

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

All Dissem HCO POLICY LETTER OF 6 DECEMBER 1969
Hats ISSUE II
All Public
Div. Hats

HOW TO CLEAR YOUR COMMUNITY ILLUSTRATIONS

The following illustrations are the basic steps in Clearing your community.

These steps are covered in detail in HCO Pol. Letters in the Org Exec Course.

The Illustrations must be prominently displayed in Numerical order in the Central Files area, the Letter Registrar area and the Division 8 Department 22 area in your org.

Sets of these pictures are to be printed up by Pubs Org. for display purposes in the above areas.

Pubs Org should also have these printed photo litho as a small picture book for FSMs.

W/O Cathy Cariotaki
F/Expansion Officer
&
W/O Richard Gorman
F/Artist

For

Lt. Cmdr Diana Hubbard
CS-6

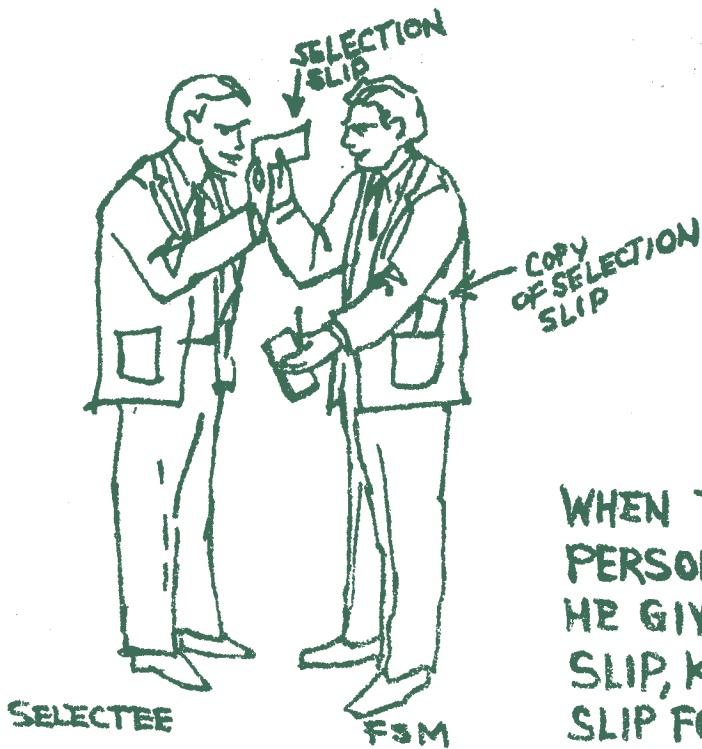
For

L. RON HUBBARD
Founder

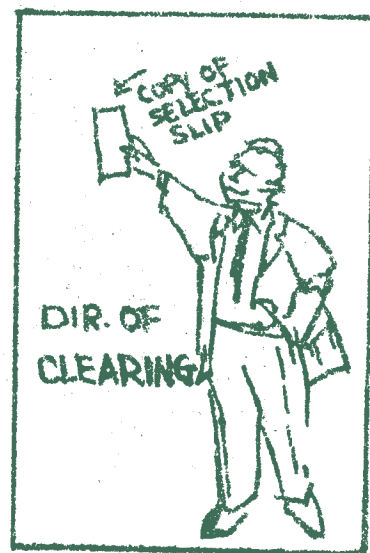
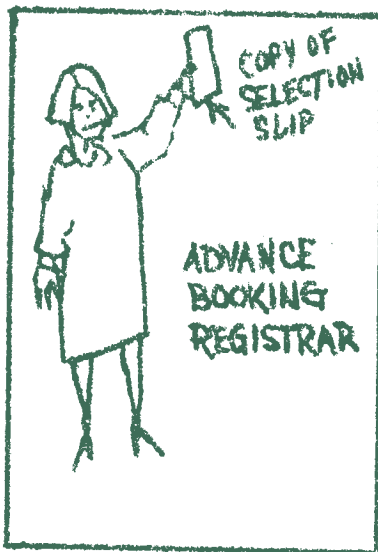
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THE FSM MAKES PERSONAL CONTACT, GETS PEOPLE INTERESTED AND SELECTS THEM FOR ORG SERVICES.



WHEN THE FSM SELECTS A PERSON FOR ORG SERVICES HE GIVES HIM A SELECTION SLIP, KEEPING A COPY OF THE SLIP FOR HIMSELF AND SENDING COPIES TO THE DIR. OF CLEARING AND THE ADVANCED BOOKING REGISTRAR.



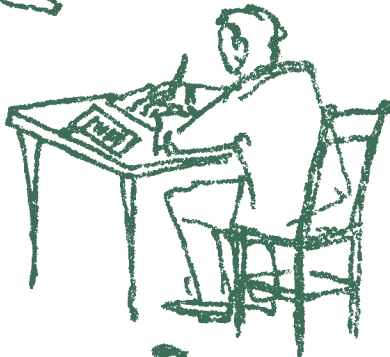
THE FSM FOLLOWS UP HIS CONTACTS BY:



SELLING THEM BOOKS



HANDING OUT INFO PACKS

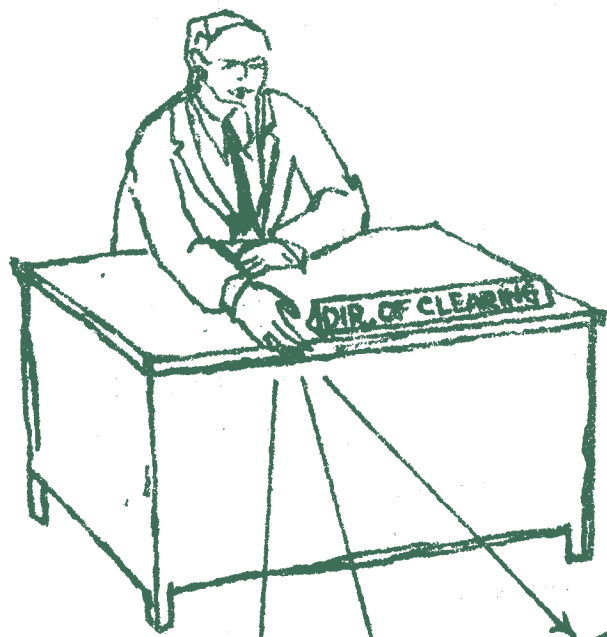


WRITING LETTERS

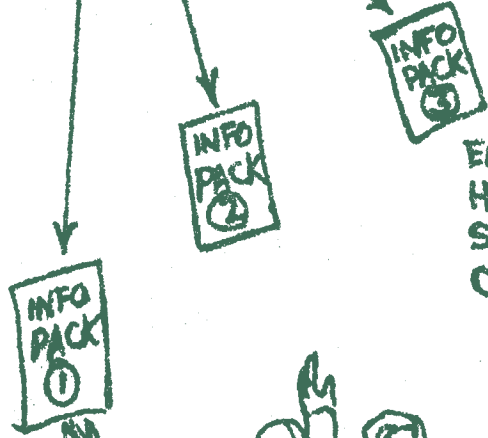


RUNNING A GROUP

DIV. VI HANDLES PEOPLE WHO HAVE NEVER BOUGHT ANYTHING FROM AN ORG.



THE DIR. OF CLEARING SENDS OUT A SERIES OF 3 INFO PACKS TO NAMES, CONTACTS, GROUP LISTS AND FRANCHISE LISTS WHO HAVE NEVER BOUGHT ANYTHING FROM THE ORG.



EACH INFO PACK SELLS A BOOK HAS A SHORT ARTICLE ABOUT SCIENTOLOGY AND A BOOK ORDER FORM.

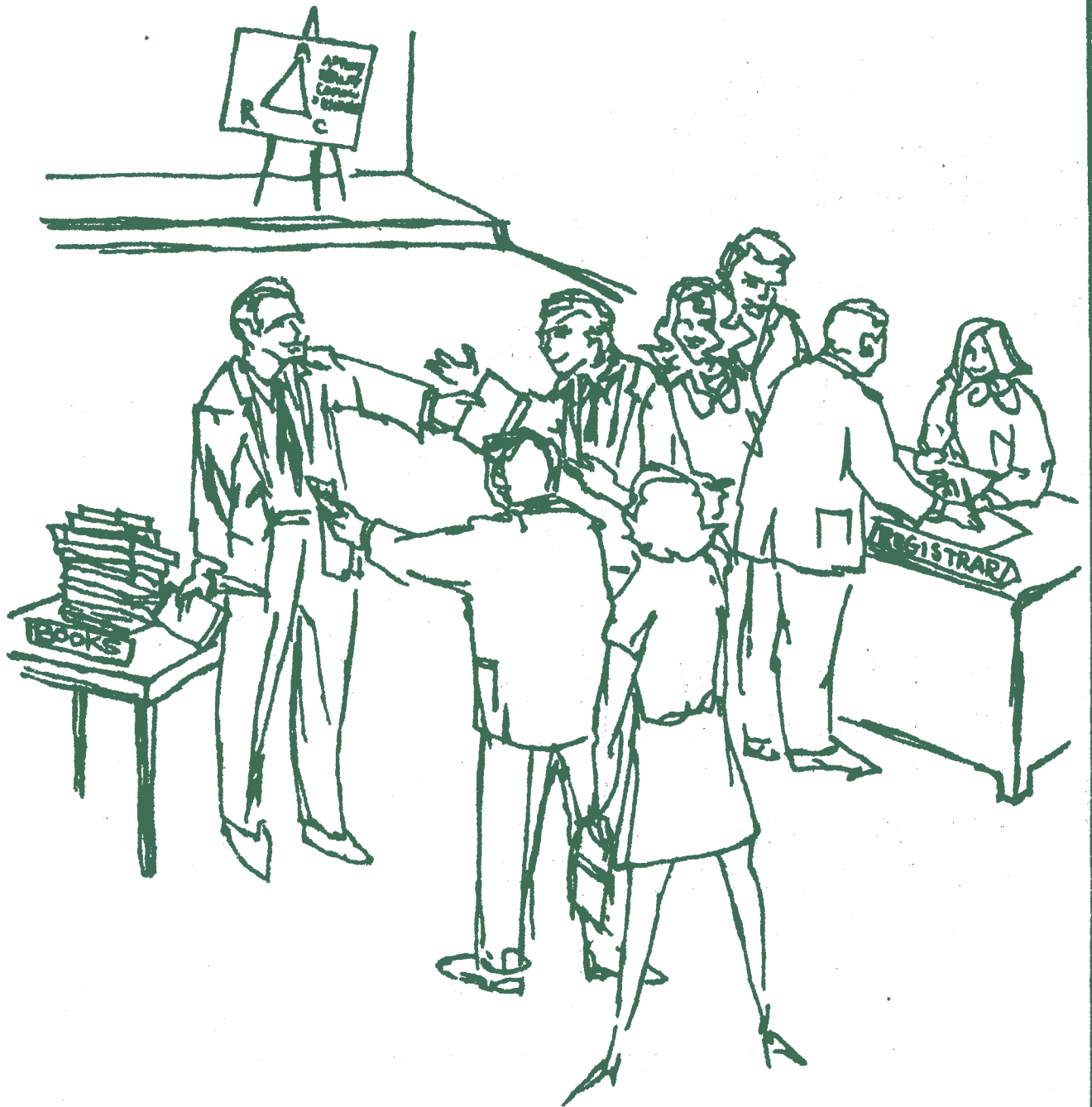


DIV. VI INVITES THE PUBLIC TO COME IN FOR A FREE LECTURE, (P.E. COURSE).



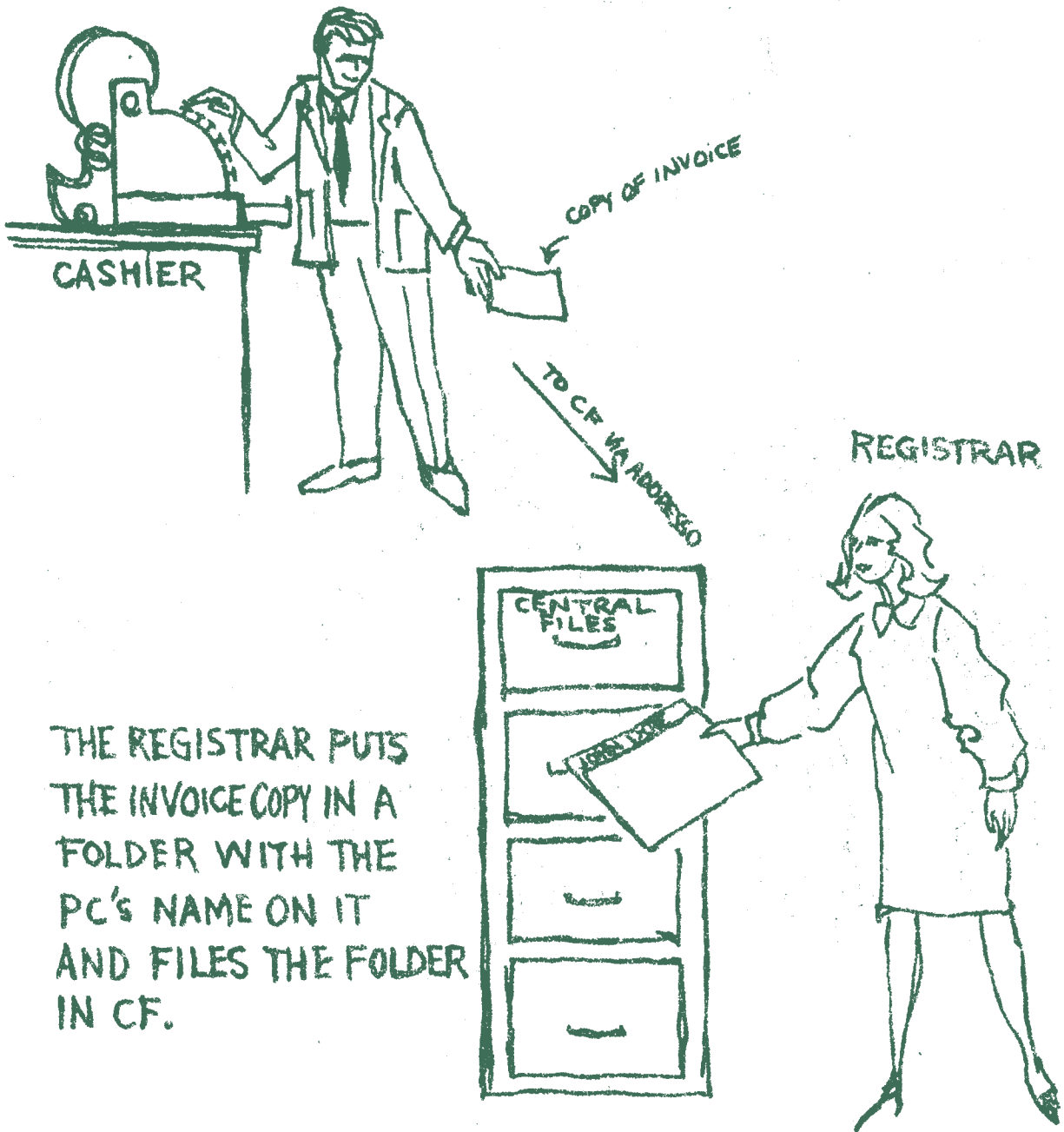
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DIV. VI SELLS THEM A BOOK AND HAS
A REGISTRAR AVAILABLE TO SIGN THEM UP
FOR AN ORG SERVICE.



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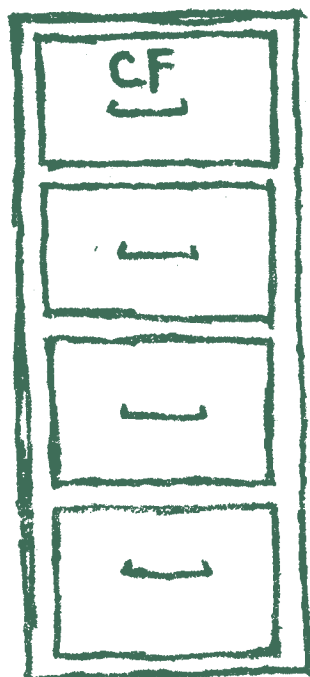
WHEN A PERSON BUYS SOMETHING FROM THE ORG, THE CASHIER MAKES OUT AN INVOICE WITH THE PC'S NAME ON IT AND SENDS A COPY TO CENTRAL FILES IN DIV. II.



THE REGISTRAR PUTS THE INVOICE COPY IN A FOLDER WITH THE PC'S NAME ON IT AND FILES THE FOLDER IN CF.

⑦

DIV II HANDLES PEOPLE WHO HAVE BOUGHT SOMETHING FROM THE ORG.



A LETTER REG WRITES TO ALL NAMES IN CF KEEPING THE COMM-LINE IN, ANSWERING QUESTIONS, OFFERING SERVICES AND HELPING WITH THE PROBLEMS OF EACH INDIVIDUAL.

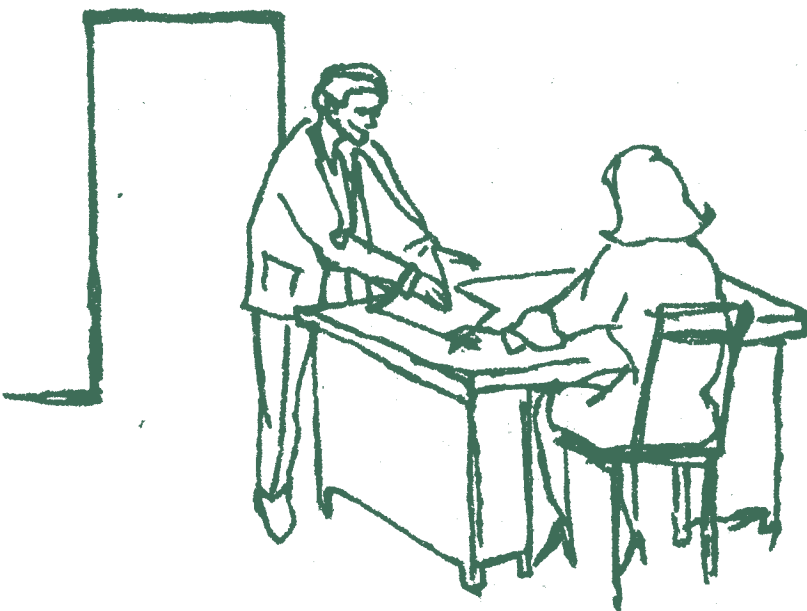


DIV. II SENDS OUT MONTHLY MAGAZINES; FLYERS SELLING BOOKS, TAPES, TRAINING, PROCESSING, CONGRESSES ETC., AND ADVANCE REGISTRATION PACKS TO ALL NAMES IN CENTRAL FILES.



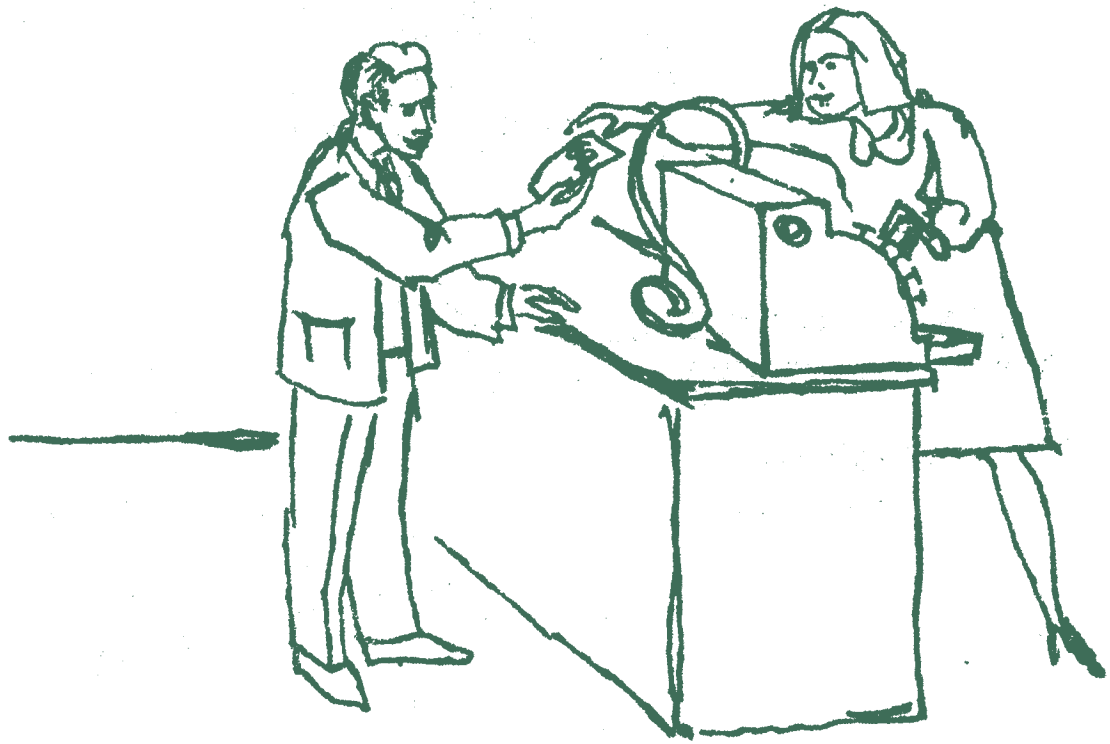
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THE PC COMES INTO THE ORG FOR A SERVICE



SIGNS UP WITH THE REGISTRAR

PAYS THE CASHIER

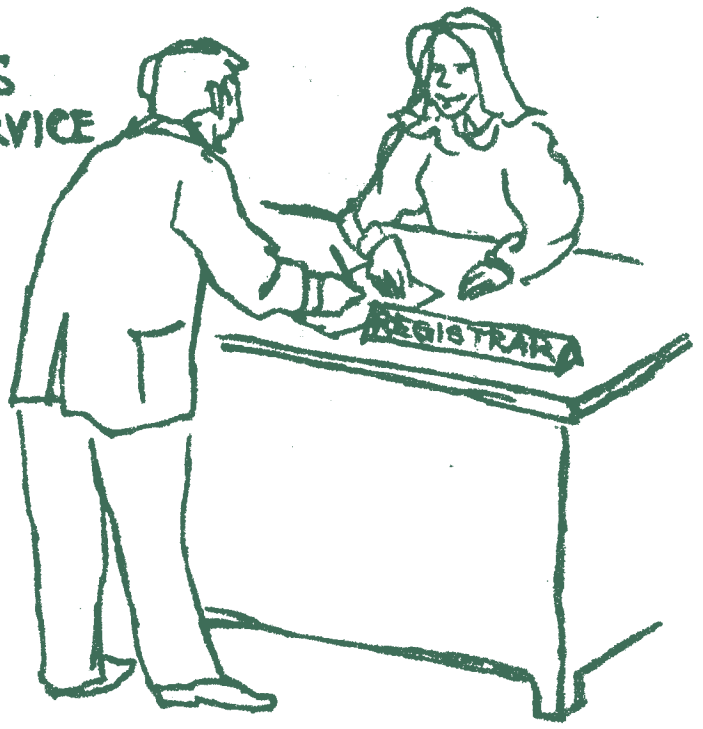


RECEIVES SERVICE FROM TECH SERVICES



SATISFIED PC SIGNS UP FOR ANOTHER SERVICE

(IF NOT SATISFIED, PC IS SENT TO QUAL.)



SATISFIED PCs GET THEIR FRIENDS INTERESTED,
SELLS THEM BOOKS, AND SELECTS THEM FOR ORG SERVICES



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WHEN A PERSON HAS PURCHASED THE SERVICES AVAILABLE AT A LOWER CLASSED ORG., THE REGISTRAR OF THAT ORG. SELECTS THE PERSON FOR MORE ADVANCED SERVICES AT A HIGHER CLASSED ORG.



THE LOWER ORG RECEIVES 10% COMMISSION FOR ALL SERVICES THE SELECTEE SIGNED UP AND PAID FOR.

SOON THE WHOLE COMMUNITY IS PROCEEDING
ON THE ROUTE TO CLEAR AND OT.

