

Date: _____

REMINDER

Will you please send _____ with _____
for music books listed below:

Thank you,

Music Teacher

PALAMA SETTLEMENT

This note is a reminder in regard to your music lesson fees for _____. Our accounts show the amount outstanding as indicated below:

We would appreciate your payment as soon as possible. If there are any questions in connection with the fee, please call the Music Department, 83945 from 1:00 to 5:00 PM daily.

Sincerely,

John Kelly

John Kelly, Director
Music Department

PALAMA SETTLEMENT
MUSIC DEPARTMENT

Sample

SCHEDULE FOR: John Doe

Piano lesson	Music Class	Chorus
1:15 Friday	3:15 Tues. Beg. Sept. 13	9:00 a.m. Saturday Beginning Oct. 1

~
~

DATE	MEMBERSHIP NO.	RECEIPT NO.	AMOUNT

MEMBERSHIP CARD
 PALAMA SETTLEMENT - HONOLULU, HAWAII

Name _____ Phone _____
 Address _____
 Birthdate _____ Date First Registered _____
 Father _____ Mother _____
 Father's Job _____ Where Employed _____
 SEX: MALE FEMALE AREA: PRIMARY SECONDARY TERTIARY
 HEALTH EXAMINATION COMPLETED: YES NO
 CLASSIFICATION: ADULT YOUNG ADULT INTERMEDIATE GRADE SCHOOL PRE-SCHOOL
 Source of Information: 1 2 3 4 5 6 7
 EXPIRATION DATE: 1 2 3 4 5 6 7 8 9 10 11 12
 ANCESTRY:
 JAPANESE PUERTO RICAN
 FILIPINO HAWAIIAN
 CHINESE CAUCASIAN
 PORTUGUESE OTHER

CREDIT: GROUP WORK ATHLETICS MUSIC PRE-SCHOOL DORMITORY
 SCHOOLS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14
 RELIGION: BUDDHIST PROTESTANT CATHOLIC OTHER NONE
 ACTIVE: YES NO

ANCESTRY														RELIGION														SCHOOL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A	Z	Y	X	W	V	U

1955
SAMPLE

Date

To: _____, Principal

_____ School

This is a request that _____
be excused at 1:00 P. M., on Fridays to attend
to be held at 1:15 music lessons at Palama Settlement Music Department. We
Beginning Sept. 16 appreciate your cooperation.

John Kelly, Director
Music Department
Palama Settlement

Date

My permission is granted that _____
be excused from class at the day and hour stated above to
attend music lessons at Palama Settlement and I hereby
release the school from responsibility for the child after
the time stated above.

Signature of Parent or Guardian

Hamaguchi, Lorraine ?

good

Kahilihiwa, Karen

Kang, Sharon

Kataoka, Winifred ?

average - no piano - combined

Kim, Yvonne ?

Marn, Annabelle ?

Matsumoto, Asano, Miss

Murasaki, Dennis

Murray, Diane

23 ?

Murray, Sylvia

32 ?

Mau, Marcia

young; average, needs to be combined

Parker, Pauline
Wayne

Seino, Korry

" Clara, Mrs.

Shiroma, Bertha ?

recommend permanent drop - does not practice
" " know what music discuss

Tabilang, Patricia Ann —

Tolson, Charles ?

X Sugawa, Jo Ann \$ 31.50

was not practicing - no piano - recommend drop
good - should be combined with Ingrid Chien

Suzuki, April

Tom, Irma

Wakazuru, Stephanie ?

very good

Wong, Theodora —

going to private teacher

Uyeda, Sylvia

Yamamoto, Sara
Naomi

Yamaoka, Carol

Durells?
Arthur Wang's father

July, 1955

The following students have dropped in June for the summer and should be contacted to inquire if they desire to return in September.

<u>NAME</u>	<u>REMARKS</u>
Acgoaili, Francisco, Leibella Ludivina	
Andree, Carolyn? Delores?	Both has been on $\frac{1}{2}$ S. Desires full S. in September-mother wishes to have them study under two different teachers.
Benoza, Loretta	
Brown, Geraldine? Kingsley	
Chang, Bruce Lin Loy Winfield	<i>S</i> <i>S</i> <i>S</i> <i>excellent student</i>
Ching, Frederick	
Chock, Marion? Suzanne?	<i>excellent student</i>
Chock, Jennie, Mrs.	<i>wants morning hour - has been a good student</i>
Chee, Jade	
Chun, Jacquelin	
Chun, Patricia Ann	
Delos Angeles Gloria	
Doyle, Melanie	
Freeman, Nancy?	<i>excellent</i>
Fusato, Earle	
Goto, Eugene?	<i>very good</i>
Ishida, Amy	
X Ishikawa, Gail \$19.00	<i>Jan 5 00</i>
Honnaka, Betty Lou	
Horstman, Sharon?	

Wimfred Chees

Information About Music School - Billing

Information and Billing

1. \$25.00 per 17 weeks - semester for group instruction
2. Classes are for 30 minutes - once a week
3. Plus:
 - a. 1 hour music appreciation classes
 - b. 1 1/2 hours Children's Chorus on Saturday
 - c. Band 30 minute per week plus 2 evenings and Saturdays for band practice (charge for lessons but no charge to play in band)
4. 4 maximum in a group class.
5. Fees: For children who have studied with us, if teacher sees need for private lesson, the \$35.00 fee will be incurred. 2.06

If child is a new student and never had any experience and can be combined with some one else - \$25.00 per semester. 1.47

If child is new student and had lessons before - \$35 per semester.

If child is new student and has had lessons before but can be combined with some one else, then \$25.00 per semester. (Providing this is done before semester begins and teacher has time to test student - other than that, give child private lessons (even if possibility of combination) and charge \$35 then next semester if child can be combined with some one else, then starting second semester charge \$25.00 .

6. All children and students of Music School need membership card to the Settlement.
7. Payment of bills, monthly, two payments, all one time - just as long as bills are payed by end of semester. Do not re-register anyone who has not payed the bill unless you find out that the person always come thru with payment.
8. Advanced students with private lessons - \$35.00 per semester.
9. Adults \$35 per semester.
10. Voice students (only group with separate rates)
 - a. Adults \$3.00 per half hour
 - b. Children \$35.00 per semester rate if private lesson.
" \$25.00 " " " " " group " .
11. All boils down to:
 - a. IF STUDENT IS HAVING PRIVATE LESSONS THEN \$35 PRIVATE FEE.
 - b. IF STUDENT IS HAVING GROUP LESSONS THEN \$ 25, GROUP FEE.

Secretarial Responsibilities

I. Four report due from you within a month:

- a. 5th of month - statistics due to MARGARET (Executive Office) (copy for Music)
- b. 15th of month - inventory due to BEA (Business Office) (copy for Music)
- c. 23th of month - time cards due to BEA (Business Office)
- d. After every staff meeting - minutes due to MR. EHLERS (copy to Music and Mrs. Hitchcock)

STATISTICS - compilation of information of enrollment, attendance, groups and sessions and teaching hours for Council of Social Agencies Report.

- a. See monthly statistics folder and tablet (in secretary's desk) AND ALSO NEED HELP FROM DEPARTMENT HEAD.

INVENTORY - accurate account of resale materials, amount and number bought, sold and balance SEE FORM IN FOLDER.

a. Books Bought

- a. Ask teacher to make requisition from and get purchase order from Business Office.
- b. Get purchase order and call either Thayers (faster service) 66161 or House of Music (slow delivery but have "uncommon books" 93441 for delivery. Band material either Horners (repair) or Harry's (books etc.)
- c. When you receive the articles, before giving to teacher, mark on inventory list under bought (by month).
- d. Keep purchase order and sales slip until official bill comes from store - then check off bill and get John's signature. Throw away purchase order and sales slip - official bill goes to Business Office.

b. Books Sold

- a. Teacher will give original copy to child to be paid to Henry Berido and carbon to you (sales slip) Keep carbon in catalogue until Henry returns slips marked "paid". Then staple original and carbon together and put in draw.
- b. When carbon comes to you - mark in inventory form under sold (by month)
- c. Sales slip form bought at Kress Store.

c. Tabulation

- a. At end of every semester, get all books and resale materials down for an article by article inventory.
- b. Monthly report involves (only working with compilation of articles)
 - adding up "bought" (amount (\$) and number of articles)
 - + balance of last month

?????????

- sold articles (" " " " " ")

Balance for month (Amount and number should tally with all columns (bought, sold, balance) of inventory form

TIME CARDS - for part time teachers to be paid.

1. On 22nd of month collect all cards from teacher's roll book. Check hours worked and total hours:

 \$2.50 per hour for private lessons.
 \$3.00 per hour for group lessons.
2. Mark date on card: From ___ to ___
From: Should be date when person is being payed for.
To: Should be the same date as last date of work (or last entry)
3. John signs and cards go to Business Office.
4. Give new card to each teacher (in secretary's left hand top draw) Our time cards are unique in that we make our own (See stencil list)

Minutes OF STAFF MEETING

- I.
 1. Need an agenda on Friday before meeting date to teachers: copies to Miss Ho, Mrs. Chun, Mr. Keller, John Kelly, Mr. Ehlers, File, and for yourself.
 2. Try to get your minutes in day or day after meeting or it could pile up. and you would be in a jam.
 3. Make a rough draft first and let John okay it and then make good copies to Mr. Ehlers (original) Mrs. Peggy Hitchcock (Advisory Committee) and Music File.
 Mrs. Peggy Hitchcock - 250 N. Judd Street
- II. Answer phone calls - get message, time called, date and possible phone number- insert in respective boxes.
 1. Get as much information as possible - e.g. if child isn't coming to lessons, get reason why (as complete as possible.)

PHONE NUMBERS

1. All students numbers can be found in registration cards catalogue. *teachers*
2. All teachers phone numbers can be found on telephone book (on desk)
3. Most contacts with parents (reliable and can be called to do chores) *names -*
plus John's contacts are found in telephone book (on desk)

TELEPHONE BOOK IS NOT THE HAWAIIAN TELEPHONE DIRECTORY

Registrar's Responsibilities

Semester Plan

Waiting List

1. As people call ad information about child (Fill out form on clip board)
2. Tell person calling, acceptance depends on (1) teacher accomodate pupil (2) time available, (3) combination possibilities (Like 4 8 year old girls being put together)
3. If older student or adult - ask them if they want to inquire at other places (cause we accomodate children first but don't tell them this) and if they do find some place else, they can cancel their name on waiting list. We usually don't like to take on students who have had lessons before(elsewhere) Teachers like to start students themselves.
4. Tell person calling on waiting list You will call if person is accepted. (A lot of students are left on waiting list for many reasons and sometimes ones who have called early may not be accomodated)

Registration

1. Call parent if time, and day is okay. Then ask to come in and register. Parent must come - no need for child to come also unless teacher would like to see or hear child.
2. Go over policy manual real carefully with parent.
3. If scholarship get date on salary-income, children, ages of children and other info on home life e.g. supporting in laws, doctor bills adding up, going to school and saving money, etc.

Tell parent you will consult John and give them a call. You can do most of it by asking parent how much he can afford to pay and fit it in on bases of:

	<u>Palama</u>	<u>Parent</u>
1/4	\$6.25	\$18.75
1/2	12.50	12.50
3/4	18.75	6.25
full	25.00	---

* Under \$25 per semester basis.

Scholarship based on financial needs of family - not tapping food, clothing, shelter budget.

ENROLLMENT

- How do I make this master list*
1. Make a master list after semester has begun (of all students: name address, father's name, phone and rate)
 2. Tabulate on Enrollment form (on clip board)
 3. Tabulate on map (pins on map)
 4. If scholarship - add to enrollment form and also make a scholarship list of your own. (including all necessary information)

Drops

1. Find out actual reason WHY child dropping.
2. Follow strictly to rules on Refunds and Credits
3. If child decides to drop cause of being lazy, tired - parent pays complete bill so suggest that it would be more beneficial to parent and school if child finish the semester.
4. Send drop slip to Business Office
5. Show on master sheet, map, enrollment form and registration card. (after teacher makes a short report on child - progress report)

Children's Chorus

1. Recruit children for Chorus (1) music enrollment, (2) posters in other departments, (3) and children as you see them.
2. Call children to remind beginning date.
3. Take roll when chorus meets - unless you can get some to do it for you.
4. Parents to help make refreshments: Mrs. Hashimoto and Mrs. Fukumitsu.
For 50 children: 2 cans pineapple juice (some in John's room)
2 cups Malolo
When gallon of malolo runs down, order more from Malolo Company.
(they also sell the 5 oz pleated cups - they will deliver)

every Saturday?

Do I call the ladies every week & when?
Where is the juice?

Do I set them up?

Administrative Responsibilities

Staff

1. Keep in close contact with part time teachers - classes, books, time cards, morale, etc.
2. Help schedule classes and with problems of respective students.

who are part time teachers & what do they teach

Record Library

What to Do:

1. Donations Type in loan cards for each new album.
Check on John for "Thank you letter" to donor.
2. Borrowing Let child sign date and name and you add in day to be returned.
Loan period: usually one week from time borrowed.
3. Needles If child doesn't have needles (good ones) at home, loan him one. They're in the draw.
4. Keep library neat and orderly and albums alphabetically in order. Some teachers use this room to teach. Check room every so often to see that all's well.

THINGS TO DO YET:

1. Set up rental of instruments - set up of accurate rental-payment. Supposed to be \$1.00 a month for Palama instruments. Especially for students who are taking 1/2 hour lessons in private or group lessons.

2. Band

a. Number and mark uniforms. ✓

b. Complete inventory of band instruments and uniforms. ✓ *Wdy - correct*

c. Be sure that Cabigon, Frederick Tom, Andrew Fontillas, and Bruce Hom pay \$5 each for pants (Service Center) Payment goes to Business Office.

d. Revise FEW SUGGESTIONS TO AID PARENTS. *Low?*

part
e. ~~revise: POLICY MANUAL re; Make-up Lessons.~~

AVAILABLE STENCILS

- 1. Permission Blank forms for outings.
- 2. Band Inventory Form
- 3. Band Registration - to be filled out by Student re: Name, address, phone number, parents name, etc.
4. Mozart Homer's articles
5. Homer's Theory Exam for youngsters
- 6. Practice time form for children
- 7. Class Schedule forms for teachers for semester
- 8. Waiting list form
9. Day Camp Songs e.g. Jesse James
10. Voice practice forms - use by teacher and student
11. Xmas Carols, e.g. White Xmas
12. Story of the Mural
13. O-te-te Song
14. Palama-Kiwanis Band Parents Constitution
15. Davy Crockett
16. Flyers re; Palama Music Program

Singer.