

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Gen Non Remimeo
Franchise

HCO POLICY LETTER OF 1 SEPTEMBER 1965

CURRENT POLICY - FRANCHISE
(Preserved policy from
former Policy Letters
which have been cancelled)

Stable Franchise Centres are expected to become City Offices, and other Franchise holders are expected to build stabilized Centres toward the end of becoming City Offices. Those not doing so may become Individual Field Staff Members.

FRANCHISE BECOMING CITY OFFICES

Successful Franchise Centres may become City Offices on application if their record and activity as a Franchise Holder is adequate.

The requirements of a City Office are (a) corporate regularity by which is meant their Incorporation must be passed up and in accordance with policy. (b) adequate premises, (c) the presence of a full time HCO Area Sec, (d) training of someone in org administration at their Central Org.

MEMBERSHIP SALES

No Franchise Holder may sell memberships. Memberships may be sold only by City Offices or Central Orgs.

All Membership money received by a Central Org or City Office must be paid into the HCO Book Account of that office and this money is used for dissemination. Salaries and general org bills may not be paid from the HCO Book Account.

Franchise Holders receiving requests or monies for membership must forward the matter to the Central Organization, referring the request and sending the money in its entirety.

Franchise Holders who are Field Staff Members, may, however, select members and receive FSM commission on such selections.

A Franchise Holder should advise memberships as he will receive the benefit of it directly, membership monies being invested mainly in advertising of books and assisting his own sale of these as well as bringing other indirect benefits.

FRANCHISE HOLDERS MUST CHARGE CENTRAL ORG PRICES

Franchise Holders must keep to the scale of processing fees announced by Central Orgs for each year. These are precisely calculated.

LRH:ml:dif
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(recopied as per SECED #68)