Please paste the following instructions in your Membership Book.

- l. Be sure of the initials of oach person's name sent to the Superintendent.
- 2. De sure of the spelling of the name.
- 3. Be sure that you have the proper post office address.
- Hark a X opposite the name of each new number that we may have an idea of the number of persons joining the Institute for the first time.

By observing the above rules the secretaries will save much correspondence, and many complaints of members not receiving their literature from this Department.

G. C. CREELMAN,

Superintendent.