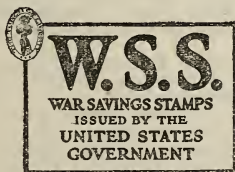


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NATIONAL WAR-SAVINGS COMMITTEE

War-Savings Societies

What They Are
and
How to Organize Them



SAVE MONEY AND YOU SAVE LIVES

WASHINGTON
GOVERNMENT PRINTING OFFICE
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THE PURPOSES OF WAR-SAVINGS SOCIETIES.

The letters W. S. S. stand for War-Savings Stamps and for War-Savings Societies.

The purposes of the War-Savings Societies are:

1. To awaken a realization among the men, women, and children of America that in their hands lies the key to the successful prosecution of the war; that they can render the most far-reaching patriotic service through refraining from the purchase of unnecessary articles, confining themselves to the use of such things as are necessary for health and efficiency, thus releasing labor and materials for the support of our armies in the field; that there is not enough labor in the United States to produce the great variety of articles needed to support our soldiers and at the same time provide all the comforts and luxuries we enjoyed before the war.
2. To lay the foundation for thrift and economy throughout the United States and to bring home to the people the fact that intelligent and consistent saving is not a dry problem in economics, but is the most vital step toward personal success.
3. To obtain for the Government a large amount of money through the sale of Thrift Stamps and War-Savings Stamps—little Government bonds—the safest and best investment in the world, and at the same time provide a method by which the small investor may put his savings at the immediate service of his country. Members of War-Savings Societies pledge themselves to support the Government by refraining from unnecessary expenditures, by systematic saving, and by obtaining new members.

HOW TO ORGANIZE WAR-SAVINGS SOCIETIES.

Ten or more persons may organize a War-Savings Society. They may meet in the factory, school, church, clubhouse, the home of one of the members, or at any other convenient place. School children may hold meetings in their classrooms at such times as will not interfere with their work.

At the first meeting of the organizers, one of the persons present should be selected temporary chairman, and one temporary secretary. The chairman should preside over the meeting and the secretary should keep a record of what takes place.

A resolution should then be adopted in favor of organizing a War-Savings Society, to be affiliated with the National War-Savings Committee.

The one requirement for membership in a War-Savings Society is that the person applying shall sign the application for membership and the pledge for thrift service prescribed by the National War-Savings Committee, as hereafter set forth.

If at least 10 of the persons present vote in favor of organizing a War-Savings Society, by-laws for the government of the society should be adopted and a president and secretary elected.

The secretary should then prepare the minutes of the meeting and should send a report to the State Director of War-Savings. The names and addresses of the State Directors appear on the last page of this book.

The president and secretary should be instructed to fill out the application blank hereafter set forth, directed to the State Director, asking that the society be designated as a War-Savings Society, affiliated with the National War-Savings Committee, and the society's secretary should mail the blank to the State Director.

When the preliminary steps for the organization of the society have been taken, the meeting should be thrown open for a full discussion by the members of ways and means best to accomplish the objects for which the society is organized. As a guide to such discussion, the secretary might read the suggestions hereafter set forth.

The minutes of each meeting should be kept by the secretary. Suggested forms for the organization of a War-Savings Society are attached and the work of organizing a society can be greatly simplified if these forms are followed.

WAR-SAVINGS SERVICE BADGES.

In recognition of their spirit of patriotism the Government will bestow upon members of War-Savings Societies badges designating degrees of service. Every individual who becomes a member of a War-Savings Society will be given an attractive badge

bearing a design of the torch of Liberty encircled with the words "War-Savings Service."

Members of War-Savings Societies who have made a special effort to get new members will be given a further recognition in the nature of a distinctive badge bearing the design of the torch of Liberty, the words "War-Savings Service," and bearing stars to denote the following degrees of service:

First. One star, indicating that the member has secured 10 members, each of whom has acquired a War-Savings Stamp or Thrift Stamps of equal value.

Second. Two stars, indicating that the member has secured 25 members, each of whom has acquired a War-Savings Stamp or Thrift Stamps of equal value.

Third. Three stars, indicating that the member has secured 50 members, each of whom has acquired a War-Savings Stamp or Thrift Stamps of equal value.

Fourth. Four stars, indicating that the member has secured 100 members, each of whom has acquired a War-Savings Stamp or Thrift Stamps of equal value.

Fifth. Five stars, indicating that the member has secured 200 members, each of whom has acquired a War-Savings Stamp or Thrift Stamps of equal value.

In order to secure a badge denoting a higher distinction it will be necessary for the member to surrender the badge of membership or grade of distinction which he then holds.

The badges will be distributed under the direction of the Federal Directors, acting through their respective State Directors, their county chairmen, local committees, and such other organizing agents as it may be found desirable to use in the formation of War-Savings Societies. The badges will be supplied by State Directors to the officers of War-Savings Societies to be given by them to the respective members in accordance with the above.

NOTE.—In schools and other organizations where desired the holders of starred buttons may be designated as Soldier, Captain, Major, Colonel, and General of War-Savings, respectively. The school awards will be based upon the number of associate members and pledged war savers secured, irrespective of the amount each has saved.

SUGGESTED FORMS FOR THE ORGANIZATION OF A WAR-SAVINGS SOCIETY.

MINUTES OF THE FIRST MEETING.

The preliminary organization meeting of the War-Savings Society of (Name) was held on the day of, 19.., at (Town and State) o'clock M. at

The following persons were present:

-
.....
.....
.....
.....
.....
.....
.....
.....
.....

The meeting was called to order by, who was selected as temporary chairman. was selected as temporary secretary.

After discussion, it was moved and carried that a War-Savings Society be organized under the name of War-Savings Society of, to be affiliated with the National War-Savings Committee.

Thereupon all of the persons present, and desiring to join the society, signed the application for membership and pledge for Thrift service, the original of which is attached to and made a part of these minutes.

It was then moved and carried that by-laws be adopted for the government of the society, and the following by-laws were thereupon unanimously adopted.

BY LAWS

of the

..... WAR-SAVINGS SOCIETY,
affiliated with the
NATIONAL WAR-SAVINGS COMMITTEE.

I. NAME.

The name of this society shall be War-Savings Society of
(Name.) (Town and State.)

II. OBJECTS.

The objects of this society are to promote systematic saving and self-denial on the part of each member so that labor and materials now employed in the production of those things which are not essential to our daily life may be used in the production of war materials and supplies, which our Government must have to enable it to win this war; to encourage economy and thrift in the community in which the members live; to work for the growth of War-Savings Societies; to invest in United States War-Savings Stamps and Thrift Stamps, and to induce others so to do, thereby helping the Government, the individual members of the society, and the community in which the members live.

III. MEMBERSHIP.

All persons pledging themselves to the objects of this society shall be eligible for membership.

IV. OFFICERS.

The officers of this society shall be a President and a Secretary. The President shall preside at all meetings of the society, shall see that the affairs of the society are properly managed, and shall cause the books or accounts of the Secretary to be audited from time to time.

The Secretary shall keep the minutes of the meetings of the society and a record of the total purchases of War-Savings Stamps and Thrift Stamps made for the members of the society. He shall make monthly reports to the chairman of the local War-Savings Committee of the total amount of War-Savings Stamps and Thrift Stamps owned by the members of the society, and he shall be the means of communication between the society and the local and State War-Savings Committees.

The officers of the society shall serve without compensation for a period of one year, or until their successors are elected and qualify.

V. MEETINGS.

Meetings of the society shall be held at least twice each month at such times and places as the society by the vote of its members shall determine. Five or more members shall constitute a quorum for the transaction of business.

VI. AMENDMENTS.

These by-laws may be amended at any regular meeting of the society by a majority vote of the full membership of the society.

The society then proceeded to the election of permanent officers.

On motion duly made and carried was elected President of the society
(Name.)
and was elected Secretary.
(Name.)

It was then moved and carried that the President and Secretary be directed to make application with the approval of the State Director for a certificate designating this society as the War-Savings Society of, affiliated with the National War-Savings Committee, appointed by the Secretary of the Treasury.

It was further moved and carried that the Secretary report the organization of this society to the chairman of the local War-Savings Committee.

Thereupon it was moved and carried that regular meetings of the society be held at on

There being no further business, on motion made and carried, the meeting adjourned.

.....
Secretary.

NOTE TO THE SECRETARY:

These minutes should be filled out and entered in a blank book, which will thereafter serve as the minute book for the society.

The Secretary will find on the following pages forms for:

1. Application for individual membership and pledge for Thrift service.

2. Application to the State Director of War Savings.

3. Report of organization to be made to the State Director of War Savings.

These forms should all be carefully filled out by you and forwarded as indicated.

FORM OF APPLICATION FOR MEMBERSHIP, AND PLEDGE FOR THRIFT SERVICE.

I hereby apply for membership in the War-Savings Society of and pledge myself (1) to systematic saving; (2) to refrain from unnecessary expenditures and the purchase of nonessentials, in order that labor and material now employed in the production of articles not necessary to my health and efficiency may be released for the production of those articles and supplies which the United States needs for the support of its Army and Navy; (3) to lend my earnest efforts to encourage thrift and economy in my community and to secure other members for this society; and (4) to invest in United States War-Savings Stamps and Thrift Stamps, and to encourage others so to do.

(Signature)
(Address)

Date 19...

Note.—Pledge cards embodying the pledge will be furnished by the State Director.

REPORT OF ORGANIZATION.

....., 19...
(Place.) (Date)

TO THE STATE DIRECTOR OF WAR SAVINGS:

.....,
(City.) (State.)

The undersigned society was on the day of duly organized and incloses application to be designated as the War-Savings Society of, affiliated with the National War-Savings Committee. Kindly approve the inclosed application and transmit it to the National War-Savings Committee, Washington, D. C. The officers of the society are as follows:

President
Secretary

Regular meetings of the society will be held at on the
..... WAR-SAVINGS SOCIETY OF

By
(its president.)

Attest:

.....
(Secretary.)
.....
(Address of secretary.)

.....; 19...
(Place.) (Date.)

TO THE NATIONAL WAR-SAVINGS COMMITTEE,
WASHINGTON, D. C.

The War-Savings Society of, having been duly organized, hereby respectfully requests that it be designated as a War-Savings Society affiliated with the National War-Savings Committee.

..... WAR-SAVINGS SOCIETY OF
By
(its president.)

Attest:

.....
(its secretary.)

Secretary's address { Street.....
County.....
City.....
State.....

Application approved:

.....
(State Director of War Savings.)

Mail these two blanks, filled out, to the State Director of War Savings of your State (name and address hereafter given). He will approve and send to the National War-Savings Committee the one addressed to that body.

SUGGESTIONS.

Meetings.

It is suggested that each War-Savings Society elect a committee of three or five of its members to be known as the Program Committee, who will arrange a program for each meeting. One of the officers of the society should be a member of this committee. The meetings should be made interesting and instructive. The following outline may be helpful to the Program Committee:

1. An announcement to be made at each meeting of the total amount of War-Savings Stamps and Thrift Stamps owned by the members at the close of the preceding month.

2. A form, hereafter shown, is provided for the Secretary to keep a record of purchases of War-Savings and Thrift Stamps. This record should be carefully kept by the Secretary, as it will show the monthly growth of the society's savings. The State or local War-Savings Committee should be advised monthly of the information contained on this form.

3. At meetings an effort should be made to secure one or more speakers to talk on War Savings, and general subjects relating to the objects of the society. This should include the current military and naval situation; current information relating to the countries associated with us in the war; talks regarding the lives of men of national reputation who have succeeded through the practice of thrift and economy, etc. Other subjects, such as the country's resources—industrial, commercial, banking, and agricultural—as applied to the objects of the society will be of interest to the members. Lectures, illustrated by stereoptican slides, will also be interesting. Speakers may be selected from the members of the society, or secured from the local War-Savings Committee. Local bankers, business men, teachers, and ministers will gladly accept invitations to address societies.

It is also suggested that the meetings be not confined to members alone, but that each member be asked to bring with him at least one person. This will help to increase the membership and bring the work of the society to the knowledge of the community.

Before the meeting adjourns any suggestions or new business should be presented and disposed of.

Forming Societies in Schools.

Each school in the United States should organize at least one War-Savings Society. Upon the size of the school depends the number of societies that may be formed by the pupils. Some schools will only warrant the forming of one society, and in that event it should bear the name of the school. In public schools and other educational institutions in the large towns and cities, War-Savings Societies may be formed by grades or classes, or by a group of each. When more than one society is formed in a school it will be helpful for each society to compare its monthly savings, the attendance at its meetings, and other activities. Meetings may be held either after or during school hours. While this suggestion may appear to interfere with the regular course of studies, it is felt that rather than an interference it will be of real value and help in the school life. In many schools evening meetings may be held, and occasionally an open meeting might be called, at which time the parents of the members might be invited to attend.

War-Savings Societies in schools should, when practicable, be officered by the pupils. In some of the elementary grades it will be necessary for the teacher to be the executive officer and keep the records and accounts. Special forms are being prepared by the educational division for keeping the accounts of school War-Savings Societies.

As the objects of the War-Savings Societies are embodied in the pledge to be signed by members, it is suggested that pupils be asked to take the pledge card home to be read by the parents or guardians, so that the fundamental principles of War Savings may be known in the home.

In school societies the principal or teacher may delegate members to prepare essays on the elementary principles of Government finance, thrift, conservation, or economy, to be read by the members at the meetings of the society. Pupils should be encouraged to discuss their essays or papers with their parents, thus further extending to the home the benefit of the school campaign.

The suggested program for meetings may be adapted to the use of societies whose members are pupils, as well as to those with adult membership.

Saving by Earning.

Many school children who become members of War-Savings Societies can only save by earning, and what money they earn will have to be made on Saturdays and out of school hours on school days. There are a variety of ways in which children can

by performing odd jobs earn money. These methods vary with the homes and surroundings of the children. In towns and cities many ways present themselves, such as selling newspapers, publications, etc., helping in the local stores, running errands, work around the homes, and in a multitude of other ways; and in the rural communities, work around the farms. In performing this work the child is carrying out one of the basic principles of War-Savings Societies; by doing the work himself he is releasing a certain amount of labor that can be used for the purposes of the Government, and in addition earning money with which to buy War-Savings Stamps, thus helping the Government to carry on the war.

Cooperation of the Banker.

In some communities a banker or a business man who may be an agent of the Treasury Department for the sale of stamps, or who has easy access to an agent, could act as Treasurer of the society. This will facilitate the members securing their stamps promptly.

Industrial Establishments.

One or more War-Savings Societies may be organized in a bank, store, factory, shop, mine, or mill. The employees who become members may desire to save automatically and request their employers to place a certain amount of stamps in their pay envelopes. This method of automatic saving should not deter employees from joining societies, for it is not necessary for the secretary of each society to keep an account of each member's savings, or the purchase of each member's stamps. While the secretary can be of great service to members in performing this duty, it may not always be necessary for him to do so, for in many localities agencies for the sale of stamps will be convenient to members.

RECORD OF WAR-SAVINGS AND THRIFT STAMPS SOLD.

It is suggested that the secretary prepare a blank on a large sheet of paper or cardboard, following this form or some suitable variation of it, as a record of progress:

At end of—	Members—		Total amount W. S. Stamps (at \$5 each).	Total amount of Thrift Stamps.		Total of both kinds of stamps.
	Of society.	Report- ing.				
Jan., 1918.....	42	39	\$205	\$36	50	\$241
Feb., 1918.....	54	54	385	24		409
.....						
.....						
.....						
.....						

NATIONAL WAR-SAVINGS COMMITTEE.

Appointed by Hon. WILLIAM G. McADOO, Secretary of the Treasury.

- | | |
|--------------------------------------|-------------------|
| FRANK A. VANDERLIP, <i>Chairman.</i> | CHARLES L. BAINE. |
| FREDERIC A. DELANO. | EUGENE MEYER, JR. |
| HENRY FORD. | MRS. GEORGE BASS. |

FEDERAL AND STATE DIRECTORS.

Federal Director.	State.	State Director.	Address.
E. C. Bradley.....	Arizona.....	Harry R. Tittle.....	City Hall, Phoenix.
	California (North)...	John S. Drum.....	Fourth Floor, Bankers Investment Building, San Francisco.
	California (South)...	G. A. Davidson.....	317 Trust & Savings Building, Los Angeles.
	Hawaii.....	Robert W. Shingle.....	Care of Waterman Trust Co., Honolulu.
	Idaho.....	James H. Hawley.....	Boise.
	Nevada.....	Fred L. White.....	Post Office Department, Reno.
	Oregon.....	C. S. Jackson.....	Journal Building, Portland.
	Utah.....	George T. Odell.....	Commercial Club, Salt Lake City.
Washington.....	Daniel Kelleher.....	Lion Building, Seattle.	

Federal and State directors—Continued.

Federal Director.	State.	State Director.	Address.
Fred W. Fleming...	Arkansas.....	Moorehead Wright.....	Federal Building, Little Rock.
	Colorado.....	John Evans.....	200 International Trust Building, Denver.
J. F. Harris.....	Kansas.....	Peter W. Goebel.....	Federal Building, Kansas City, Kans.
	Missouri.....	Festus J. Wade.....	717 Locust Street, St. Louis.
	Nebraska.....	Ward M. Burgess.....	Omaha National Bank Building, Omaha.
	New Mexico.....	Hallett Reynolds.....	First National Bank Building, East Las Vegas.
	Oklahoma.....	George W. Barnes.....	Barnes Building, Muskogee.
	Texas.....	Louis Lipsitz.....	1101 Main Street, Dallas.
	Wyoming.....	William C. Irvine.....	Capitol Building, Cheyenne.
	Connecticut.....	Howell Cheney.....	State Capitol, Hartford.
	Maine.....	Herbert J. Brown.....	Rooms 104-106 Federal Court House, Portland.
	J. D. Lyon.....	Massachusetts.....	Robert F. Herrick.....
New Hampshire.....		Allen Hollis.....	25 Capitol Street, Concord.
New Jersey.....		Dwight W. Morrow.....	785 Broad Street, Newark.
New York (Greater).....		Frederic W. Allen.....	51 Chambers Street, New York.
New York (Upper).....		William J. Tully.....	Post Office Building, Syracuse.
Rhode Island.....		Theodore F. Green.....	Central Fire Station, Providence.
Vermont.....		Fred A. Howland.....	Corner State Street and Western Avenue, Montpelier.
Delaware.....		Henry P. Scott.....	21 West Tenth Street, Wilmington.
Kentucky.....		James B. Brown.....	National Bank of Commerce, Louisville.
Ohio.....		Harry P. Wolfe.....	502 Citizens Bank Building, Co- lumbus.
Pennsylvania (East)	Robert K. Cassatt.....	1431 Walnut Street, Philadelphia.	
	Pennsylvania (West)	James F. Burke.....	Smithfield Street and Oliver Av- enue, Pittsburgh.
Otto Marx.....	West Virginia.....	Robert L. Archer.....	P. O. Box 957, Huntington.
	Alabama.....	Crawford Johnson.....	Room 233, First National Bank, Birmingham.
	District of Columbia.....	Daniel J. Callahan.....	Room 509 Metropolitan Bank Building, Washington.
	Florida.....	James F. C. Griggs.....	Federal Building, Jacksonville.
	Georgia.....	Hugh Richardson.....	66 Forsythe Street, Atlanta.
	Louisiana.....	Paul H. Saunders.....	811 Common Street, New Orleans.
	Maryland.....	Robert Crain.....	Northwest corner Park Avenue and Lexington Street, Baltimore.
	Mississippi.....	J. T. Thomas.....	Grenada.
	North Carolina.....	Francis H. Fries.....	Wachovia Bank & Trust Co., Win- ston-Salem.
	Panama Canal Zone.....	C. H. Calhoun.....	1709 G Street NW., Washington, D. C.
South Carolina.....	R. Goodwin Egett.....	Exchange Bank Building, Charles- ton.	
	Tennessee.....	Thomas R. Preston.....	Rooms 301-303 Customhouse, Chat- tanooga.
H. B. Riley.....	Virginia.....	Thomas B. McAdams.....	1101 East Main Street, Richmond.
	Illinois.....	Martin A. Tyerson.....	Conway Building, Chicago.
	Indiana.....	Joseph D. Oliver.....	114 North Main Street, South Bend.
	Iowa.....	Homer A. Miller.....	710 Fleming Building, Des Moines.
	Michigan.....	Frank W. Hubbard.....	723-729 Book Building, Detroit.
	Minnesota.....	Arthur R. Rogers.....	New York Life Building, Minne- apolis.
	Montana.....	Harry W. Turner.....	Room 5, Montana Electric Build- ing, Butte.
	North Dakota.....	George H. Hollister.....	19 First National Bank Building, Fargo.
	South Dakota.....	Roger L. Dennis.....	Room 220, Paulton Block, 304 South Phillips Avenue, Sioux Falls.
	Wisconsin.....	J. H. Puelicher.....	415 East Water Street, Milwaukee.

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