

HUBBARD COMMUNICATIONS OFFICE
Saint Hil Manor, East Grinstead, Sussex.

CenOCon

HCO POLICY LETTER OF JANUARY 14, 1964

CONTINENTAL AND AREA HCO FINANCE POLICIES

All HCO Area and other offices excepting only HCO WW and HCO Sthil should be on the following salary and expense arrangements.

HCO Area and Continental personnel are paid from the Salary Sums of the Org to which attached.

All HCO Area and Continental expenses are paid from the Disbursement Sum of the Org to which attached.

There is no HCO Local 5% paid to Local HCO by the Org to which attached.

HCO Area and Continental have no separate accounts system of their own. All their accounts are handled by the Org to which attached.

Book Sales money and Special Events (such as Congress fees) are held and banked under the direction of the senior HCO official of the area to ensure that the Central Org does not use this money for operating expenses but for book, tape and film replacement and bills. The mailing costs, personnel handling such items and a quarters charge, as well as Congress costs, etc., may be deducted from book receipts by the Central Organization. Such receipts, books, tapes, film and special events must not be used for Central Org operating expenses as this would drastically reduce dissemination.

Membership monies are also separately banked.

The Salary Sum of Central Orgs has been increased to 55% to compensate paying HCO staff.

All magazine costs and mailings are paid for by the Central Organization.

An additional 5% of the receipts of an organization is contemplated as payable to HCO (WW) Ltd., for administrative expenses now that HCO (WW) Ltd., is a separate corporation. Heretofore I have financed HCO WW's costs out of my 10% d own income. This 10% is desperately needed to help defray research costs and although still submitted as Administration Expenses will be used in research. I am engaged in the compilation, recording and preparation of the whole of Scientology, the most expensive step. Heretofore I have borne research costs out of income intended for me personally. I no longer choose to do so as the most expensive research step is just ahead of us - writing it all up and publishing it, a step which is the most expensive of all.

Therefore, financial reorganization is in order if we ever are to have all the data of Scientology in an organized codified and published state.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Sthil

HCO POLICY LETTER OF JANUARY 25, 1964

HCO (STHIL) LTD.

DEPARTMENT OF ENROLLMENT

The purpose of the Department of Enrollment is to contact routinely, regularly and intelligently all possible candidates for the Saint Hill Briefing Course.

The steps are these?

- (1) Using whatever is to hand begin contacting.
- (2) Expand what address files are to hand and contact those.
- (3) Eventually have a complete and sound system of filing, addressing and contacting candidates for the course.

The purpose is to get people to take the course. To do this one must have very good files and means of address keeping use and change. To use these one must achieve and maintain a high level of ARC in all letters and releases.

We already have a silk screen address file of HCAs/HPAs. We should have address screens of all former students. These should be utilized.

Immediate steps should be taken to increase these files of addresses and keep them up to date.

We already have many letter files from franchise and others such as Standing Order No. Using these files a nucleus Central File system should be constructed and expanded.

Using various means addresses should be collected until every trained Scientologist in the world is to be found in our central files and in our address plates with addresses up to date.

Using this data a letter registrar can maintain consistent communication with high R with all possible applicants and regular mailings of attractive mailing pieces can be made. Book data and other materials can be carried in such mailings.

Promotion Programme No. 1. is designed to collect all addresses and data for our CF.

An offer of a certificate as a Founding Scientologist is made in all Continental Magazines and the PAB for all Scientologists who were one before 1963. They are offered a special classification and the certificate if they will fill out the questionnaire or a copy of it and send it straight to Saint Hill. An assembly line response is set up to send them their certificate, consisting of letter press signed blanks and name typed on a large Cap typewriter, all in a flat special envelope, certificate to be 5" x 7".

If this application carries vital statistics, our CF is greatly enriched. Each application received is marked as answered with a certificate and is filed in our CF under the persons's name. Each is given a coded system giving all data. In this way a CF is created.

When needful a large metal plate addressing machine will be procured which gives the full code on each plate showing what the person is, has done, etc. These are filed by name and area in their address plate boxes for use on the machine.

It is up to the Enrollment Department to construct its files, etc., while actually engaging in procurement.