

'Hints to Local Secretaries'

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The After-Care Association
FOR
Poor & Friendless Female Convalescents
 ON LEAVING ASYLUMS FOR THE INSANE.

HINTS TO LOCAL SECRETARIES.

- 1.—To endeavour to make the work and needs of the Association generally known in the district.
- 2.—To try and interest all Poor Law Guardians and Lady Visitors at Workhouses in the work.
- 3.—To organise, if possible, one meeting in the district yearly.
- 4.—To get an increasing number, each year, of Annual Subscribers, Associates and Donors.
- 5.—To remit to the London Office, on or before the 1st of each month, any money collected.
- 6.—To keep a list of collecting boxes or cards given out, and to call them in once a year.
- 7.—To give a receipt for any sum received, and to get a receipt for any sum remitted.
- 8.—To establish a Working or Dorcas Party in the district.
- 9.—To organize, if possible, concerts, bazaars, sales of work, &c., for the funds of the Association.
- 10.—To supervise any Convalescents that may be boarded out by the Association in the district, and to send a report on them monthly to the Secretary.
- 11.—To look out for fit persons to recommend as Local Secretaries in neighbouring districts which are without one.
- 12.—To see that notices of our work and meetings appear in the local newspapers.
- 13.—To look out for persons and Homes willing to take Convalescents for a few weeks rest and change on payment of 8s. to 10s. 6d. per week.

Recommendations for Boarded-Out Cases.

- 1.—That it is very desirable that each Convalescent be visited once in each week by a lady visitor.
- 2.—That each Convalescent have a separate bed.
- 3.—That lady visitors are requested to bear in mind the importance of avoiding overcrowding in bed rooms.
- 4.—That each Convalescent, circumstances permitting, go for a walk every day.
- 5.—That each Convalescent help to make her own bed, and tidy her bedroom every day. Clean her own boots, &c.
- 6.—That each Convalescent be encouraged to attend some place of worship on Sunday.
- 7.—That all payments be made by the Committee through a lady visitor when possible.
- 8.—That a short report be made by the lady visitor to the Secretary once a month respecting progress ; oftener if necessary.
- 9.—That the use of beer, wine, and spirits, be discouraged, except when taken under medical order. Any one found frequenting a public house will be liable to be discharged.

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Specimen of Diet Table.

BREAKFAST.—Bacon, or fish, with bread (ad. lib) and butter, or one boiled egg, tea or coffee.

LUNCH.—Bread and cheese.

DINNER.—Meat every day with vegetables. Pudding, or tart, twice or three times a week.

TEA.—Bread and butter, or jam. Cake occasionally.

Supper if the Boarders like

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All communications to be made to the Secretary, Mr. H. THORNHILL ROXBY, Church House, Dean's Yard, Westminster, S.W.