

COMBINED FEDERAL CAMPAIGN

San Francisco Bay Area

KEYMAN'S PROSPECT LIST

Keyman's Unit Deck Department, USNS POPE
(T-AP 110)

INSTRUCTIONS. Keeping this record current will show at any time how you stand in getting the job done.

1. List all assigned prospects before contacting any of them.
2. Have this list with you when contacting each prospect.
3. Be sure to furnish a receipt and sticker to each giver. Before leaving the prospect, enter in the "Gift" column below a "Y" for a gift or an "N" for a refusal. After leaving the prospect, you may insert the amount given also.
4. Put the date of the Report Envelope opposite each prospect whose Record Card is being enclosed in the envelope. **DO NOT ENCLOSE WITHHOLDING AUTHORIZATION CARDS.**
5. Your assignment is complete when either a Y or an N appears opposite every name on this list. Sign and date it. Turn it over to the chairman when you deliver your final Report Envelope.

Assignment Completed-

Keyman's Signature

Date