

February 13, 1918.

Dear Gertrude:

I have been hacking at No. 2. It strikes me it would be a little more pointed if you would put the letter in the form of enclosed:

What is the work of the Chairman of the Publicity Department of the State Division of the Woman's Committee?

It divides itself into six sections:

1. To gather full news of the activities of the various departments of the Divisions and secure publication for it in the leading state papers.
2. To develop and direct a corps of l.p.c. who will report to Headquarters on the activities of their district, and who secure publication of news in ~~these~~ ^{their} local newspapers.
3. To work in close cooperation with the Information committee and Speakers' Bureau. The Information Committees collect material, which will often enrich the stories to be written. Speakers should be encouraged to report their experiences and impressions of the work in the towns they visit. It will often furnish color and incident for publicity purposes.
4. To be in touch with the publicity chairman of the State Council, secure space in the war bulletin, if one is published by the State Council, and use it.
5. To endeavor so far as possible to enlist the writers of the state in pushing the campaigns of the Woman's Committee.
6. To report to Washington. Weekly or fortnightly letters should be sent to headquarters reporting news of the state work, particularly original undertakings and fresh experiments. Stories of people should not be overlooked, nor should incidents which will add color to the stories prepared in Washington, for the News Letter for magazines, syndicates and newspapers, or for the Committee on Public Information.

Affectionately,

Dictated by Miss Tarbell.