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### Student Union Fund Drive

Fort Hays Kansas State College

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STUDENT UNION FUND DRIVE  
FORT HAYS KANSAS STATE COLLEGE

Procedure of Card Distribution

This is to be arranged with area leadership in advance of the meeting:

1. Cards are bundled, alphabetically, by counties, and several typed lists of alumni in each county with each county bundle of cards. These lists have every name on every card. When cards are passed out to workers, the county chairman will mark the worker's name beside the prospect's name on the list. This information is then recorded on the area chairman's list and on the general alumni chairman's (Mr. Meckel's) list which is kept up-to-date in our office.  
This is vital, as we must know where all cards are at all times.
2. All "A" and "B" rated cards are to be pulled out in advance by the area and county chairmen and should be given special attention, preferably being visited by two workers going together.
3. Worker's lists should be expanded at once and have one worker for each five prospect names.
4. It should be clearly announced and understood that this campaign will have two more report meetings on each of the following two weeks, and that all cards should be cleaned up within 10 days or at the most two weeks.
5. Workers turn in cards with checks or pledges to county chairman, who in turn audit them, place them in a large report envelope, and personally hand them over to the area chairman. The area chairman will audit this envelope, keep it in a safe place, and check out personally to a responsible person or send by registered mail to Vernon Meckel in care of the Alumni Fund Drive Office, Fort Hays Kansas State College, Hays, Kansas.
6. Complete clean-up will take place, but it is hoped that most of this will be done by Friday, February 5, 1954.