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PALAMA SETTLEMENT
MEMORANDUM

Date March 22, 1952

To Esther So, Kiyoshi Matsuo and Business
 Office

From Walter H. Ehlers

Subject Procedure to be followed in regard to
 Pre-School memberships

After discussion with Esther So, Kiyoshi Matsuo, Margaret Iizaki and Beatrice Kahoopii, the following procedure is hereby recommended for handling the pre-school memberships:-

- (1) Esther So will continue as in the past to bring the money for the pre-school and membership to the Business Office and will supply the group work membership desk clerk with the registration cards. A memorandum receipt will be made out by the Business Office, indicating that payment has been received and listing the names of the individuals.
- (2) This memorandum receipt will then be given to the group work membership desk and membership cards will then be made out.
- (3) Group work membership desk would assign a receipt number in their book but would mark it instead of "cash received", "Pre-School - Business Office", which would indicate that the money has already been paid to the Business Office.
- (4) The membership cards will then be turned over to Esther So of the Pre-School.