

FROM
ROTARY INTERNATIONAL
SECRETARIAT (Central Office)
1600 RIDGE AVE.
EVANSTON, ILL., U.S.A.

This copy is for information and file of:

Mr. Edwin G. Bracher
Governor, District 589, R.I.

Mr. Ellis R. Bareiss
Pasadena, Texas

5045-7-61-40M-G72

1964
6 August, 1964

Mr. Joseph R. Stutts
Secretary, The Provisional Rotary Club
Space Center (Houston), Texas

Dear Joe:

Congratulations on being chosen by your fellow members for one of the most important jobs in the club.

Upon you -- upon your ability and willingness to work closely with other club officers, and especially with President Ivan, rests a great responsibility. You will recognize the challenge of the position and your opportunity for service.

During the coming year you will find these items of assistance:

"Manual of Information for the Rotary Club Secretary" --
a general guide to your duties.

The Rotary International NEWS, and other special mailings, which will be sent to you regularly. These publications will help to keep you up to date on happenings in Rotary -- news and suggestions which may be of value to you.

Pamphlets, papers and other material illustrated on the reverse side of this letter and in the catalogue -- items which are based upon the achievements of Rotary clubs and upon the experiences of Rotarians. (A gratis supply of basic material has been sent to you.)

Please remember that your secretariat is always eager for an opportunity to serve you.

My warmest greetings and good wishes!

Sincerely,

George R. Means
General Secretary

For the POSTSCRIPT
See the reverse side