

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex  
HCO POLICY LETTER OF 16 MAY 1969

Remimeo  
Dn. Checksheet

## **COURSE ADMINISTRATION**

Usually, particularly with a large class—more than 18—the course supervisor should have a COURSE ADMINISTRATOR.

The course administrator's purpose is TO HELP THE COURSE SUPERVISOR KEEP ALL BODIES CORRECTLY ARRANGED PLACED OR ROUTED AND TO KEEP ALL COURSE MATERIALS, FOLDERS, RECORDS, CHECKSHEETS, INVOICES AND DESPATCHES HANDLED, FILLED OUT AND PROPERLY FILED.

The essence, whether we have an administrator or not is to:

Have adequate materials, packs, books and checksheets.  
Issue what is needed promptly.  
Demand what must be filled in promptly.  
File precisely.

Keep the course comm lines (in and out baskets) flowing.

Don't tolerate lack of materials, books, forms or make the students „make do“ with less than needed.

Safeguard don't lose and keep neatly available all materials records and admin items.

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The invoice system of a course is an item that has to be kept *in*. If in an org you don't find it in, you force it in.

The course supervisor receives a copy of the invoice enrolling the student. *This* is the student's „pass“ to enter the course. It means he has paid and financial arrangements are finalized.

Without this you don't let the applicant on the course.

This saves several things and prevents heavy upsets. You can actually teach a whole course and then find suddenly it wasn't economical for the org as the registrative end of it which is not in the course supervisor's view, fell down and no money or little money was taken in.

A student who isn't properly enrolled is a freeloader and has a withhold that prevents gain. Also, you will find that those who don't contribute don't value the course and you get enturbulation.

The course supervisor works hard, he suddenly finds he can't have materials or facilities or promotion because it isn't „economical“. If he has his invoices he KNOWS how much is being made and can demand some portion of it to keep his course going or to get help for it.

The course supervisor can and should reject an N/C (no charge) invoice or a „courtesy“ invoice.

If he gets an award invoice he must insist that the awarding org pay for it even to himself.

The „withhold from salary“ invoices are often not deducted in fact and by keeping track of these, the course supervisor can demand evidence these sums have been paid in.

Training makes the most profitable income of the org as it requires the least expenditure. An org can almost go broke doing only auditing. It's training that makes income for use. Auditing absorbs the income in overhead. Yet training gets the least facilities and supplies and help while being the most important income producer.

Money made in training students must also cover supplies, study packs, books, sufficient help, quarters, uniforms for course personnel, etc. course income should result in heavy expenditure on course promotion.

This is the way Dianetics and Scientology will spread—through training,

A tightly scheduled, smartly run course is always full. It goes empty the moment it goes slack. This is a startling fact. People detest (by years of experience in orgs) a sloppy, permissive, badly disciplined course run with inadequate materials and supplies.

You can say with certainty loud and clear that an empty course has been badly scheduled, the supervisor not on deck on time, materials lacking. The moment these points get IN, the course fills up.

Excellent, neat admin is all part of a well run course. Things filed, marked up, issued smoothly and promptly. Students routed quickly, gotten in action.

### **NOTHING BACKLOGGED**

That is the motto of a good course. Handle everything that comes up NOW and completely. Any backlog is death to smooth administration.

Be precise and definite, don't fumble around.

Absent students, late students, enturbulative students, you turn the matter over to ethics at once. If ethics doesn't handle right now, hit the exec council with „where's ethics?“ You can't run a course and be the E/O of the org also!

All this applies even to a Gung Ho group.

Running a course is a GROUP action performed with at least a rudimentary org pattern backing it up.

A list of the current course materials papers and files should be furnished every course supervisor.

L RON HUBBARD  
Founder