGANIZED AS FOLLOWING AND that they SHALL BE the MEMBERS OF the GROUPS AT the SAME TIME.

a. TO RECEIVE APPLICATIONS FOR REGULAR MEMBERS who SHALL PAY 30 YEN YEARLY.

b. THAT OLD AND LIFE REGULAR MEMBERS SHALL PAY 20 YEN YEARLY, BECAUSE they SHALL BE REGULAR MEMBERS WHEN the RULES SHALL BE CHANGED.

C. TO ADVISE OLD AND LIFE REGULAR MEMBERS SHALL BE SPECIAL MEMBERS (who PAY OVER 500 YEN AT A TIME).

SPECIAL MEMBERS who HAVE MEDALS SHALL BE REQUIRED CONTRIBUTION OF OVER 5,000 YEN AT A TIME.

The attitude of mind of members

Members shall have always the mind of benevolence service and make a great

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NUMBERS OF MEMBERS TO PROVIDE FOR DISASTERS, HOWEVER IT WILL BE DIFFICULT TO FORM THE GROUPS, BECAUSE OF THE MEMBERS SHALL BE THE MEMBERS OF JAPANESE RED CROSS ASSOCIATION. THEN IT SHALL BE HOPED THAT THE MEMBERS OF JAPANESE RED CROSS ASSOCIATION SHALL BE ORGANIZED AS FOLLOWING AND THAT THEY SHALL BE THE MEMBERS OF THE GROUPS AT THE SAME TIME.

a. TO RECEIVE APPLICATIONS FOR REGULAR MEMBERS WHO SHALL PAY 30 YEN YEARLY.

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C. TO ADVISE OLD AND LIFE REGULAR MEMBERS SHALL BE SPECIAL MEMBERS (WHO PAY OVER 500 YEN AT A TIME).

SPECIAL MEMBERS WHO HAVE MEDALS SHALL BE REQUIRED CONTRIBUTION OF OVER 5000 YEN AT A TIME.

The attitude of mind of members

Members shall have always the mind of benevolence service and make a great contribution towards establishment of healthy society by service action. At In disasters times, members shall render great service to the complete rescue of the sufferers and restoration of disasters. Especially they, when they put on the marks of the members or service marks, shall be required the attitude of mind as following;

a. To act thinking that we engage to saint business.
b. To take the initiative in a movement.
c. To work hard.
d. To act on one's own responsibility.
e. To act kindly.
f. To act justly.
g. To act courteously.
h. To act with pleasure.

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Organization List of Disasters Service Squads.

KIND	Organization						Natur
	Sex	One Squad			Numbers of squads	Numbers of members	
		Commander	Numbers of members	Total			
Rescue Service Squad	man	1	5	6	10	60	To rescue the suf trict and transpo
Nursing Service Squad	woman	1	5	6	10	60	At the first-aid trict help a docto
Cooking Service Squad	woman	1	10	11	2	22	To cook for the su
Goods' Distribution Service Squad	man	1	10	11	2	22	To receive food, cl and to distribute
Refuge and Leading Service Squad	man	1	10	11	2	22	To lead refugees f a good connection
Service Squad in a Place of Shelter	woman men	1	4	5	4	20	To supply clothing goods to the suffe temples and public
Connection and Report Service Squad	man	1	10	11	1	11	To report alarm. T To have connection public office and Japanese Red Cross
Total	-	-	-	-	31	216	

Remarks; 1. The organization is made as a rule, in cities by the unit of the squad, in towns and villages village.(In Rescue and Nursing Service Squad, 10 squads mean that there are scores of hamlet
2. The ß squad which has several squads sends from the first squad in order. The list is standard in nomal times, each ∧ squad shall have more numbers of members.

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Organization List of Disasters Service Squads.

Organization				Nature of Business
One Squad		Numbers of squads	Numbers of members	
Numbers of members	Total			
5	6	10	60	To rescue the sufferers at the stricken district and transport to the first-aid station.
5	6	10	60	At the first-aid station of the stricken district help a doctor,nurse and midwife.
10	11	2	22	To cook for the sufferers.
10	11	2	22	To receive food,clothing, and others to lend, and to distribute to the sufferers.
10	11	2	22	To lead refugees from a danger zone, having a good connection with policemen and firemen.
4	5	4	20	To supply clothing, food and others necessary goods to the sufferers who are in school, temples and public halles etc..
10	11	1	11	To report alarm. To investigate the disasters. To have connection with the official and public office and the headquarters of Rescue of Japanese Red Cross Association.
-	-	31	216	

as a rule, in cities by the unit of the squad, in towns and villages by the unit of town and
Nursing Service Squad, 10 squads mean that there are scores of hamlets.)
eral squads sends from the first squad in order. The list is standard in the disasters, so
had shall have more numbers of members.

(Translated by H. Yokoyama)

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File 24

Japanese Red Cross Society

A conference of Prefectural Red Cross Chapter Managers with officials of the National Headquarters, Japanese Red Cross Society, was held in Tokyo on 16, 17 and 18 June.

The following main topics were the subjects covered at the conferences:

1. Agreement between the Central Committee, Commnity Chest and the Japanese Red Cross, regarding the "joint fund raising campaign" for 1948-49, to be held between 1 - 31 October.

2. Red Cross plan for the execution of their responsibilities in the "joint fund campaign".

3. Community plan for the execution oftheir responsibilities in the "joint fund campaign".

4. Review of Community Chest and Japanese Red Cross fund raising experiences during the past campaign (winter 1947-48).

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[illegible]
Miyagi Military Government Team
APO 547

(DATE)

MEMORANDUM TO: Superintendant Division
3rd LRS, APO 503

SUBJECT : Essential Civilian Shipment

1. Under the provisions of Section 1, paragraph 4, Eighth Army circular 243, 10 August 1946 this Headquarters requests assistance be given the following shipment:

(Requesting Party) (Commodity and Amount)

(From) (TO)

(Shipping Agent) (Receiving Agent)

(Cars Desired) (Type cars Desired)

Cars are desired for loading on (DATE).

2. I have investigated the above matter and recommend assistance be rendered if possible.

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Welfare Section

File No. 34

Date 21 June.

By C.L.O. D.J.

Organization contacted Red Cross Contacted persons Mr. Kudo.

Location Red Cross Nujaji Branch.

Purpose:

Evaluate Volunteer Service Group Program

Partinent Facts

See attached paper.

Comments & Suggestions

1. appoint volunteer service Chairman.

2. organize orientation program

Branch Number _____

Organization _____

APO _____

HEADQUARTERS EIGHTH ARMY
EIGHTH ARMY EXCHANGE
APO 343

Cost Mdse. _____
Retail Mdse. _____
KDM Mdse. _____ Dept. _____
(Check one, if KDM Mdse., show dept. No.)

25 NOV. 1947
PHYSICAL INVENTORY

Page No. _____ of _____ Pages
Date Ending _____ 19 _____

GDM Page 4 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
		MENS' WEAR (Cont'd)						
	GDM 1530.47	Raincoat	ea	1.75				
	GDM 1570.86	Robe	ea	7.00				
	GDM 1570.92	Robe	ea	8.80				
	GDM 1590.48	Rubbers	pr	1.35				
	GDM 1640.44	Scarf	ea	1.50				
	GDM 1742.50	Shirt, Dress	ea	2.10				
	GDM 1742.52	Shirt, Dress	ea	2.35				
	GDM 1742.54	Shirt, Dress	ea	2.55				
	GDM 1742.58	Shirt, Dress	ea	3.05				
	GDM 1742.59	Shirt, Dress	ea	3.15				
	GDM 1745.48	Shirt, Sport	ea	1.85				
	GDM 1745.50	Shirt, Sport	ea	2.10				
	GDM 1750.72	Shoes	pr	4.70				
	GDM 1750.96	Shoes	pr	10.00				
	GDM 1750.97	Shoes	pr	10.30				
	GDM 1750.103	Shoes	pr	12.25				
	GDM 1770.25	Shorts, Underwear	pr	.55				
		The "Total Sell" of this page is				---->		

Inventory Listed by _____ Counted by _____ Rechecked by _____ Extended by _____ Recomputed by _____

(Signature of Inventory Officer)

8TH AES FORM No. 33
Eighth Army Printing Plant-Roorjade
8394

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Mr. Sato - in charge.
Persons: Mr. Kuds. Chairman of
Miyagi Pr. R.C.

Volunteer Service Group:-

1. 6 organized in Sendai
   2 - 1 in Tsukidate - Furudo. } groups.

2. Each group in Sendai has 4-500.

3. Volunteer Chairman

Sendai { 3 are school principles -
       { 1 is Hotel owner -
       { 1 is Electric distribution company.

4. Formulation is finished

5. Paid volunteer Service worker - Mr. Kuroda
   Volunteer Service chairman - not yet appointed.

Have not received all letters. No info. program.
Delay in re material hinders successful start.

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VOLUNTEER SERVICE INFORMATION LETTER NO. IV.

TO: All Chapters 15 May 1948

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

SUBJECT: SELECTION OF VOLUNTEER CHAIRMEN and MEMBERS OF VOLUNTEER SERVICE COMMITTEES.

Persons having a great deal of control over the success or failure of the Volunteer Service program will be the Volunteer Service Chairmen and committee members selected to serve at each level of administration - National, Chapter, Branch and Sub-Branch and Sub-Cho. Consequently the selection of this group is of prime importance.

In general there are three qualities which these leaders should have: first, administrative ability; second a capacity for leadership; and third, the ability to plan and direct training courses. The chairman at every level should have these abilities to a stronger degree than the committee members.

Equally important as the above listed abilities and capacities, which can be measured in a rather specific manner, are the qualities which are more intangible and not so easily defined - the qualities on which the success of any enterprise involving human relationships depends. Leaders of any group of people must have and practice a true respect for all individuals, regardless of their social, political or economic status. A genuine love of people must be manifested by leaders if the proper influence is to be exerted.

The leaders of the Volunteer Service program, particularly, must have the ability to express appreciation for the service rendered by the workers and convey to them that their service is both important and necessary. The leaders must also be capable of encouraging workers and of stimulating their interest. A leader's job is that of keeping an entire program running smoothly and in order to do this, the leader must show a constant awareness of all problems and must have a clear understanding of the total operation.

Perhaps one of the most necessary of these intangible qualities desirable in a leader is that ability enabling the individual to get along with others and avoid, at all times, any attitude which might convey to the group that they are working for the leader, as an individual. It is always the leader's responsibility to build an "esprit de corps" among the workers and develop their loyalty to the organization and its objectives.

A good leader must know the members of the group and understand them. In the development of any effective program there must be a mutual respect existing between the individual in charge and the workers - this kind of relationship can exist only when there is a complete understanding on the part of everyone.

C.O. B
Ex.O.
Adj.
Det.CO.
Econ.
Ed.
Info.
Lab.
Leg.
Wel. File
Hlth.

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The relationship between the leaders and the volunteers must be one of sharing together the opportunity of serving where there is a need. Need is the only thing which justifies any Volunteer Service project and if we are constantly aware of this fact, nothing should arise to hinder the development and growth of a strong Volunteer Service program in the Japanese Red Cross. In fact, because the need is so great and there is so much to be done, the Japanese Red Cross has a great opportunity to organize its resources, to strengthen and expand its services to meet ever increasing needs.

The success of the Volunteer Service program will depend entirely upon the proper selection of Volunteer Service Chairmen - select carefully and wisely - with these leaders well chosen we cannot fail.

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VOLUNTEER SERVICE LETTER NO. V.

17 May 1948

TO: All Chapters

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

SUBJECT: SYSTEM OF RECORD KEEPING AND REPORTING.

I. PURPOSE OF RECORDS and REPORTS

It is important in the development of any organization to establish a method to measure its progress and growth. This factor makes it necessary to maintain a system of records and reports.

Statistical data obtained from records and reports serves to guide and direct those persons responsible for the organization in its growth and provides valuable material for publicity purposes. It is also important to keep staff members, both paid and volunteer, informed of their achievements and regular statistical reports are invaluable for this purpose, particularly in a Volunteer Service program.

Records will be kept primarily for two purposes: first, to inform Red Cross officials of the progress of the Volunteer Service program, and second, to provide an accurate account of time given by Volunteer workers in order to make awards and give proper recognition for the services rendered.

II. METHOD OF KEEPING RECORDS

The unit leaders will have the responsibility of keeping the records of individual workers' time. This will be done by using an individual record card for each Volunteer worker. Attached is a sample. This card will be referred to as "Individual Record of Volunteer Service - Volunteer Service Form No. 1, April, 1948". These cards will be supplied by National Headquarters to each Chapter in sufficient amount to provide chapters with sample supplies to be used at the Chapter Training Course. It will be the responsibility of each chapter to provide additional forms for the Branch, Sub-Branch, and Sub-Cho Volunteer Service Chairmen for training courses which will be given for their respective committees. Every Chapter Headquarters must keep an adequate supply of Volunteer Service Form No. 1. When a project is organized in a local community the Red Cross Representative will request the Sub-Branch or Sub-Cho Committee Chairman to secure the necessary number of record forms from the Chapter Headquarters for the specific project. The request should be made through the Sub-Branch Head in those areas. The Sub-Cho Chairmen would make the request directly to the Branch Head and in the Cities, Branch and Branch Headquarters, a supply should be kept on hand.

It is suggested that each Unit Leader keep the Volunteer Service Forms No. 1 in a small box which will stay at the agency or institution where the specific project is in operation. There will be

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a card for each Volunteer and the Volunteer will be responsible for recording his or her hours. A place can be arranged for this box with the liaison person. If the project is in a park or playground with no office available it will be necessary for the Unit Leader to arrange a special plan for recording the individual's volunteer time.

It is also suggested that a weekly schedule of Volunteer Workers be made and posted so that the "liaison person" (individual designated by the agency or organization to work with the Red Cross Volunteers), and all Volunteer Workers will have a clear understanding of the time they are expected to be on duty. This schedule should not take the place of the individual record, Form No. 1, as this is the official and continuous record for reports and will furnish information which determines eligibility for individual awards.

III. COMPILATION AND ROUTING OF REPORTS

A report must be compiled on the last day of each month from the Volunteer Service Form No. 1 by each Unit Leader. This report will be made in three copies. One copy will be retained by the Unit Leader. Two will be given to the Red Cross Volunteer Service Representative, who will keep one on file and give one copy to the Sub-Branch Committee Chairman or the Sub-Cho Committee Chairman. The Unit Leader's report will be made according to Volunteer Service Form No. 2 (See attached sample). Reports will be compiled and routed as follows:

A. The Local Office Branch Area:

The Sub-Branch Volunteer Service Chairman will combine all figures from the Unit Leaders' reports and record the totals on Volunteer Service Form No. 3 "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in three copies. One will be retained by the Sub-Branch Chairman and two will be sent to the Branch Head by the Sub-Branch Head marked "Attention Branch Volunteer Service Chairman." The Branch Volunteer Service Chairman will combine figures from all of the Sub-Branch reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in three copies. One will be kept by Branch Volunteer Service Chairman and two forwarded to the Chapter Headquarters. (One copy of all sub-branch reports should be attached to the Branch Report sent to Chapter Headquarters.)

B. City Branch Areas:

The Sub-Cho Volunteer Service Chairman will combine all figures from the Unit Leaders' Reports and record the totals on Volunteer Service Form No. 3 "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in three copies, one will be retained by the Sub-Branch Chairman and two will be

DECLASSIFIED E. O. 12065 SECTION 3-402 / NNDG NO. 775013

sent to the Branch Head by the Sub-Branch Head marked "Attention Branch Volunteer Service Chairman". The Branch Volunteer Service Chairman will combine figures from all of the Sub-Branch Reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in three copies. One will be retained by Branch Volunteer Service Chairman and two forwarded to the Chapter Headquarters. (One copy of all Sub-Cho reports should be attached to the Branch report sent to Chapter Headquarters).

C. City Branch Areas (Five Large Cities):

The Sub-Cho Volunteer Service Chairman will combine all figures from the Unit Leaders' Reports and record the totals on Volunteer Service Form No. 3, "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in two copies. One will be retained by the Sub-Cho Chairman and one will be sent to the Branch Office Head by the Sub-Cho Chairman marked "Attention Branch Office Volunteer Service Chairman". The Branch Office Volunteer Service Chairman will combine figures from all of the Sub-Cho reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in four copies. One will be retained by the Branch Office Volunteer Service Chairman and three will be sent to the Branch Headquarters Head marked "Attention Branch Headquarters Volunteer Service Chairman". The Branch Headquarters Volunteer Service Chairman will combine all figures from the Branch Office Reports sent in on Volunteer Service Form No. 4 and compile the Branch Headquarters report which can also be recorded on Volunteer Service Form No. 4. This will be made in three copies. One will be retained at the Branch Headquarters by the Branch Headquarters Volunteer Service Chairman and two will be sent to the Chapter Headquarters Director marked attention "Volunteer Service Section". (Two copies of all Branch Office reports should be attached to the Branch Headquarters report sent to Chapter Headquarters.)

D. Tokyo-To Metropolitan Area:

The Sub-Cho Volunteer Service Chairman will combine all figures from the Unit Leaders' reports and record these on Volunteer Service Form No. 3, "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in two copies. One will be retained by the Sub-Cho Chairman and one will be sent to the Branch Head marked "Attention Branch Volunteer Service Chairman". The Branch Volunteer Service Chairman will combine all figures from all of the Sub-Cho reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in three copies. One will be retained by the Volunteer Service Branch Chairman and two will be sent to the Tokyo Chapter Headquarters Director marked "Attention Volunteer Service Section".

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E. Summation:

Each person having the responsibility of preparing reports should realize that prompt attention is necessary and even though reports go through several steps, it is most important that they reach Chapter Headquarters at the earliest date possible after the first of each month. The Chapter should set the date for all reports to be in. When all reports have been received at the Chapter Headquarters, it will be the responsibility of the Volunteer Service paid staff member and the Chapter Volunteer Service Chairman to promptly combine the figures from all Volunteer Service Forms No. 4 and record all totals on Volunteer Service Form No. 5. This should be made in duplicate. One report will be sent immediately to National Headquarters marked "Attention: Volunteer Service Section", and one copy will be retained at Chapter Headquarters in the Volunteer Service Section. Attached to each Chapter report sent to Headquarters there should be one copy of all Branch reports on Volunteer Service Form No. 4. It will be the responsibility of the National Headquarters staff to combine all of the Chapter reports from Volunteer Service Form No. 5 and record the totals on Volunteer Service Form No. 6, "National Report on Volunteer Services.

The specific uses of information provided through this form of reporting will be discussed in another Volunteer Service Information Letter in relation to the responsibilities of various heads and chairmen in the entire administrative set-up.

In addition to the statistical report, each person responsible for sending reports to a higher headquarters should write a brief narrative report making comments regarding the progress of the Volunteer Service program and pointing out problems which are confronting them. Suggestions for additional projects can be included in these comments and the Chapter Headquarters and National Headquarters will in this way have information direct from the local communities which will help them in future planning. During the initiation of the program, and while training courses are under way, there will be little to report in the way of projects and Volunteer hours. However, in order to be aware of progress and developments being made in the local communities, it is important that a brief statement be sent in concerning the progress being made. For example, if the Chapter is conducting its training course for the Chapter Volunteer Service Committee members and Branch Heads a narrative report should be made to this effect giving dates, number of persons attending, etc. Similarly Branch Heads would be requested to keep the Chapter Headquarters informed of the progress which they are making and the same would apply to the Sub-Branch and Sub-Cho Volunteer Service Chairmen. Consequently the early reports on the Volunteer Service program will be in narrative form. The Chapters will be responsible for sending to National Headquarters a summary report of this information, attaching copies sent from the Branch Heads.

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It is requested that the names and addresses of all persons completing these Training Courses on the Chapter, the Branch, the Sub-Branch and the Sub-Cho levels be included in the reports that are sent to National Headquarters by the Chapters. The National Headquarters wishes to send a letter directly to all of these persons expressing appreciation of the National organization for their interest and giving a word of encouragement to these persons who are lending their time, interest and efforts in the initiation of the Volunteer Service program. Chapter Directors are urged to give particular attention to seeing that a careful record is kept of these Volunteer Workers at all levels.

Having all of this information from every Chapter in Japan will be of invaluable assistance to the National Headquarters Volunteer Service Section in planning supervisory field trips for the Headquarters staff in order to assist with Training Courses and special problems in the various Chapters.

At the earliest possible time a news sheet will be sent to Chapters giving information regarding progress of the new Volunteer Service program throughout Japan. The news sheet will be composed of information reported by the Chapters. Therefore every Chapter Director should be keenly aware of the plans and progress in his Chapter area and be responsible for getting reports to National Headquarters promptly. In this way each Chapter will have the opportunity for proper recognition which will inspire and encourage them in developing their programs.

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(VS Form No. 1)

JAPANESE RED CROSS

INDIVIDUAL RECORD OF VOLUNTEER SERVICE

_____

Name and Location of Project

Name _____ Date _____

Address _____

Hours of Service

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Jan

Feb

Mar

Apr

May

June

July

Aug

Sept

Oct

Nov

Dec

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(VS Form No. 2)

JAPANESE RED CROSS

Volunteer Services

MONTHLY REPORT FOR UNIT LEADER

Date_____

TYPE OF PROJECT:_____

NUMBER OF VOLUNTEERS:_____

NUMBER OF HOURS:_____

NARRATIVE:

_____
Location of Project

_____
Unit Leader

_____
Address

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(VS Form No. 3)

JAPANESE RED CROSS

Volunteer Services

MONTHLY REPORT FOR SUB-BRANCH OR SUB-CHO

Date_____

Type of Project	Number	Number of Volunteers.	Number of Hours.
1			
2			
3			
4			
5			
6			
7			
Total Number Projects Total Number Volunteers Total Number Hours			

NARRATIVE:

_____

Name and Address of Sub-Branch or Sub-Cho

_____

Sub-Branch Head

_____

Sub-Branch or Sub-Cho Volunteer Service Chairman.

(VS Form No. 4)

JAPANESE RED CROSS
Volunteer Services

MONTHLY REPORT FOR BRANCH

1. Local Office ( )   2. City Branch ( )   3. Branch Office or Hdqs. ( )   4. Tokyo-To ( )
(Mark type of Branch)

Type of Project	No. of Projects	No. of Volunteers	No. of Hours.	Sub-Branch or Sub-Cho Reporting Projects	Sub-Branch or Sub-Cho Not Reporting Projects.
Total No. Projects					
Total No. Volunteers					
Total No. Hours					
Total Sub-Branches and Sub-Chos with Projects.					
Total Sub-Branches and Sub-Chos without projects.					

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Japanese Red Cross
Volunteer Services
MONTHLY REPORT FOR BRANCH

(VS Form No. 4)

NARRATIVE REPORT:

Name And Address of Branch

Branch Head

Branch Volunteer Service Chairman

(VS Form No. 5)

JAPANESE RED CROSS
Volunteer Services
MONTHLY REPORT FOR CHAPTERS

TYPE OF PROJECTS	NUMBER	NUMBER OF VOLUNTEERS	HOURS	BRANCHES REPORTING PROJECTS.	BRANCHES WITHOUT PROJECTS
1					
2					
3					
4					
5					
6					
7					
8					

Total Number Projects

Total Number Number Volunteers

Total Number Hours

Total Number Branches with Projects

Total Number Branches without Projects

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VOLUNTEER SERVICE LETTER NO. VII.

17 May 1948

TO: All Chapters

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

SUBJECT: THE USE OF SPECIAL VOLUNTEER SERVICE ADVISORY COMMITTEES IN ALL COMMUNITIES.

The initiation of plans and programs is an extremely important step in any organization. Therefore it is wise to secure the assistance and advice of persons who have a special knowledge and active experience in those specific fields in which Volunteer Service projects will be operating.

At the National Volunteer Service Training Conference on May 4 and 5 Chapter representatives were told of the splendid assistance rendered by special Advisory Volunteer Service Committee members who have helped in the development of this entire program and who are at present actually writing the manuals which will be sent out for all chapters to be used as guides for establishing specific projects and training Volunteers. It is strongly recommended that all Chapters follow the same plan of forming a special Volunteer Service Committee composed of the leaders who are engaged in the fields in which Volunteer projects will operate, such as children's institutions, parks and playgrounds, hospitals, nutrition, child education, etc. When such a group is informed of the new programs of the Japanese Red Cross, they will undoubtedly be willing to give their service on such a committee which would have a temporary status. Other persons, such as representatives from the Welfare and Education Ministries, as well as outstanding business and lay leaders should also be included. All of this group are the leaders of their communities and therefore are interested in assisting with plans that will make their towns, villages, cities and entire prefectures better places to live.

Such leaders will be anxious to assist the Japanese Red Cross when they are informed about the new programs of the agency which are intended to improve the communities for the people of Japan.

It is recommended that the plan of using special advisory committees be encouraged at every level. In other words, the leaders in these fields will be the most helpful persons in assisting Red Cross in planning and carrying out local programs.

The use of such special committees serves a dual purpose: These specialists advise the Japanese Red Cross, and, at the same time, become informed about the new Japanese Red Cross programs. Their effectiveness does not end at that point, for equally important is the role of such leaders in the community who are informed about the Japanese Red Cross and in their respective fields they can interpret its aims and objectives and can recommend the use of Japanese Red Cross programs and projects in meeting community needs.

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These committees can be extremely valuable to all of the regular Volunteer Service Chairmen and committee members and paid Volunteer Service staff who will be responsible for the administration and operation of the program.

These Committees will be guided and directed by the Japanese Red Cross personnel, paid and Volunteer, responsible for the administration of the Volunteer Service program. They will serve because of their ability in particular fields. At Headquarters the Special Advisory Committee's chief contribution has been that of preparing the manuals. At the Chapter level such a committee might well be used to review all manuals, make suggestions as to the greatest need in the prefectural communities and perhaps assist in giving the first training courses to Volunteers working in the fields under their jurisdiction. Representatives from government agencies on the committees may well act as informants to such agencies concerning potential Red Cross services available. The same usage could be made of the committees on the Branch and Sub-Branch level.

This type of committee should be of invaluable assistance in giving advice and recommendations in special fields. It should not take the place of the committees already established to assist in the administration of the Volunteer Service program in the Chapter, the Branch, the Sub-Branch and Sub-Cho areas.

Prior to the Chapter Volunteer Service Training Course it is also recommended that Chapter staff members and selected Volunteers visit several types of institutions in which Volunteer Service projects may be needed. These field visits should be arranged in cooperation with the Branch Head and Branch Volunteer Service Chairman of the prefectural capital city as these persons will have the responsibility of following up the initial contacts. This plan has been used at National Headquarters in cooperation with the Tokyo Chapter and has proved most helpful.

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VOLUNTEER SERVICE LETTER NO. VI.

17 May 1948

TO: All Chapters

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

SUBJECT: SYSTEM OF AWARDS.

It is important that Volunteers receive recognition for their efforts, not only in the form of verbal commendation, but it is also necessary to provide awards for Volunteers who give a specified number of hours in service.

I. TWENTY-HOUR VOLUNTEER SERVICE PIN

The first award will be in the form of a Volunteer Service pin. When a Volunteer worker has given twenty hours of Volunteer Service, this person will be eligible for the Japanese Red Cross Volunteer Service pin. Chapters will be furnished a supply of these pins by National Headquarters. The presentation of pins to Volunteer Workers will be decided by the recommendations of the Chapter Volunteer Service Committee. Presentation ceremonies can be used as opportunities to further publicize Red Cross activities and serve as another means of making Red Cross Activities known to the local communities.

II. ADDITIONAL AWARDS

In addition to the first award, others will be planned for Volunteer workers as they continue to give their service. A special award will be presented when a worker has given one hundred hours of Volunteer Service. This award will be made by National Headquarters. The exact form and design of the one-hundred hour pin will be decided upon at a later date after suggestions and recommendations have been made by the National Volunteer Service Committee. Additional awards will also be recommended by the committee.

III. WEARING OF PINS AND INSIGNIA

Volunteer Service Pins should always be worn when the Volunteer is on duty. Off duty the wearing of the pin will be optional, but encouraged.

In order for Volunteer workers to be easily identified regardless of the agency or place they are working, a badge will be provided for them to wear. These badges will be worn by Volunteer workers on duty and on the occasion of special meetings or presentation ceremonies. The badges are being made at National Headquarters and will be sent to all Chapters at the earliest possible time. A supply of badges will be kept at the Chapter Headquarters and requisitioned from that source when needed by Sub-Branch and Sub-Chairmen through proper channels.

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IV. USE OF VOLUNTEER SERVICE PINS ALREADY SENT TO CHAPTERS

Last fall when instructions were sent to all Chapters regarding the formation of Volunteer Service groups, a large number of Volunteer Service pins were made and sent out. You have been informed to disregard all instructions sent to Chapters in September, 1947 and to establish your Volunteer Service organization in accordance with the new Handbook instructions, but as yet, no information has been given to you regarding the disposition of the pins. We know that many pins have been given out by Chapters and there is still a large supply on hand at National. Since this very general distribution of these original Volunteer Service Pins, without any relation to the individual's actual Volunteer Service, has destroyed their significance as a special award, these cannot be used as the twenty-hour service pins. However, it has been decided that temporarily these pins will be used as identifying insignia for Volunteers working on projects. This will provide some identification until the badges are available. Chapters should notify Headquarters immediately concerning the number of these pins needed. There will be a special pin made for the Twenty-hour Volunteer Service Award.

Further information will be sent in another Information Letter regarding awards, insignia and badges.

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VOLUNTEER SERVICE LETTER NO. V.

17 May 1948

TO: All Chapters

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

SUBJECT: SYSTEM OF RECORD KEEPING AND REPORTING. Rcvd 1 august

I. PURPOSE OF RECORDS and REPORTS

It is important in the development of any organization to establish a method to measure its progress and growth. This factor makes it necessary to maintain a system of records and reports.

Statistical data obtained from records and reports serves to guide and direct those persons responsible for the organization in its growth and provides valuable material for publicity purposes. It is also important to keep staff members, both paid and volunteer, informed of their achievements and regular statistical reports are invaluable for this purpose, particularly in a Volunteer Service program.

Records will be kept primarily for two purposes: first, to inform Red Cross officials of the progress of the Volunteer Service program, and second, to provide an accurate account of time given by Volunteer workers in order to make awards and give proper recognition for the services rendered.

II. METHOD OF KEEPING RECORDS

The unit leaders will have the responsibility of keeping the records of individual workers' time. This will be done by using an individual record card for each Volunteer worker. Attached is a sample. This card will be referred to as "Individual Record of Volunteer Service - Volunteer Service Form No. 1, April, 1948". These cards will be supplied by National Headquarters to each Chapter in sufficient amount to provide chapters with sample supplies to be used at the Chapter Training Course. It will be the responsibility of each chapter to provide additional forms for the Branch, Sub-Branch, and Sub-Cho Volunteer Service Chairmen for training courses which will be given for their respective committees. Every Chapter Headquarters must keep an adequate supply of Volunteer Service Form No. 1. When a project is organized in a local community the Red Cross Representative will request the Sub-Branch or Sub-Cho Committee Chairman to secure the necessary number of record forms from the Chapter Headquarters for the specific project. The request should be made through the Sub-Branch Head in those areas. The Sub-Cho Chairmen would make the request directly to the Branch Head and in the Cities, Branch and Branch Headquarters, a supply should be kept on hand.

It is suggested that each Unit Leader keep the Volunteer Service Forms No. 1 in a small box which will stay at the agency or institution where the specific project is in operation. There will be

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a card for each Volunteer and the Volunteer will be responsible for recording his or her hours. A place can be arranged for this box with the liaison person. If the project is in a park or playground with no office available it will be necessary for the Unit Leader to arrange a special plan for recording the individual's volunteer time.

It is also suggested that a weekly schedule of Volunteer Workers be made and posted so that the "liaison person" (individual designated by the agency or organization to work with the Red Cross Volunteers), and all Volunteer Workers will have a clear understanding of the time they are expected to be on duty. This schedule should not take the place of the individual record, Form No. 1, as this is the official and continuous record for reports and will furnish information which determines eligibility for individual awards.

III. COMPILATION AND ROUTING OF REPORTS

A report must be compiled on the last day of each month from the Volunteer Service Form No. 1 by each Unit Leader. This report will be made in three copies. One copy will be retained by the Unit Leader. Two will be given to the Red Cross Volunteer Service Representative, who will keep one on file and give one copy to the Sub-Branch Committee Chairman or the Sub-Cho Committee Chairman. The Unit Leader's report will be made according to Volunteer Service Form No. 2 (See attached sample). Reports will be compiled and routed as follows:

A. The Local Office Branch Area:

The Sub-Branch Volunteer Service Chairman will combine all figures from the Unit Leaders' reports and record the totals on Volunteer Service Form No. 3 "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in three copies. One will be retained by the Sub-Branch Chairman and two will be sent to the Branch Head by the Sub-Branch Head marked "Attention Branch Volunteer Service Chairman." The Branch Volunteer Service Chairman will combine figures from all of the Sub-Branch reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in three copies. One will be kept by Branch Volunteer Service Chairman and two forwarded to the Chapter Headquarters. (One copy of all sub-branch reports should be attached to the Branch Report sent to Chapter Headquarters.)

B. City Branch Areas:

The Sub-Cho Volunteer Service Chairman will combine all figures from the Unit Leaders' Reports and record the totals on Volunteer Service Form No. 3 "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in three copies, one will be retained by the Sub-Branch Chairman and two will be

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sent to the Branch Head by the Sub-Branch Head marked "Attention Branch Volunteer Service Chairman". The Branch Volunteer Service Chairman will combine figures from all of the Sub-Branch Reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in three copies. One will be retained by Branch Volunteer Service Chairman and two forwarded to the Chapter Headquarters. (One copy of all Sub-Cho reports should be attached to the Branch report sent to Chapter Headquarters).

C. <u>City Branch Areas (Five Large Cities)</u>:

The Sub-Cho Volunteer Service Chairman will combine all figures from the Unit Leaders' Reports and record the totals on Volunteer Service Form No. 3, "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in two copies. One will be retained by the Sub-Cho Chairman and one will be sent to the Branch Office Head by the Sub-Cho Chairman marked "Attention Branch Office Volunteer Service Chairman". The Branch Office Volunteer Service Chairman will combine figures from all of the Sub-Cho reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in four copies. One will be retained by the Branch Office Volunteer Service Chairman and three will be sent to the Branch Headquarters Head marked "Attention Branch Headquarters Volunteer Service Chairman". The Branch Headquarters Volunteer Service Chairman will combine all figures from the Branch Office Reports sent in on Volunteer Service Form No. 4 and compile the Branch Headquarters report which can also be recorded on Volunteer Service Form No. 4. This will be made in three copies. One will be retained at the Branch Headquarters by the Branch Headquarters Volunteer Service Chairman and two will be sent to the Chapter Headquarters Director marked attention "Volunteer Service Section". (Two copies of all Branch Office reports should be attached to the Branch Headquarters report sent to Chapter Headquarters.)

D. <u>Tokyo-To Metropolitan Area</u>:

The Sub-Cho Volunteer Service Chairman will combine all figures from the Unit Leaders' reports and record these on Volunteer Service Form No. 3, "Monthly Report for Sub-Branch or Sub-Cho". Volunteer Service Form No. 3 will be made in two copies. One will be retained by the Sub-Cho Chairman and one will be sent to the Branch Head marked "Attention Branch Volunteer Service Chairman". The Branch Volunteer Service Chairman will combine all figures from all of the Sub-Cho reports and record the totals on Volunteer Service Form No. 4, "Monthly Report for Branch". This will be made in three copies. One will be retained by the Volunteer Service Branch Chairman and two will be sent to the Tokyo Chapter Headquarters Director marked "Attention Volunteer Service Section".

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E. Summation:

Each person having the responsibility of preparing reports should realize that prompt attention is necessary and even though reports go through several steps, it is most important that they reach Chapter Headquarters at the earliest date possible after the first of each month. The Chapter should set the date for all reports to be in. When all reports have been received at the Chapter Headquarters, it will be the responsibility of the Volunteer Service paid staff member and the Chapter Volunteer Service Chairman to promptly combine the figures from all Volunteer Service Forms No. 4 and record all totals on Volunteer Service Form No. 5. This should be made in duplicate. One report will be sent immediately to National Headquarters marked "Attention: Volunteer Service Section", and one copy will be retained at Chapter Headquarters in the Volunteer Service Section. Attached to each Chapter report sent to Headquarters there should be one copy of all Branch reports on Volunteer Service Form No. 4. It will be the responsibility of the National Headquarters staff to combine all of the Chapter reports from Volunteer Service Form No. 5 and record the totals on Volunteer Service Form No. 6, "National Report on Volunteer Services.

The specific uses of information provided through this form of reporting will be discussed in another Volunteer Service Information Letter in relation to the responsibilities of various heads and chairmen in the entire administrative set-up.

In addition to the statistical report, each person responsible for sending reports to a higher headquarters should write a brief narrative report making comments regarding the progress of the Volunteer Service program and pointing out problems which are confronting them. Suggestions for additional projects can be included in these comments and the Chapter Headquarters and National Headquarters will in this way have information direct from the local communities which will help them in future planning. During the initiation of the program, and while training courses are under way, there will be little to report in the way of projects and Volunteer hours. However, in order to be aware of progress and developments being made in the local communities, it is important that a brief statement be sent in concerning the progress being made. For example, if the Chapter is conducting its training course for the Chapter Volunteer Service Committee members and Branch Heads a narrative report should be made to this effect giving dates, number of persons attending, etc. Similarly Branch Heads would be requested to keep the Chapter Headquarters informed of the progress which they are making and the same would apply to the Sub-Branch and Sub-Cho Volunteer Service Chairmen. Consequently the early reports on the Volunteer Service program will be in narrative form. The Chapters will be responsible for sending to National Headquarters a summary report of this information, attaching copies sent from the Branch Heads.

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It is requested that the names and addresses of all persons completing these Training Courses on the Chapter, the Branch, the Sub-Branch and the Sub-Cho levels be included in the reports that are sent to National Headquarters by the Chapters. The National Headquarters wishes to send a letter directly to all of these persons expressing appreciation of the National organization for their interest and giving a word of encouragement to these persons who are lending their time, interest and efforts in the initiation of the Volunteer Service program. Chapter Directors are urged to give particular attention to seeing that a careful record is kept of these Volunteer Workers at all levels.

Having all of this information from every Chapter in Japan will be of invaluable assistance to the National Headquarters Volunteer Service Section in planning supervisory field trips for the Headquarters staff in order to assist with Training Courses and special problems in the various Chapters.

At the earliest possible time a news sheet will be sent to Chapters giving information regarding progress of the new Volunteer Service program throughout Japan. The news sheet will be composed of information reported by the Chapters. Therefore every Chapter Director should be keenly aware of the plans and progress in his Chapter area and be responsible for getting reports to National Headquarters promptly. In this way each Chapter will have the opportunity for proper recognition which will inspire and encourage them in developing their programs.

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(VS Form No. 1)

JAPANESE RED CROSS

INDIVIDUAL RECORD OF VOLUNTEER SERVICE

_____
Name and Location of Project

Name_____ Date_____
Address_____

Hours of Service

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan																															
Feb																															
Mar																															
Apr																															
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Nov																															
Dec																															

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(VS Form No. 2)

JAPANESE RED CROSS

Volunteer Services

MONTHLY REPORT FOR UNIT LEADER

Date_____

TYPE OF PROJECT:_____

NUMBER OF VOLUNTEERS:_____

NUMBER OF HOURS:_____

NARRATIVE:

_____

Location of Project

_____

Unit Leader

_____

Address

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(VS Form No. 3)

JAPANESE RED CROSS

Volunteer Services

MONTHLY REPORT FOR SUB-BRANCH OR SUB-CHO

Date_____

Type of Project	Number	Number of Volunteers.	Number of Hours.
1			
2			
3			
4			
5			
6			
7			
Total Number Projects Total Number Volunteers Total Number Hours			

NARRATIVE:

_____

Name and Address of Sub-Branch or Sub-Cho

_____

Sub-Branch Head

_____

Sub-Branch or Sub-Cho Volunteer Service Chairman.

JAPANESE RED CROSS
Volunteer Services

(VS Form No. 4)

MONTHLY REPORT FOR BRANCH

1. Local Office ( ) 2. City Branch ( ) 3. Branch Office or Hdqs. ( ) 4. Tokyo-To ( )
(Mark type of Branch)

Type of Project	No. of Projects	No. of Volunteers	No. of Hours.	Sub-Branch or Sub-Cho Reporting Projects	Sub-Branch or Sub-Cho Not Reporting Projects.

Total No. Projects

Total No. Volunteers

Total No. Hours

Total Sub-Branches and Sub-Chos with Projects.

Total Sub-Branches and Sub-Chos without projects.

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JAPANESE RED CROSS
Volunteer Services
MONTHLY REPORT FOR CHAPTERS

(VS Form No. 5)

TYPE OF PROJECTS	NUMBER	NUMBER OF VOLUNTEERS	HOURS	BRANCHES REPORTING PROJECTS.	BRANCHES WITHOUT PROJECTS
1					
2					
3					
4					
5					
6					
7					
8					

Total Number Projects

Total Number Number Volunteers

Total Number Hours

Total Number Branches with Projects

Total Number Branches without Projects

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VOLUNTEER SERVICE INFORMATION LETTER NO. IV.

TO: All Chapters 15 May 1948

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

SUBJECT: SELECTION OF VOLUNTEER CHAIRMEN and MEMBERS OF VOLUNTEER SERVICE COMMITTEES.

Persons having a great deal of control over the success or failure of the Volunteer Service program will be the Volunteer Service Chairmen and committee members selected to serve at each level of administration - National, Chapter, Branch and Sub-Branch and Sub-Cho. Consequently the selection of this group is of prime importance.

In general there are three qualities which these leaders should have: first, administrative ability; second a capacity for leadership; and third, the ability to plan and direct training courses. The chairman at every level should have these abilities to a stronger degree than the committee members.

Equally important as the above listed abilities and capacities, which can be measured in a rather specific manner, are the qualities which are more intangible and not so easily defined - the qualities on which the success of any enterprise involving human relationships depends. Leaders of any group of people must have and practice a true respect for all individuals, regardless of their social, political or economic status. A genuine love of people must be manifested by leaders if the proper influence is to be exerted.

The leaders of the Volunteer Service program, particularly, must have the ability to express appreciation for the service rendered by the workers and convey to them that their service is both important and necessary. The leaders must also be capable of encouraging workers and of stimulating their interest. A leader's job is that of keeping an entire program running smoothly and in order to do this, the leader must show a constant awareness of all problems and must have a clear understanding of the total operation.

Perhaps one of the most necessary of these intangible qualities desirable in a leader is that ability enabling the individual to get along with others and avoid, at all times, any attitude which might convey to the group that they are working for the leader, as an individual. It is always the leader's responsibility to build an "esprit de corps" among the workers and develop their loyalty to the organization and its objectives.

A good leader must know the members of the group and understand them. In the development of any effective program there must be a mutual respect existing between the individual in charge and the workers - this kind of relationship can exist only when there is a complete understanding on the part of everyone.

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The relationship between the leaders and the volunteers must be one of sharing together the opportunity of serving where there is a need. Need is the only thing which justifies any Volunteer Service project and if we are constantly aware of this fact, nothing should arise to hinder the development and growth of a strong Volunteer Service program in the Japanese Red Cross. In fact, because the need is so great and there is so much to be done, the Japanese Red Cross has a great opportunity to organize its resources, to strengthen and expand its services to meet ever increasing needs.

The success of the Volunteer Service program will depend entirely upon the proper selection of Volunteer Service Chairmen - select carefully and wisely - with these leaders well chosen we cannot fail.

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VOLUNTEER SERVICE INFORMATION LETTER NO. II.

April 29, 1948

TO: All Chapters

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

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

I. PREFECTURAL CHAPTER VOLUNTEER SERVICE COMMITTEE

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

A. Appointment of Committee Members.

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

B. Preparation for the Course.

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

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

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

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

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

1. The National organization of the Japanese Red Cross.

2. The basic obligation of the Japanese Red Cross - "Serving For the Common Good of All." (It should be emphasized that the Japanese Red Cross is developing programs for the benefit of all people.)

3. The new Red Cross Service programs recently developed, namely, new plan of J unior Red Cross, Disaster Relief, Home Nursing, First Aid and Water Safety and Volunteer Services.

4. The plan for extending these services to all people - those in the smallest communities, towns and villages, as well as those in large cities.

5. Detailed explanation of the plan as applied to the Volunteer Service program. (Copies of Volunteer Service Chart - #1 and Volunteer Service Information Letter No. 1 should be given to all prefectural Volunteer Service Committee members.)

6. Responsibilities of Volunteer Chairmen and Committee members.

7. Responsibilities of Japanese Red Cross paid staff.

8. The value of Volunteer workers.

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9. Instructions regarding the survey of community needs in Branch areas. (Use as a guide the questionnaire survey already completed by each Chapter Headquarters. Even though this survey has been completed at the Chapter level, it will be necessary for each local community to determine their specific local needs in the same manner. The prefectural Chapter Committee members must understand the method of survey and use it to assist the Branch, Sub-Branch and Sub-Cho Committees in making local surveys.)

10. Specific fields in which the Volunteer Service program will initially sponsor projects are as follows:

a. Clerical assistance for Red Cross offices.
b. Children's Institutions.
c. Hospitals.
d. Parks and Play Grounds.
e. Canteen.
f. Blind Institutions.
g. Seasonal Nurseries and Community Kitchens.
H. Sanitation ?

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

11. The procedure for setting up a project, including importance of agreement between Red Cross and officials of the cooperating agency. (Example: When a project is sponsored by Japanese Red Cross Volunteer Service in a hospital, there must be a clear understanding between hospital officials and the Volunteer Service Representative and Unit Leader regarding the responsibilities assumed by Volunteer workers.)

12. Necessity of training Volunteer workers for specific duties.

13. Means of recruiting Volunteers for projects.

14. Publicity programs at all levels.

15. Use of special committees at all levels.

16. System of record keeping and reporting - number of projects, number of Volunteer workers, number of hours, etc. (See Volunteer Service Information Letter No. V.)

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17. System of awards - required number of hours for (Volunteer Service pin,) (wearing of pin), (arm band), etc. (See Volunteer Service Information Letter No. VI).

18. Necessity of prefectural Chapter Committee members to maintain a close relationship with Chapter Headquarters.

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

II. BRANCH VOLUNTEER SERVICE COMMITTEE

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

A. Appointment of Branch Committee.

1. Local Office Branches. Branch heads in Local Offices will request all Sub-Branch Heads to appoint a Sub-Branch Volunteer Service Chairman. (An explanation of the type of Volunteer Service projects should be made and recommendations given that a woman should be named Sub-Branch Volunteer Service Chairman.

2. City Branches. Branch Heads in City Branch Headquarters and the Branch Volunteer Service Chairmen should appoint a Volunteer Service Chairman from each Cho in the City.

3. Branch Headquarters in the Five Large Cities, Kyoto, Osaka, Nagoya, Yokohama and Kobe. The Branch Headquarters Head and the (Branch Headquarters Volunteer Service Chairman) will appoint a Volunteer Service Chairman in each Ward. It will be necessary in these large cities to request the assistance of the Ward Heads in locating the proper person to serve. Again recommendations should be made regarding the types of Volunteer pr ojects which indicate that a woman should be designated as Chairman.

4. Tokyo-To (23 Ward Branches). The Branch Heads will be requested by the Chapter Director to appoint Volunteer Service Branch Chairmen for the Volunteer Service Branch Committees. The Branch Volunteer Service Chairman will then appoint Sub-Cho Chairmen from every Cho in the Branch area.

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

III. SUB-BRANCH AND SUB-CHO COMMITTEES

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

A. Appointment of Committee.

1. Sub-Branch Committee. The Sub-Branch Head and the Sub-Branch Volunteer Service Chairman will appoint persons from various sections of the Sub-Branch area in the very small towns and villages - perhaps only a few persons who will be known as Red Cross Volunteer Service Representatives. If the Sub-Branch area, on the other hand, covers a large farming territory, more Red Cross Volunteer Service Representatives would be necessary. The number of members on the Sub-Branch Committee must be determined by the Sub-Branch Volunteer Service Chairman and the Sub-Branch Head.

2. Sub-Cho Committee. The Sub-Cho Volunteer Service Chairman will appoint persons from various sections of the Cho area. These persons will be known as Red Cross Volunteer Service Representatives. The number of the Volunteer Service Representatives in the Cho area will be determined by the size of the Cho and also the density of population. For example, a Cho in a Ward of a suburban area might require more Volunteer Service Representatives than a Cho in an urban area. The number on the Sub-Cho Committee will be determined by the Sub-Cho Volunteer Service Chairman and advice from the Branch Volunteer Service Chairman.

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

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

IV. LOCAL COMMUNITY OPERATIONAL PROJECTS.

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

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

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

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TO: All Chapters

26 April 48

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

SUBJECT: Introduction to Handbook on Volunteer Services

All chapters have received information relative to the organization of the Japanese Red Cross Volunteer Service Program. The new plan for this program was introduced, in summary form, to the chapter directors in a meeting at Headquarters on February 22, 1948. At this time the chapter directors were instructed to disregard the instructions which were issued in September, 1947, regarding the formation of Volunteer Service Groups.

The first part of this handbook will be devoted to explanation and instructions concerning the organization of the new plan for the Volunteer Service program. Due to the newness of this service in our organization, it will be important for the chapters and Headquarters to work in close coordination during the development and growth of Volunteer Services.

Every chapter has completed the questionnaire survey relating to the needs of the prefectural community, and from a study of the survey, plans are being made by National Headquarters staff, and the Headquarters Volunteer Service Committee for projects to be undertaken. The Headquarters officials are also using the survey findings to determine the areas of service in which Red Cross volunteers can be most effective.

In order for you to be informed of all of the organization, and as a means of keeping you informed regularly of current developments, you will receive from the Headquarters Volunteer Service Section "Information Letters" numbered consecutively, which will compose your Volunteer Services Handbook. You are requested to keep these letters in a special file to be used for guidance and reference. This series of letters will be referred to as the Volunteer Services Handbook.

Attached is the first Information Letter which will give you a detailed explanation of the administrative organization, and a chart outlining the organization of Volunteer Services. The additional letters will pertain to the basic and fundamental principles of a Volunteer Service and specific instructions regarding further development of the Volunteer Service program.

Also attached is an index of the letters, and as you receive additional letters, these should be added by name and number to the index.

We want you to know that your National Headquarters is anxious to give you all assistance possible and we are also depending upon you, in the chapters, to help us, not only by organizing your own Volunteer Workers, but in bringing to us suggestions and new ideas that will help us in making the Japanese Red Cross an agency to serve the people of Japan.

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VOLUNTEER SERVICE INFORMATION LETTER NO. I

TO: All Chapters

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

SUBJECT: GENERAL PLAN OF JAPANESE RED CROSS VOLUNTEER SERVICES

Introduction

In order to include in the handbook, information on the organization of the Volunteer Service program, we will re-state, in detail, the information given to all chapter directors on February 22, 1948, at National Headquarters. It is to be noted that the information presented here is more specific and an attempt has been made to adapt the general plan so that it can be applied to all local situations. From time to time there may be changes in these instructions as the program develops, and every effort will be made to keep you informed regarding the reasons and necessity for such changes. We are anxious to keep the regulations and plans for Volunteer Services as simple as possible to allow the program to meet the variety of needs which may become the responsibility of the Japanese Red Cross.

Even though there must be some organization for the administration of the Volunteer Services program, you must always remember that this service is an integral part of the Japanese Red Cross. The Volunteer Services, as such, have no power to formulate policies and regulations independent of Chapters and Headquarters. The Volunteer Service program must be considered only as another part of the entire Japanese Red Cross organization. This program is similar in organization to those of Junior Red Cross, Home Nursing, Disaster Relief, Medical Service and First Aid & Water Safety, and any other additional service established by the Red Cross to meet community needs. Only through the constant cooperation of our volunteer workers and the continuous coordination of our service programs will we be successful in fulfilling our basic obligation of "serving for the common good of all".

I. PURPOSE

The purpose of the Volunteer Services program is to maintain in every Red Cross Chapter, its branches and sub-branches, volunteers who are trained for prompt and efficient service in activities for the promotion of the public health and welfare of the community. The Volunteer Services Section will be responsible for planning special Volunteer projects and for recruiting, training, assigning and supervising Volunteer workers.

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II. MEMBERSHIP

Membership in the Red Cross Volunteer Services will be opened to all adult Japanese citizens. (Boys and girls in elementary, lower middle or high school participate in Red Cross membership in their respective schools through Junior Red Red Cross.) There will be no special or additional fee for membership in Red Cross Volunteer Service program.

III. ORGANIZATION AT NATIONAL HEADQUARTERS

There will be a Division Chief of Volunteer Services and a Section Head who will be responsible for the National administration of this program. Both of these persons will be paid employees of the National staff. As the program develops, there may be three branch heads, with one designated as head of Men's Branch, one head of Women's Branch and one head of University Branch. These three will also be paid staff members and have administrative duties as determined by the Division Chief.

Since the Japanese Red Cross expects the Volunteer Service program to draw its real strength from the people of Japan, who will contribute voluntary service, it is most important that the people of Japan have a representation at every administrative level in the form of Volunteer Advisory Committees. A Volunteer Services National Chairman will be appointed by the President of the Japanese Red Cross, and confirmed by the Board of Directors. This National Volunteer Service Chairman, and the President of the Japanese Red Cross, will select three Vice-Chairman to assist. Eventually, when three branches are established, the Men's, Women's and University, one Vice-Chairman may be assigned to each of these. The appointment of these three Vice-Chairmen will also be confirmed by the Board of Directors. The President of the Society, on the advice of the National Volunteer Service Chairman and the three Vice-Chairmen, the Vice-Presidents, the Division and Section heads, will appoint a National Advisory Committee for Volunteer Services whose membership will be drawn from every prefecture in Japan with each Volunteer Chairman of the prefectural Volunteer Service Committee serving on the National Committee and also an additional number of persons from the six regions and the area near National Headquarters.

The final size of this committee will be announced at a later date, but the membership will include at least 58 members, providing for one member from each prefecture and 12 members from various sections of Japan and the area near Headquarters. (It may be necessary to begin the committee with a small group acting as a nucleus, since early planning will necessitate frequent meetings and travel from long distances would be too difficult for members to come in frequently. It is anticipated that a small Volunteer Service Executive Committee will be established with its membership drawn from the National Volunteer Service Committee, and the National Committee would be kept informed by minutes of the Executive Committee meetings. At least once a year there should be a meeting of the National Committee.

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All policies and plans relating to the Volunteer Services program will be brought to the attention of the National Committee. The President and Vice-President of the Japanese Red Cross, as well as the Division and Section heads will be considered ex-officio members of the National Advisory Committee. The Section Head and his staff will be responsible for the administration of the programs planned and developed with the advice and consultation of the committee.

A. DUTIES OF THE NATIONAL ADVISORY COMMITTEE FOR VOLUNTEER SERVICES

1. To survey needs for Volunteer projects.

2. To make recommendations regarding these specific fields in which Volunteer projects will operate.

3. To assist and advise in securing clearance, at Headquarters level, with government agencies and other organizations when Volunteer programs of the Japanese Red Cross supplement an already established institution, agency or operation.

4. To assist and advise in outlining plans for chapters to use in developing projects and recruiting, training, assigning and supervising Volunteer workers.

5. To study Chapter reports on current and potential Volunteer projects and to make recommendations regarding same.

6. To advise concerning the establishment of plans for Chapters to report statistics, such as number of projects, number of Volunteers, number of hours of service, etc.

7. To recommend a system of awards for Volunteer Service.

8. To recommend regulations for wearing of Volunteer uniforms, pins, badges, etc.

9. To assist in compiling material and subject matter to be used in the handbook as the Volunteer Service program develops.

10. To assist in planning and to participate in Volunteer Service training courses.

11. To study, devise and recommend publicity programs and to participate in same. (This responsibility would be coordinated with the Japanese Red Cross Publicity Section.)

12. To establish time of meetings and to define length of membership on the National Committee, as well as determining means of obtaining replacement memberships for committee members.

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IV. ORGANIZATION AT PREFECTURAL CHAPTER LEVEL

A. Chapter Headquarters

1. Paid Volunteer Service Worker.
The Chapter President with the advice of the Chapter Director will appoint a paid chapter worker who will be responsible for Volunteer Services. (Many chapters already have such a person designated.)

2. Volunteer Chairman of Prefectural Volunteer Service Advisory Committee.
The Chapter President, with the advice of the Chapter Director and paid chapter worker will then appoint a prefectural chapter Volunteer Service Chairman, whose appointment will be confirmed by the chapter Board of Councilors. This Chairman will serve as the head of the prefectural chapter committee.

3. Prefectural Chapter Volunteer Service Committee.
The membership of this committee will be drawn from every branch in the prefecture and the Branch Heads will be requested by the Chapter Director to appoint a community leader to represent the branch on the prefectural chapter committee. This same person will also act as chairman of the branch committee. Therefore, the membership of the committee would be determined by the number of branches within the chapter jurisdiction.

V. ORGANIZATION AT BRANCH AND SUB-BRANCH LEVELS

(Explanation: Due to the different types of branches which exist, it will be necessary to discuss separately the organization within each type as follows: (A.) Local office branches. (B.) City branches. (C.) City branch headquarters in five large cities. (D.) Branches in Tokyo-To Area.

A. Local Office Branches

1. Branch Volunteer Service Chairman.
As indicated above, the Branch Head will appoint a person to serve on the prefectural committee and by reason of this appointment, the same person will serve as Branch Chairman.

2. Volunteer Service Branch Committee Membership.
The Branch Committee membership will be drawn from the Sub-Branch areas and the Sub-Branch Head will be requested by the Branch Head to appoint a leader to represent the Sub-Branch on the Branch Committee. This same person will also act as Chairman of the Sub-Branch Committee.

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3. Sub-Branch Volunteer Service Committee Chairman.
As indicated immediately above, the Sub-Branch Committee Chairman will, by reason of his position on the Branch Committee, act as Chairman of the Sub-Branch Committee.

4. Sub-Branch Volunteer Service Committee Membership.
The Sub-Branch Committee membership will be drawn from representative citizens in the various sections of the Sub-Branch area and these persons will serve in their immediate neighborhoods and communities as Red Cross Volunteer Service Representatives.

5. Volunteer Service Representatives.
The Red Cross Volunteer Service Representatives will be selected by the Sub-Branch Chairman and will have the responsibility for the operation of Volunteer Service projects within their immediate neighborhood or community. The Volunteer Service Representative shall appoint a person to take charge of each Volunteer Service project and these persons will be referred to as Volunteer Service Unit Leaders. The Volunteer Service Unit Leaders will have very important positions as the development and actual operation of Volunteer projects will depend on these persons.

B. City Branches

Cities designated as branches do not have Sub-Branch divisions. In such cities Cho Sub-Committees will be used. When a city is designated as a Branch, its Branch Committee will draw its membership from every Cho in the city area. The Branch Head will appoint a volunteer leader to represent each Cho area on the Branch Committee. This same person will act as Chairman of the Cho Sub-Committee. The Cho Sub-Committee will draw its membership from various sections of the Cho area and these persons, who will be known as Red Cross Volunteer Service Representatives, will be responsible for projects within their particular section and they will appoint within the section Volunteer Service Unit Leaders to be in charge of projects. Let us emphasize again the importance of the Volunteer Service Unit Leaders as the development and actual operation of projects will depend on these persons.

C. City Branch Headquarters in Five Large Cities.

The five large cities are Kyoto, Osaka, Nagoya, Yokohama and Kobe. These five cities have a Branch Headquarters and Branch Offices in all Wards. (Kyoto City has not yet established a Branch Headquarters, but this will be done as soon as possible.) The Branch Headquarters' Committee will draw its membership from each of the Branch Office areas. The person serving from the Branch Office area on the Branch Headquarters' Committee will act as Chairman of the Branch Office Committee. The Branch Office Committee will draw its membership from every Cho within

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its area and the Cho representative on this committee will act as the Chairman of the Cho Sub-Committee. The Cho Sub-Committee will draw its members from the various sections of the Cho area and these persons, who will be known as Red Cross Volunteer Service Representatives, will be responsible for projects within their particular section and will appoint Unit Leaders to be in charge of each project. The importance of the Unit Leaders must be emphasized constantly for these persons have great responsibility in developing and supervising the projects.

D. Branches in the Tokyo-To Area.

Due to the unique governmental organization of the Tokyo-To area, a combination of the above plans will be used. The Chapter Volunteer Service Committee will draw its membership from every branch in the area. The Branch Heads will be requested to appoint a Volunteer Service Chairman who will serve as a member of the Chapter Committee and as the chairman of the Branch Volunteer Service Committee. In the Tokyo-To Area there will be three types of branches: Local Office Branches, City Branches and Ward Branches. Volunteer Service Committees within these branch areas will be developed according to the aforementioned plans.

E. Summation.

(See attached V.S. Chart #1 entitled National Organization Chart for Administration of Japanese Red Cross Services (Including Details of Volunteer Service Organization)". The aforementioned explanation relates directly to this chart. Other services in which there is volunteer participation are also shown and in the development of those services the same general administrative plan will be followed at the various levels. However, each service will make necessary adaptation in accordance with the needs of the particular programs.)

It must be kept in mind that this administrative and organizational plan has been drawn up with the long-time objectives of Volunteer Service organization in mind and that the full plan may not be possible of realization for some time. It is expected that the plan will be administered in such a manner as to allow committees of various Branches, Sub-Branches, and Chos to cooperate in carrying out joint projects as there will not be a need for projects in every section of a Sub-Branch or Cho area. However, this plan has been set up to cover every community in Japan where there is a need for Red Cross Volunteer workers.

VI. DUTIES OF VOLUNTEER SERVICE COMMITTEES IN THE PREFECTURAL CHAPTER ORGANIZATION

A. Volunteer Service Prefectural Chapter Committee.

1. To survey needs for Volunteer projects in the prefecture.

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2. To make recommendations regarding areas in which projects of Volunteers will be most effective in the prefecture. (This will be in accordance with decisions and recommendations from National Headquarters.)

3. To assist and advise in securing clearance, at prefectural level, with government agencies and other organizations when Volunteer programs of the Japanese Red Cross supplement an already established institution, agency or operation.

4. To assist and advise in outlining plans for the Chapter, Branches and Sub-Branches. (This will be the local and specific application of plans recommended by National Headquarters.)

5. To study Chapter reports on current and potential Volunteer projects and to make recommendations regarding same.

6. To advise concerning the establishment of plans for Branches and Sub-Branches to report statistics, such as number of projects, number of Volunteers, number of hours of service, etc.

7. To recommend, in detail, a specific system of awards for Volunteer Service in relation to general recommendations from National Headquarters, and to plan presentation ceremonies, etc.

8. To recommend regulations concerning wearing of Volunteer uniforms, pins, badges, etc. in accordance with general recommendations from National Headquarters.

9. To recommend and confer with Section Head (Through Chapter Director) at National Headquarters concerning changes in policy, new developments, and to be continuously aware of the necessity of contacting National Headquarters when their help is needed.

10. To assist in planning and to participate in Volunteer Service training courses, both on the Chapter level and continuing with this responsibility at the Branch level.

11. To study, devise and recommend publicity programs and to participate in same in accordance with recommendations from National Headquarters and in coordination with the Chapter publicity head.

12. To establish time of meetings and to define length of membership on the Chapter, Branch, Sub-Branch and Sub-Committees, as well as determining means of obtaining replacement memberships for committee members.

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2. To make recommendations regarding areas in which projects of Volunteers will be most effective in the prefecture. (This will be in accordance with decisions and recommendations from National Headquarters.)

3. To assist and advise in securing clearance, at prefectural level, with government agencies and other organizations when Volunteer programs of the Japanese Red Cross supplement an already established institution, agency or operation.

4. To assist and advise in outlining plans for the Chapter, Branches and Sub-Branches. (This will be the local and specific application of plans recommended by National Headquarters.)

5. To study Chapter reports on current and potential Volunteer projects and to make recommendations regarding same.

6. To advise concerning the establishment of plans for Branches and Sub-Branches to report statistics, such as number of projects, number of Volunteers, number of hours of service, etc.

7. To recommend, in detail, a specific system of awards for Volunteer Service in relation to general recommendations from National Headquarters, and to plan presentation ceremonies, etc.

8. To recommend regulations concerning wearing of Volunteer uniforms, pins, badges, etc. in accordance with general recommendations from National Headquarters.

9. To recommend and confer with Section Head (Through Chapter Director) at National Headquarters concerning changes in policy, new developments, and to be continuously aware of the necessity of contacting National Headquarters when their help is needed.

10. To assist in planning and to participate in Volunteer Service training courses, both on the Chapter level and continuing with this responsibility at the Branch level.

11. To study, devise and recommend publicity programs and to participate in same in accordance with recommendations from National Headquarters and in coordination with the Chapter publicity head.

12. To establish time of meetings and to define length of membership on the Chapter, Branch, Sub-Branch and Sub-Committees, as well as determining means of obtaining replacement memberships for committee members.

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B. Volunteer Service Branch Committee.

It has been clearly stated previously that the Volunteer Service Committee Branch Chairman is also a member of the prefectural Chapter Committee, and through this membership, the Branch Chairman will receive sufficient training and information to inform and train the members of the Branch Committee. It will be the Branch Chairman's responsibility to develop his committee membership so that each one of them will be capable of perform ing his job as Chairman of a Sub-Branch Committee or Cho Sub-Committee.

It is extremely important to develop a strong Branch Volunteer Service Committee and because of the importance of this unit it is necessary that the Chairman be a well-qualified leader. At the National and Chapter Headquarters there are paid staff members responsible for the program but at the Branch levels there is no paid staff. Consequently the Branch Volunteer Service Chairman must assume administrative responsibility in assisting the Branch Head to promote the Volunteer Service program in each of the Branch areas.

All of the organization plan discussed up to this point is a means to provide the necessary information and instructions to Red Cross representatives in their local communities where Volunteer projects will be operating to meet the needs of the people. It is the people of Japan that the Japanese Red Cross wishes to serve. More specific information will be included in additional Information Letters which will give to the Chapter, the Branch, the Sub-Branch and the Sub-Cho Committee Chairmen detailed instructions which will help them in starting Volunteer projects - including the actual operation of specific projects and the duties of Volunteer Service Representatives and the Unit Leaders.

It is recognized by headquarters officials that Red Cross workers in the local communities are the most important people in the entire Red Cross organization and with their cooperation the plan for extension of Red Cross Services to the people cannot fail.