

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Revised

HCO POLICY LETTER OF 15th DECEMBER 1965.

GIFTS

When a staff member has a baby the following line will be followed:

The HCO Area Sec in the org concerned prepares a card and sends to St. Hill Exec Letter Unit giving details of the birth, parents names, etc.

The Exec Letter unit secretary prepares a letter from LRH and one from MSH and forwards with the card for signature. These letters and card are routed back to the HCO Area Secretary.

The HCO Area Sec then orders a bouquet of flowers and attaches the card to those and has these delivered by the Flower Company. The two letters are sent separately.

A separate card and letter can be sent from the staff of the organisation. A supply of appropriate cards can be kept for these occasions.

Care must be taken to do this promptly so that the action is appropriate and doesn't occur a month or two late. Also as usual issue to the New Baby a life time membership as our welcome to the team.

L. RON HUBBARD.

LRH:emp
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