

# The Salvation Army



## REGULATIONS.

# HISTORICAL RECORD

(Social Institutions.)

COTTESLOE

15 BROOME ST.

Institution Girls Home

State West-Ind.

1. This Book is provided for the Record of Events in connection with the history of the above Institution.
2. The Records must be of a reliable character, and before entering must be approved by two members of the Institutional Board and the Manager.
3. All Records must be made in ink.
4. The following will give an idea of events or incidents which must be preserved for future information and guidance :—
  - (a) Any great Spiritual Awakening amongst the inmates.—Date of same.—Period of continuation.—Number of Recruits and Soldiers made.
  - (b) Date of commencing new Industries.—How conducted.—What difficulties met with.—Conclusions regarding results of same.
  - (c) As far as farms are concerned.—Dates and particulars regarding nature of Crops which have been put in, and the measure of success or failure that has resulted, with reasons for same should be entered. Information concerning Dairying, Pig-Raising, Poultry, or other stock ; and the results should also be entered.
  - (d) Information regarding frosts, rainfall, floods, fires and drought, and the effect of the same.
  - (e) Any calamity befalling the Institution such as loss of building, portion of building, stock or crops, through flood, fires, drought or any other cause.
  - (f) Extensions and renovations of buildings, increased accommodation, &c.
  - (g) Death of any Officer or Worker connected with the Home.
  - (h) Brief statement regarding Self-Denial effort, and results.
  - (i) Epidemics in Institution, and what was done.
  - (j) In the case of Boys' and Girls' Homes : Industries.—Bands (Brass or Drum and Fife) formed.—Calisthenic Classes, &c.

Where possible, before entering up present day events, a serious effort must be made to get reliable history **since the opening of the Institution**, and carefully enter the same.

5. The dates of events must be recorded within the ruled columns, and the items must follow consecutively without loss of space.
6. The Book must be carefully preserved, and must be kept, under cover, in the Manager's Office.

This Book is the property of "The Salvation Army", and must be open to the inspection of State Social Secretary, National Social Secretary, or any Officer deputed by him or N.H.Q.