

In addition, legal matters must be dealt with, including the registration of one of our Scientology corporations in the area (if not already done), and a contract must be signed with the Hubbard Communications Office.

Procedure in Setting Up City Offices

The following procedure must be followed in setting up a City Office.

1. The auditor who wishes to set up the City Office should make a formal application in writing. The application should be sent to the HCO Continental Secretary of the area in which the City Office will operate.
2. No City Office may start operations without an HCO City Secretary being appointed first. This City Secretary may be proposed by the auditor or appointed by the HCO Continental Secretary, but in any case must be approved by the HCO Continental Secretary. The HCO City Secretary must receive Org. Training in the Continental HCO for a period of time determined by the HCO Continental Secretary, who will be the sole judge of when the training is completed.
3. The auditor or auditors who will run the City Office may also go to the Central Org. or Continental HCO for training in Org. procedure. This is not essential but is considered advisable.
4. When the HCO City Secretary and/or auditor(s) have completed their Org. training, and the HCO Continental Secretary is satisfied that they are competent to start operating a City Office, a contract must be signed by the auditor. When this contract has been signed, and when the HCO City Secretary is installed in the City Office, and not before, the City Office becomes fully operative as such. Org. Bulletins, tapes, Policy Letters etc, may then be sent to the City Office; St. Hill Lectures may be sold them and a telex may be installed. None of this may be done before the contract is signed, except the ordinary Franchise bulletins may be sent if he is a Franchise Holder.
5. Thereafter, the running of the City Office follows the current policy, as set forth in HCO Policy Letter of February 21, 1961 Pattern for City Offices, and HCO Policy Letter of April 9, 1961, City Offices Successful Patterns or subsequent patterns that may be approved.

General

The City Office pays the HCO of the City Office 5% of its weekly income each week. The salary of the HCO City Secretary is paid from this amount. If the HCO City Sec is appointed to the post by the HCO Continental Sec., the HCO City Sec. is still paid by the City Office.

A City Office should be along the following lines as a bare minimum: HGC, PE, and perhaps a small Academy, which can be run by the PE to start with. A good idea would be to start with old-style HAS courses, as a preliminary to training to HCA/HPA level. A City Office must obtain the approval of the HCO Continental Secretary before commencing HCA/HPA level training.

Only the HCO Bulletins, Policy Letters etc., which apply to the City Office need be made available, but the others may be sent for their information at the discretion of the Continental HCO.

Copies of St. Hill Lecture Tapes sent to a City Office must be paid for in cash and the office pays its own telex expenses. (Telex provides a direct hook-up with the Continental HCO and WW). In general, the City Office is guided by the advices of the HCO Continental Secretary, but most of its activities are covered by current policies as set forth in HCO Policy Letters, Bulletins etc.

HCO POLICY LETTER MAY 11, '61

CITY OFFICES (Addition to HCO Pol. Ltr. of May 2, '61,
Procedure on setting up Central Orgs and City Offices).

Before a City Office is finally established, the contract and other arrangements and agreements and personnel involved must have the written authority of the Executive Director. Therefore, when a Central Org makes arrangements for a City Office, the contract must be sent to HCO WW for approval of the Executive Director. Provision must be made for this by a specific clause in the contract.
