



UNITED STATES  
THIRD LIBERTY LOAN CAMPAIGN  
INSTRUCTIONS TO WORKERS  
READ THEM CAREFULLY

**EQUIPMENT:** You will need a supply of the following:

Filled out prospect cards; blank prospect cards; window pla-cards; carbon paper; white application forms; yellow application forms; identification cards; blank bank checks.

**METHOD OF SOLICITATION:**

Work in pairs. Stay in your district. Work deliberately. Thoroughness is *essential* in this work. Prospect cards are only intended as "tips", and are not complete or accurate in many cases. Solicit *everyone* who receives an income of any kind. If you have no filled out prospect card for anyone in your district, *make one out*, whether they subscribe or not. Show rating.

Do this *thoroughly* and to the best of your ability. These prospect cards after being checked, corrected and filled out by you are to constitute a card index census of your territory and will be very valuable for future use. *This is just as important as taking orders for bonds.*

The rating code is as follows: O=\$50. M=\$1000. A=\$100. AO=\$150. 2A=\$200, Etc. The rating indicates the amount of subscription expected from prospect.

If rating as shown on card does not seem right to you, write what you consider the proper rating above the one shown. These ratings only indicate, of course, ones *ideas* in the matter, and are not considered by anyone as being authentic, but are of considerable value. "Half a loaf is better than no bread"

Enquire at each house the name of the tenant in the next house and if you have no card for such party make it out before you call. Always address prospect by name, if possible.

If prospect must be seen outside of your district, indicate so and *where* under "remarks".

If prospect refuses to subscribe, be sure to state his reasons plainly. Use back of card if necessary.

If no one is at home when you call and you have no prospect card for that address make one out showing address only, and get name and other data necessary from neighbors, and call again.

In working business establishments, get the proprietor or some employee to go through with you to introduce you to each employee.

The U. S. Government terms referred to on the white application forms are: Cash, or 5% with order, plus  
20% May 28, 1918, plus  
35% July 28, 1918, plus  
40% August 15, 1918.

Under this method of purchase the bonds will bear  $4\frac{1}{4}\%$  interest per annum from May 9, 1918, and will be paid to the purchaser, who will be charged with the interest due on deferred payments at  $4\frac{1}{4}\%$ .

If prospect cannot make initial payment before April 15, take his application and turn it in anyway. If he can do so, hold his application until you can collect initial payment and turn it in with application.

No application will be counted or credited as a sale until the initial payment has been made.

Receipts for initial payments are to be made out on the "temporary receipt" forms attached to the lower end of application blanks.

A carbon copy of receipt thus given must be made upon the back of the application blank by folding the former back upon the latter at the perforations.

**REPORTS:**

At noon each day luncheon will be served in the basement of the First Methodist Church. Workers must be there to turn in reports, orders and prospect cards, Rural route solicitors expected.

Write everything plainly and in intelligent detail. Take plenty of time. This is very important. Be sure to sign all cards and applications, showing:

*Your name. Captain's name. Team number.*

Turn in direct to Auditor all applications for bonds and cash, in envelopes prepared for that purpose. Be sure to fill in all data called for on printed form on envelope.

Turn in direct to Card Supervisor all prospect cards that you have no further use for, including cards of persons who have subscribed. It is up to you to indicate on such cards how much the subscription amounted to.

(Signed), R. E. LEE STEINER,  
General in Charge.