

MEMORANDUM

TO: Dorothy Moritz

FROM: Arne E. Larson, Executive Director

DATE: August 24, 1959

Please complete as much of the following information as possible on the typewriter by noon today. Turn in whatever is finished to Margaret by 1 p.m. Continue preparation of any unfinished data and return to director's office at your earliest convenience.

Please answer the above by priorities as listed below:

- Names of teachers and number of students taking lessons from teachers privately over and beyond their 24 working hours per week at Palama, since January 1, 1958.

Name of teacher:	No. of students:		No. of Hours lessons given:	
	1958:	1959:	1958:	1959:
✓ Dora Ah Chan	8	1	63½	13½

- Total income received by Palama (25% share of gross income from above): from January 19 58 thru July 31st 1959.

✓ 25% - \$96.21 75% - \$288.70 Total - \$385.00

- Copies of any financial reports showing receipts and disbursements for recent music projects; such as, concerts, Festival of Folk Songs, etc.

(attach copies to this memo)

- Give chart of total ½-hour lessons given by each full-time teacher by month from January thru July 31st, 1959.

Staff:	Tarr	Cunningham	Matsumura	Ah Chan	TOTAL
Jan.	153	X 46	157	144	500
Feb.	195	180	206	190	771
Mar.	196	196	210	203	805
Apr.	196	181	212	212	801
May	196	211	212	212	831
June	193	178	214	187	772
July	145	187	168	160	660

4,640

If you are unable to complete the above chart, list the staff person with the least number of ½-hour lessons and submit this not later than 1:00 p.m. today.

* - Mr. Cunningham started Teaching from 1/26/59 -

Tarr - 6/8 - 8/1/59 - Pia Lit. Class - 13
 Cunningham " " - Theory " - 13
 Ah Chan " " - Cehoun " - 62

# of Students:		
To	1/26 - 5/30/59	6/8 - 8/1/59
Tarr	50	48
Cunningham	45	53
Matsumura	53	56
Ah Chan	49	52