1. Contact your local Air Raid Wardens and if possible arrange a meeting with women Wardens. Tell her your responsibilities and procure what information that will be helpful to you. She may have useful suggestions and in many cases will enable you to avoid duplication of questions to your householders.

2. Visit your householders and tell them who you are. Explain to them how you may be able to help them. Give them the following instructions:

a. Nutrition high-lights: share the meat; meat extenders; essential foods.

b. Salvage Instructions: Chairman for the City - Malcolm Fillmore 2399 War Services Chairman - Mrs. Fred Y. Spurr 1172-M

1. Scrap metal - Save every piece of scrap metal. Sell to authorized collectors or deposit in bins.

2. Tin cans - Urge every tin can be properly prepared according to instructions and placed out for collection at specified dates. WATCH THE PAPERS for instructions.

3. Grease - Every drop is vital. Prepare as instructed and take to market first of the week.

4. Stockings - Silk or Nylon or any mixture containing either. Take to any store in Melrose which sells stockings. Save the rayon and wait for instructions.

5. Papers and Burned out Light Bulbs - Save - pending instructions. All papers should be properly bundled and tied.

c. Urge car sharing for local shopping. If they use the buses, ask them to do their shopping outside of the peak load hours on transportation systems, both in Melrose and when going in town. Request of the Boston authorities.

d. Speak of Mr. Loughlin’s goal (he is Regional O.C.D. Director for N.W.) of a volunteer worker in every household. Of course there will be some households where this is impossible, use discretion. Your information sheet gives you many kinds of local War Work and phone numbers to call.

e. Ask your neighbors for suggestions on how to improve our Division and tell us about it.

3. Fill out the blank at bottom of War Food Communique No. 1. The third item - Food Demonstrations are at your own discretion - plan a kitchen party at your own home or a neighbor’s, if you wish. The Nutrition Council will furnish a speaker for you, but you must make your own plans.

4. Please record on the back of this blank, the names, addresses and type of work of your householders who are:

1. Already enrolled in War Work (voluntary) in the city.
2. Interested in volunteering.

End this to your neighborhood Precinct Leader who will please copy off information valuable to her and send on to the Director, Mrs. Spurr.

5. Read your local paper and encourage your householders to do the same. The War Services for Women column may be our only means of giving you important instructions. We cannot send out 400 letters very often. Your Precinct Leader will also give you information from time to time. Be informed. Get the Scrap Book habit and clip important items from local and Boston papers, being sure to date them. "A Molly Pitcher isn’t expected to know all the answers but she should know how and where to find them."
[1943-01-06; form letter to the volunteers of the Molly Pitcher Division of the Melrose Committee on Public Safety, no doubt to Gertrude Crowell Taylor.]