

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 20 MAY 1969

HUBBARD STANDARD DIANETICS COURSE
COURSE MATERIALS PAPERS AND FILES
(referred to on HCO P/L 16 May 69)

Student Requirements

Each student enrolling on the HSDC is required to have the following:

BOOKS Original Thesis
Dianetics, The Modern Science of Mental Health
Evolution of a Science
The Book Introducing the E-Meter
The Book of E-Meter Drills

MATERIALS

E-Meter
2 Soup Cans for electrodes
E-Meter lead with jack plug and crocodile clips
1 erasure
1 pencil
blank paper
2 black or blue pens
1 good dictionary
1 timepiece
Worksheets
Auditor Report Forms
Stapler
Paper clips
Clay (various colours)
Demonstration kit (box of assorted bits and pieces for use
in "demonstrating")
Good picture frame for his certificate

Org Requirements

The following is a checklist of materials, files and papers needed for the HSDC.

Check them off and make sure you have adequate quantities of every item. Always reorder in sufficient time those materials which are used up, such as student packs of materials, so that you never run out.

Administration Materials

1 Thick hardcover foolscap size book for roll book _____
1 Thick hardcover foolscap size book for student
auditing record _____
1 Master Checksheet kept up to date _____
1 pack of materials kept up to date _____
1 schedule made up and posted clearly _____
1 HSDC students notice board _____
Thumb tacks _____
1 Student progress board (described separately) _____
1 Student statistic board _____
File cabinet _____
Pens _____
Stapler _____
Staples _____

Paper clips
Ruler
Felt tip pens
Stock of orange coloured PC folders (or other
different colour to that regularly used in the
Org for PC folders)
Routing forms: New student,
Student to examiner
Student to ethics
1 IN basket for each student
1 OUT basket for whole course
1 Basket TO LRH

Course Materials

Adequate supplies of checksheets
Adequate packs of course materials (for issue
on to every student)
Adequate copies of LRH Case Supervised Sessions
Weekly Student report forms to LRH
PC Assessment forms 24/4/69 (HCOB)
Pastoral Counselling form 24/4/69
Summary Report forms 17/3/69 (HCOB)
Parent and Guardian assent forms
Sufficient copies "Alice in Wonderland" books
Pink sheets

Tapes

Dianetic Auditing 21/7/66
Dianetic Auditing and the Mind 28/7/66
Study 18/6/64
Study 9/7/64
Summary of Study 4/8/64
Gradients and Nomenclature 6/8/64
Study and intention 11/8/64
Study and education 13/8/64
Study 22/8/64
Roundup of Study 18/8/64

Supervisor Materials

1 desk (in the training room)
1 Chair
1 IN-OUT basket
1 stapler
Paper
Pens
Ruler
Clipboard and carbon paper
Very large dictionary
Demonstration kit

General Course Requirements

Large photo of LRH in course room
Sufficient space for class at all times (large
quiet well lighted room)
Folding chairs (one for each student)
Folding card tables (one for each student pair)
Adequate number of good quality tape recorders
Tape head cleaning fluid (alcohol) and cotton
buds (for regular cleaning of tape heads)
HiFi headphones (the type with miniature speakers
as the earpiece not the telephone type)

Supervisors certificate posted very visibly _____

Certs and Awards

Hubbard Graduate Auditor certificates _____
Dianetic PC lapel pins _____

Bookstore

The bookstore should get in adequate quantities of
books listed above under student requirements
Blazer badges _____
Lapel pins _____

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W/O Ken Delderfield
LRH Public Aide CS-6
for
L. RON HUBBARD
Founder