

Assoc. Secs. Copy for hat folder

ROBERT COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex.

All Assoc. Secs.

HCO BULLETIN OF OCTOBER 20, 1959.

Personal Weekly Departmental Inspection for
Association Secretaries

This is to be filled in each Friday and posted to Saint Hill immediately. It is not to be filled out from reports through comm. lines it is to be handled personally by all Assoc. Secs.

PROMOTION AND REGISTRATION.

1. How many letter registrars did you have this week? _____
2. How many letters did each one write this week? _____
3. How many people were interviewed this week physically? _____
4. How many people did the Receptionist get through to the Registrar this week? _____
5. How many typists did you have this week? _____
6. How many letters did each one type? _____
7. Were the letters real? _____
8. How many people did the Registrar sign up this week for the HGC? _____
9. How many people did the Registrar sign up this week for training? _____

MATERIEL.

1. How many purchase orders were sent through to you this week? _____
2. Were they justified? _____
3. How many did you OK? _____
4. Was the building clean, inside and outside? _____
5. Are repairs being attended to inside and outside? _____
6. Do you have sufficient E-meters? _____
7. Do you have sufficient other Technical equipment? _____
8. Is address up to date? _____
9. Is CF up to date? _____

STAINING.

1. How many students were there on the HPA this week? _____
2. How many students were there on the B.Son. this week? _____
3. What is the general attitude or tone level of the students? _____

4. How many students were failed this week? _____
5. How many students were passed this week? _____
6. Have the students received adequate tape lectures? _____
7. How many letters did the Director of Training write this week? _____

H.G.C.

1. How many preclears were on the H.G.C. this week? _____
2. Did the H.G.C. receive any help from field auditors this week? _____
3. Were the preclears satisfied with their results? _____
4. Did the D of P give satisfactory case assessments this week? _____
5. How many letters did the D of P write this week? _____

P.E. FOUNDATION.

1. How many students were there on the following courses this week:-
P.E. _____
Comm. _____
Has Co-Audit _____
2. Were the students satisfied with their results? _____
3. How many staff are there working in the P.E. Foundation? _____
4. Did the P.E. Director take any of the classes himself? _____
5. If so which one? _____
6. How many letters did the P.E. Director write this week? _____
7. What in your opinion is wrong with the P.E. Foundation? _____

ACCOUNTS.

1. Did statements get mailed this week to all debtors? _____
2. If not when will they be mailed out? _____
3. Is the statement book up to date? _____
4. Is the current bills book up to date? _____
5. How many staff are there working in accounts? _____
6. Did you pay HCO WW 10% of your gross weekly income this week? _____
7. Did you pay your HCO 5% of your gross weekly income? _____
8. What was the amount? _____
9. What is the total bank balance? _____
10. Is the invoicing done regularly every morning? _____

GENERAL

1. Has HCO helped you this week? _____
2. What do you feel the HCO could do to help the HASI more? _____

3. What hat checks were done this week? _____
4. Do all your staff members know the purposes of their posts? _____
5. Have HCO Policy Letters and Bulletins been of any help to staff this week? _____
6. What In baskets in the Org. stay full? _____
7. Do you feel that Ethical matters in the field are being handled? _____
8. What policies should HCO be more alert to? _____
9. Are certificates being issued swiftly? _____

HCO Secretary WW
NORMA WEBB.