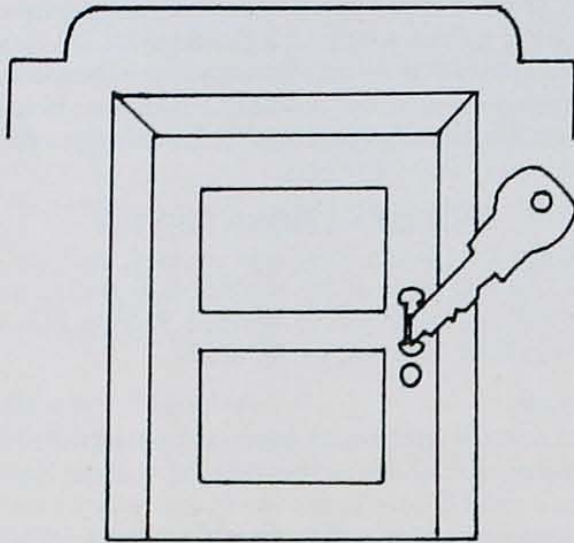


TURN THE KEY



FOR OPENERS IN 1975:

Let's get on the inside and be
"in the know".

If every branch member with a duty to perform at the branch annual meeting assumes her full responsibility, there will be no problem with 100% reporting.

Will you read your duties
in the Handbook?

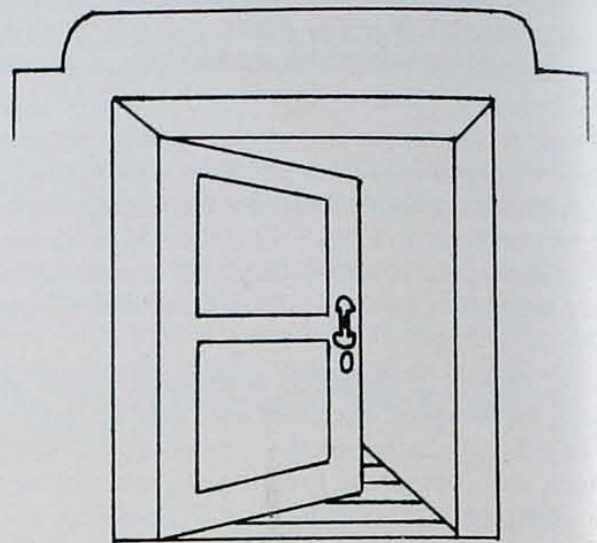
*We'll be disappointed if we
can't count on you.*

1 2 3 4?

*If we're short of 100%, we'll all
know you didn't read this page.*

Why didn't you turn the key?

OPEN A DOOR



AIM FOR EXCELLENCE IN 1975:

Don't Hide Your Good Manners

When Inviting a Guest -

Include all details in your letter

- subject of speech
- time allotted for speech
- when guest will be on program
- if present over meal hour, include ticket
- you are responsible for mileage
 - board directors, executive and provincial conveners are not paid by FWIO

Include on program

- correct name and initials
- proper title
- subject of speech

When guest arrives

- welcome her
- introduce her to members

When introducing a guest

- keep introductory remarks brief
 - however -
- not so brief that members do not know something about the guest