

# Department of Agriculture.

PROVINCE OF ONTARIO.

## WOMEN'S INSTITUTES

— FOR —

(Name of District)

The names of all members in the District, each with the correct initials and addresses, and stating whether "Mrs." or "Miss," should be entered in this book, in alphabetical order, as arranged for. Since rural mail delivery is so general in the Province, this should always be given when a member has a rural route address. It will not be necessary to enter each name more than once. A check in the "year" column will indicate for which year or years each member has paid.

The District Secretary should indicate to which branch Institute each member belongs. This may be done by giving each Branch a number and entering, in the column so headed, the respective Branch number opposite each name. The District Secretary should send the list of members to the Superintendent in alphabetical order, and care should be taken each year to see that the same initials are used— for instance, a name which is sent in one year as Mrs. John Brown, should not be sent in the following year as Mrs. Agnes Brown, unless it is intimated that this is the same member as Mrs. John Brown; nor should a name be sent in one year as Miss Martha Martin, and the following year as Miss M. V. Martin. When a member has made a change in her name, or address, this information should be forwarded to the Superintendent.

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