

PALAMA SETTLEMENT
MEMORANDUM

Date Sept. 10, 1951
To Miss So
From D. J. Shehtanian, Director
Subject Mimeograph

Attached you will find the stencils cut out and ready to be run off. Will you during the children's rest hour come to the group work department and see Helen Kakazu. She will instruct you as to how to run the mimeograph machine. Please make out a requisition for the paper and stencils and get these from Mrs. Desha.

In regard to the stencil on the "Introduction to School" in booklet form, the understanding was to cut the stencil of the copy that you have attached to this booklet. I was informed by Margaret that you want it cut out in booklet form. This is quite difficult to do and takes time. At the moment we do not have the time with Margaret on vacation and Mrs. Desha back from her vacation with back work to get caught up with. The best thing for you to do is to see Mrs. Desha or Helen Kakazu and they will instruct you as to how to cut the stencils. I am sure a lot of this work you can do yourself during the rest periods from 12:30 to 2:00.

Please contact Helen to teach you how to run the machine and to Mrs. Desha as to how to cut the stencils.