

COEO

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September 24, 1964

Miss Virginia Steele
c/o Morgan
1115 Wilson Drive
Dayton 7, Ohio

Dear Virginia:

THANKS for the letter. We'll straighten out car needs when you get here.

One thing----- Can you possibly get here by Monday, Sept. 28, rather than Tues.? Orientation of new volunteers starts Sunday, and we need you very much for Mon. and Tuesday. Come to Batesville, not Jackson. OK? (Map enclosed shows how to get to old college.)

There is a staff meeting of FS people over the weekend. We could use you for that, too, but there will be other chances. But do try to make it for the orientation. If you phone in anything for duplication, I'll try to have it ready. How about a reprint of your library report?

I'll expect to hear from you.

COEO

Yours truly,

Lois Chaffee

Note to sister: Thanks ~~xx~~ very much if you can deliver this message to Virginia.