

URANTIA BROTHERHOOD
INTRA-OFFICE MEMORANDUM

CONFIDENTIAL

FROM John Hales, Secretary-Executive Committee DATE April 13, 1988

TO Trustees-URANTIA Foundation SUBJECT Joint Solicitation Follow-up
Officers-URANTIA Brotherhood Letter--Review Procedures to
Scott Forsythe Finalize Letter--Mailing
Mike Painter Date, May 18
Marcia Lansu

I have received John Hay's draft of the joint solicitation follow-up letter. To facilitate the review process, I request that participants adhere to the following schedule. There are many involved in this project so it is imperative that we be timely in our response.

After receiving our comments, the Presidents have the responsibility of deciding whether further organizational review is needed, otherwise, they will approve the final copy for their respective organizations.

<u>Who</u>	<u>What</u>	<u>When (No Later Than)</u>
John Hay	Draft Joint Solicitation Letter To Brotherhood Office	April 12
John Hales	Draft Letter Mailed to Trustees and Brotherhood Officers	April 13
Trustees	Comments to Martin Myers by	April 20
Officers	Comments to Dave Elders by	April 20
Martin & Dave	Resolve Differences Final Approved Letter to Hales	April 27
Vin Myers	Production--in Mail	May 18

JH/mp

cc: John Hay, Chair, Finance Committee
Gloriann Harris
Vin Myers

