

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 1 AUGUST 1966

SIGN UPS AND DISCOUNTS

As a result of a Board of Investigation, WW, No. 1653, 27 July 1966, Monica Quirino, Chairman, the following policies are adopted regarding sign ups and discounts in all organisations:

(1) A separate contract shall exist for each item signed up for, including all processing and training. The contract covers what is actually being paid for.

A copy of the contract shall be handed cashier who is to verify its accuracy and receive the money for service and who is then to file this copy.

The contract shall specifically note all discounts being allowed and if any allowed, the status of the person signing up shall be noted on the contract.

(2) Persons shall verify their status of membership or staff member for discount purposes by displaying a current membership card or a staff member card signed by the HCO Area Sec.

Where a person is not currently a member he shall be signed up for membership by the Registrar and this shall be paid at the time the other sign up is paid for.

(3) The Cashier in issuing an invoice copy for any different type of membership or service than the pc or student now has, shall issue a card directing the person to Certs and Awards.

(4) Certs and Awards, to which the student or pc or staff member is so routed shall issue, after examination of the invoice, a badge.

These badges are plastic transparent covers with a pin as used in Congresses.

They are flash-marked with a card on them as follows:

- | | | |
|-----|--------------------|-------|
| (a) | SHSBC Student | RED |
| (b) | Preclear | BLUE |
| (c) | Solo Audit Student | GREEN |

The person's name and the status is marked on each card and signed by Certs and Awards. The person is told to wear it at all times when around the org.

Certs and Awards issues the Membership card, if purchased, at the same time.

(5) Staff members, on being employed, are to receive badges from Certs and Awards as follows:

(A) Temporary Staff Member - Plastic Badge (GREY) marked "Temporary Staff Member" with the person's name.

(B) Provisional Staff Member - Plastic Badge, Divisional Colour, with the person's name and post,

(C) Contracted Staff Member, non-executive, -a metal badge, gold coloured, to be designed and issued. Executive - a larger badge.

Until such time as such badges are available, a gold card shall be used bearing the person's title and name.

(6) The Personnel Control Officer routes on staff members to Certs and Awards for badges by a mimeoed initialed slip.

All cards must be signed by Certs and Awards.
Falsifying a card shall be classed as a Crime.
Persons not wearing badges may not have any service.

LRH:lb-r
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