

In addition to the evaluation I turned in before the panel discussions I am submitting additional comments and some, hopefully acceptable, suggestions.

The panel discussions revealed so much information on technical, as well as, working experiences contributed by each panelist. I was impressed by everyone's comments especially Dr. Tabrah's from the professional angle.

However, for me, Mrs. Johnson's contribution was the highlight of the evening because she was not only knowledgeable and experienced as a seafarer but presented the woman's point of view as a wife, a mother, a working crewmember imbued with that certain quality of spiritual understanding and inner strength which she imparted to the entire ship and crew. I felt very strongly that her deep respect for Life itself, particularly the forces of Nature, the ocean and the Universe and all within and without it...the very qualities exhibited by our forefathers which must be "lived" even in our times.

Her suggestion, that the initial voyage be manned by an "all male crew" and, if the committee still wants a "female" member to be a part of the voyage, then let her join the crew on the return trip, should, I firmly feel, be strongly considered not only for reasons she expressed but purely for "spiritual" reasons.

Aside from the "awa" ceremony, which I'm not too familiar with, I strongly feel the absence of the "spiritual" aspect in the whole set-up. Hoku Le'a's voyage should be a truly "spiritual, mental" and physical one if it to be "truly Hawaiian"...establishing an affinity with All the Forces of Nature as our forefathers have done. The omission of the "female" aspect at the beginning is due to the fact that a "female" was considered "defiled" due to the menstrual flow while a man is considered "ula paa", undefiled. I, too, have been strongly impressed by the Great Divine Beings of Hawaii, namely, Kanaloa, that it is preferable to have the "all male crew" as Mrs. Johnson stated and the addition made on the return trip.

I hope the above statement and others to follow be not misunderstood as a "threat" or plan to thwart the plans of the majority but it is only with the ALOHA and sincere desire to serve and help in making the trip a success as everyone is trying lovingly to contribute in their own way, their time, labor and gas plus enthusiasm, fortitude and the purpose of reviving and preserving the Hawaiian culture.

This brings us to the land area being used by the Society. Although it is a public park it needs much cleansing: releasing of entities from the area (mt. top to the sea); every atom of the earth from the present to the origin of this land because of those buried there; victims of battles; human and animal sacrifices, etc. Speaking of "marchers of the night", particularly on certain nights by animals, Aliis or commoners alike remain "earthbound" until we can help them move from this earth plane to a higher plane to learn, rest, grow and eventually be able to be in the position to come, spiritually, to help their families, friends and mankind. For an area reserved for the elite is "kapu" be it a thousand or ten years ago, the vibration remains through time until the "kapu" is lifted through proper cleansing.

Suggestions:

Psychologically, Hooponopono, should be considered first on the roster of duties, being the basis of approach by everyone of Hawaiian heritage. (Within family; executives & helpers; workers & co-workers; captain & crew) This would help to remove the cobwebs of past actions, thoughts, resentments, hatreds, etc., making a smoother path for the accomplishments of today and pursuits tomorrow...thus creating a warmer, mutual and loving, peaceful relationship with one another; a deep sense of respect and humility towards God the Creator and the God-Presence in every human being and all of God's creations. Through deep and sincere humility we learn to be more understanding, compassionate, just, fair, selfless and non-egoistic.

Physically:

- (1) Internal bath or cleansing of the digestive and eliminative systems to remove toxins, etc., from the body. (In the old days, apu or herbal concoctions were a must)
- (2) Steam, herbal baths (sauna baths) additional cleansing of the pores and helps the circulatory system.
- (3) Massages: salt rubs, etc., particular emphasis on conditions crewmen are subjected to.
- (4) Special exercises for body balance and fitness.
- (5) Healthwise: 1 glassful of sea water per day for daily internal cleansing...prevents constipation. Due to pollution, suggest, the use of Hawaiian red salt ($\frac{1}{4}$ tsp. per glass of water) since the red salt contains between 50 - 54 trace minerals..Alaea, medicinal value. Top nutritionists recommend the sea water intake every morning because of a wise Polynesian custom. All my life I have taken sea water daily but with pollution taking over sea, land and air, I had to resort to the red salt which is better still. Prevents sunstroke.
- (a) Kukui or coconut oil body rub daily. Sunburn preventive.

Food Division: Red salt should be used for seasoning instead of the regular rock salt.

- (2) Dried chili peppers for vitamin B.
- (3) " seaweed (limu) " iodine.
- (4) " coconuts (niukaa) . used by the ancient mariners as a food and oil rub.
- (5) Kukui nuts or "inamona", a must on a long voyage as a food.

Biorhythm Charts: May be made for each crew member which is a calculation of the peaks of creativity, emotional stability & physical endurance. For example: The Captain of the team, by reviewing each individual chart can determine the "peak" or "low ebb" period of an individual and place him in the right position where maximum good

can be gained without jeopardizing the health or placing stress when it can be averted. Years ago, a young woman attempted to swim the Molokai channel. She was warned that her biorhythm showed that her "endurance" was at a "low eb" but she ignored the suggestion to wait so she failed. Another attempt ended in another failure. For many, many years the European airlines and large enterprises used Biorhythm charting on all employees (flight) for safety and health's sake. Japan railroad and other firms rely on these charts for maximum efficiency and safety have reduced accidents and layoffs.

Selection of crew candidates: Handwriting Psychologist can determine how compatible each crew member can be with one another on a long journey as anticipated. The analysis will certainly point the weak and strong points of each individual plus many hidden areas which can only be determined through this system. Irrespective how close we may be with others whether working or living with them no one truly knows the "true make-up" of individuals...that which lies in the deeper recesses of the mind. I recommend a qualified Handwriting Psychologist to do this. Perhaps some civic-minded individual can be an enthusiastic contributor of his or her services. A qualified analyst's report is considered a scientifically accepted one that it can, if necessary, be held as valid evidence in any court of law.

Having expressed myself as part of my observation at the seminar held at Kualoa Park I congratulate Herb Kane, Sam Kaai, his very able, sincere and conscientious staff, helpers and supporters for the purpose behind the project and for the work so far accomplished and I sincerely look forward to a more "spiritually united" drive among the members, participants and the community to make the Hoku Le'a project a great success and a forerunner for many others to come.

In closing, I truly enjoyed every aspect of the seminar, the able and knowledgeable instructors and all the activities offered which has opened new avenues and research in the field of Hawaiiana.

Having been deeply impressed with and become better acquainted with the project, I humbly offer my services in whatever area needed or desired...particularly with the crew, etc.; Hooponopono; massage and exercise; do the biorhythm charts; land, canoe, food cleansing, spiritual seminar for crew.

Me Ke Aloha i na Luna Nui ame na Lala
o Hoku Le'a

Morna Lani Simeona
Morna Lani Simeona

Add: [REDACTED]
Hon., Hi. 96816

POLYNESIAN VOYAGING SOCIETY
October 10-13, 1975 Workshop Evaluation

10/21/75

Circle the number which best satisfies your opinion of the day sessions. Additional comments will be appreciated.

1 2 3 4 5
Poor Fair Good Excellent Superior

Session 1: Polynesian Canoes

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 2: Rigging, Lashing and Sailing a Polynesian Canoe

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 3: Lauhala and Coconut Weaving, Sennit Making

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 4: Foods and Plants for Sea Voyaging

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Comments for sessions 1-4:

As a whole, the seminar was very good.

Your criticisms and comments on the evening sessions will be most helpful.

Friday Evening Orientation:

Saturday Evening lectures and films: *Excellent - should be repeated & taped for rental to schools & others. Films excellent - informative.*

Sunday Evening panel discussion and Ho'i'ike: *Excellent discussion by panelists relating to the subject of "To make a man a man" with the subject of "To make a man a man" still a subject - but she can join the crew on return journey. This is important spiritual venture.*

General questions:

1. Was the location and camp facilities adequate for this type of workshop? *Yes.*

2. Are there additional related areas of instruction or discussion that you would have liked us to cover?

Physical fitness - psychology & philosophy

3. If you are a student or teacher how will you use the information gained at this workshop? (Even if you are not a student or teacher, how will you use the information gained?) *Share it with others - youth groups, school children & other organizations*

POLYNESIAN VOYAGING SOCIETY
PRESENTS
A THREE-DAY SEMINAR/WORKSHOP, CAMP-OUT
IN POLYNESIAN VOYAGING AND COMMEMORATION
OF DISCOVERERS' DAY (October 11)

PLACE

Kualoa Regional Park

DATE

Okakopa (October) 10, 11, 12, 13, 1975

PURPOSE, PROGRAM AND DESCRIPTION

The PVS

#6 Get ready for the Bi-centennial and re-enact history with us. We will provide materials, audiovisual aids, and experiences on how the Polynesians prepared for and took their long, rugged sea voyages which enabled them to successfully establish contemplated settlements.

Instructions, demonstrations, performances and experiences will be offered, with the Polynesian Canoe as the focal point of interest. Teachers will be able to share these experiences with their students and hopefully create their own materials and activities about Polynesian voyaging. ~~The members of the Polynesian Voyaging Society will find this event informative and challenging.~~

Participants planning to camp at Kualoa should bring necessary camping gear, food, warm evening clothes and other camping necessities. There are bathroom and shower facilities for the campers. Those people who do not want to camp may attend the day and evening sessions by registering for them. Applications should be received no later than October 1st. Only a limited number may attend, so be sure to sign up early. Please see attached form for registration information. We urge all teachers to attend, not just teachers of science and social studies. If you know how to select and prepare lauhala for weaving, la'au niu (coconut leaves) for weaving or coconut husk fibers for making cordage, please bring these materials for those craft sessions.

#7 PROGRAM AND DESCRIPTION

Po'alima (Friday), Okakopa (October) 10, 1975

3:30 P.M. - 7:00 P.M.

Check-in for setting up camp, name tags, written materials, program itinerary and group assignments. Provide your own dinner.

7:00 P.M. - 9:30 P.M. Pihana Kanaka (Assembly)

Ohana (gathering for prayer and oli)

Introduction of Committee heads, instructors and Park Personnel

History of Kualoa by John Eveland and staff

"HOKULE'A: Launching of the Polynesian Canoe to present"

(Film by Tip Davis and Slide Presentation by Herb Kane)

Research grant (By Dr. Ben Finney)

ON SATURDAY AND SUNDAY FOUR CONCURRENT SESSIONS WILL OCCUR DURING THE DAY (SEE REGISTRATION FORM). BY SCHEDULING THESE SESSIONS AT THE SAME TIME WE ARE ABLE TO GIVE YOU THE OPPORTUNITY TO EXPERIENCE ALL WE HAVE TO OFFER.

Po'aono (Saturday), Okakopa (October) 11, 1975

9:00 A.M. - 12:00 P.M.

~~After assigned instructional and concurrent sessions.~~

AFTER TEACHERS AND MEMBERS HAVE ATTENDED THESE SESSIONS, THEY WILL BE ABLE TO:

SESSION 1 POLYNESIAN CANOES

- . differentiate between the various kinds of canoes used throughout Polynesia
 - . discuss the different designs, materials and functions of the outrigger and double-hulled canoe in Polynesia
 - . describe and explain the specifications of the design, materials and performance of the Polynesian Voyaging Society's canoe, "Hokule'a"
 - . list at least 5 differences and similarities between the modern conventional sailing vessels and the Polynesian canoes
 - . describe the steps of building a Hawaiian canoe
 - . list and explain the dominant features of the double-hulled and outrigger canoe
- (By Nani Bowman, David Lyman, Wright Bowman, Lee Sequiera)

SESSION 2 RIGGING, LASHING AND SAILING A POLYNESIAN CANOE

- . explain the durability and strength of using natural fiber cordage in the lashing and rigging of the Polynesian canoe
 - . demonstrate and explain the importance of proper techniques of lashing a canoe
 - . differentiate between the various shaped sails in Oceania and sails used in the Western world
 - . discuss how the basic concepts of Aerodynamics and Hydrodynamics effect the sailing and steering of the outrigger and double-hulled canoes
 - . explain how the performances of the conventional rudder and the Polynesian steering paddle differ
 - . demonstrate and explain how a canoe is rigged for sailing
 - . demonstrate how to sail, paddle and steer an outrigger canoe
- (By Jon Kruse, Tai Crouch, Kimo Hugo and Tommy Holmes)

SESSION 3 LAUHALA AND COCONUT WEAVING, SENNIT MAKING

- . select and prepare hala leaves for plaiting
 - . explain and demonstrate the techniques of lauhala plaiting
 - . demonstrate use of lauhala plaiting on canoes
 - . select coconut leaves for weaving
 - . demonstrate how woven coconut leaves are used for storage and containers
 - . prepare coconut husks for producing cordage
 - . explain and demonstrate the technique of making coconut cordage
- (By Katherine Maunakea, George Bennett, Libert O'Sullivan)

SESSION 4 FOODS AND PLANTS FOR SEA VOYAGING

- . demonstrate the operation and techniques of preparing foods and plants for sea voyaging
- . describe how foods were cooked, dried, wrapped, and stored for preservation on long voyages

- . list the various kinds of foods, plants, and animals that were taken on voyages
 - . explain the manner in which plants were preserved for eventual planting
- (By Paige Barber, June Gutmanis, Moku Froiseith)

12:00 P.M. - 1:30 P.M.

Lunch break and free time to paddle, sail or swim

1:30 P.M. - 4:30 P.M.

Continue concurrent sessions

4:30 P.M. - 6:00 P.M.

Dinner break and free time

6:00 P.M. - 7:00 P.M. Ki'i Oni Oni(Film)

A film on either "Kula Trade Ring" or "Mokil" with an accompanying discussion on the differences and similarities between Polynesian and Micronesian or Melanesian sailing crafts.

(By Herb Kane and Dr. Ben Finney)

7:15 P.M. - 8:15 P.M. Ha'i a'o(Lecture)

Lecture on "Celestial Navigation"

- . Identify star and constellations located in the Hawaiian skies
- . Explain seasonal cycles of the planets, stars and moons.
- . Discuss the differences between Western and Polynesian navigational concepts.

(By Homer Hayes and Dr. George B. Winton)

8:15 P.M. - 9:15 P.M. Ha'i a'o

Lecture on "Polynesian Voyaging Canoes: Symbolisms and Ceremonies"

- . Identify the various symbolisms used on the Polynesian canoes and explain their functions.

- . Describe the Polynesian ceremonies and rituals used during the building and sailing of the Polynesian canoe.

(By Dr. Kenneth P. Emory)

Sabati(Sunday), Okakopa(October) 12, 1975

9:00 A.M. - 12:00 P.M.

Concurrent sessions continue

12:00 P.M. - 1:30 P.M.

Lunch break and free time

1:30 P.M. - 4:30 P.M.

Final instruction. Concurrent sessions end.

4:30 P.M. - 6:00 P.M.

Dinner break and free time

6:00 P.M. - 7:00 P.M. Kukakuka(Discussion)

Panel discussion on Physical And Psychological Readiness For A Long Sea Voyage.

- . Describe the necessary pre-voyage physical and emotional conditioning.
 - . Discuss the working relationship and behaviors necessary for the captain and crew members aboard a long sea voyage.
 - . Explain the effect of the Polynesian foods on modern man during the voyage.
 - . Explain and list some of the psychological behaviors that effect people on long voyages.
 - . Describe and list some of the physiological effects on people during and after a long sea voyage.
- (By Dr. Ben Young, Dr. Norman Pi'ianai'a, Dr. Ben Finney, Dr. Frank Tabrah)

7:15 P.M. - 8:00 P.M.

Identifying star constellation related to Polynesian navigation by Park Personnel and Polynesian Voyaging Society's members

8:00 P.M. - 9:15 P.M.

Ho'ike (Performance and Chants, Dances, Songs Related to the Sea and Canoes)
(By John Topolinski and troupe)

Po'akahi (Monday), Okakopa (October) 13, 1975

9:00 A.M. - 11:00 A.M.

Evaluation instructions

(By Nani Bowman and Dr. Royal Fruehling)

11:00 A.M. - 1:00 P.M.

Lunch break and free time

1:00 P.M. - 3:00 P.M.

Craft display

Book display and book orders

Film information

Sailing and paddling for those who desire more

3:30 P.M. - 5:00 P.M.

Break camp

COORDINATORS

Nani Bowman

Cecilia Kapua Lindo

Sandy Maile

Jeanie McClellan

Dr. Royal Freuling

POLYNESIAN VOYAGING SOCIETY
October 10-13, 1975 Workshop Evaluation

period 10/20/75

Circle the number which best satisfies your opinion of the day sessions. Additional comments will be appreciated.

1 2 3 4 5
Poor Fair Good Excellent Superior

Session 1: Polynesian Canoes

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 2: Rigging, Lashing and Sailing a Polynesian Canoe

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 3: Lauhala and Coconut Weaving, Sennit Making

- | | | | | | |
|----------------------------------|---|---|---|---|--------|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 none |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 4: Foods and Plants for Sea Voyaging

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Comments for sessions 1-4: Very interesting

I able to participate - Would like to see more of
Food & Lauhala (need more time & prep)

For # Poly Canoe - Would be better if able to actually

At Beach have parts pointed out on Canoe listed & slides shown at
Your criticisms and comments on the evening sessions will be most
helpful.

Friday Evening Orientation: _____

Saturday Evening lectures and films: good - informative

Sunday Evening panel discussion and Hō'ike: good - informative

General questions:

1. Was the location and camp facilities adequate for this type of workshop? Yes - too bad the Hōkūle'a wasn't there

2. Are there additional related areas of instruction or discussion that you would have liked us to cover?

Since Kualoa was a training ground for martial arts (sports)
Could have had that also - important evening affair
3. If you are a student or teacher how will you use the information gained at this workshop? (Even if you are not a student or teacher, how will you use the information gained?)

In Classroom - Elementary - have students told T.
actually carry on projects - then not a gr 4 have
separate father in class

POLYNESIAN VOYAGING SOCIETY
October 10-13, 1975 Workshop Evaluation

rec'd 11/24/75

Circle the number which best satisfies your opinion of the day sessions. Additional comments will be appreciated.

1 2 3 4 5
Poor Fair Good Excellent Superior

Session 1: Polynesian Canoes

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 2: Rigging, Lashing and Sailing a Polynesian Canoe

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 3: Lauhala and Coconut Weaving, Sennit Making

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 4: Foods and Plants for Sea Voyaging

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Comments for sessions 1-4: Somehow I never got around

to Lauhala weaving and sennit making. Perhaps I was

too preoccupied with classroom weaving or other important

discussions not to be missed. Instructors and staffs attitudes

"low key", Hawaiian mannerism set a very ideal mood and feeling

Your criticisms and comments on the evening sessions will be most helpful.

Friday Evening Orientation: I was not present

Saturday Evening lectures and films: Both and film were good. Lecture on Polynesian Navigation was outstanding.

Sunday Evening panel discussion and Ho'ike: panel discussion was very good. Sunday and Saturday was great and being that it was impossible to see the whole group made it even better.

General questions:

1. Was the location and camp facilities adequate for this type of workshop? yes

2. Are there additional related areas of instruction or discussion that you would have liked us to cover?

(over)

3. If you are a student or teacher how will you use the information gained at this workshop? (Even if you are not a student or teacher, how will you use the information gained?)

(over)

and
for the
entire
weekend.

DOCUMENTS CAPTURED AS RECEIVED

2. These are just suggestions (I feel that the subject matter covered was outstanding and its delivery excellent)

a) next door to the park is a private fish pond. With the owner's permission (I can't see why he would refuse) construction and types of fish ponds can be discussed as well as Hawaiian "pond-farming". This is a very contemporary topic as sea farming is the up and coming industry.

b) preparation of on imu was discussed - how about a actual participation in using the imu whether it be for kalua pig, laulau and some basics ie - uala, taro, or fish?

c) identifying, picking, and preparing limes.

d) deenchating Hawaiian dress + regalia
ie - women's wear + how it was put on (pre missing)
including how to make ti leaf skirts.
- how to put on uala
- sandals, rain cloaks, ornaments
- kahuas clothes + significance
- alii ensemble, kahu's etc.

notes I wonder b) and c) because this kind of activity brings everyone together as with Sunday night's Hula and Hula which was discussed also in this manner. If the men prepared the imu and there was enough food for two nights and women picked limes or made laulau there would be a brown bag "family effect". New days, there are too many people including Hawaiians who don't know anything about imu and picking limes etc let alone doing it properly.

3. I plan on using this information at Hawaiian Civic Club meetings and for discussion with who ever is interested in the topics.

makes a nice ba for an excellent work shop! J/Okim

Peter K. Apo
Waianae Hawaiian Heritage Cultural Center
P.O. Box 1184
Waianae, Hi. 96792

Oct. 15, 1975

Polynesian Voyaging Society
P.O. Box 6037
Honolulu, Hi. 96818

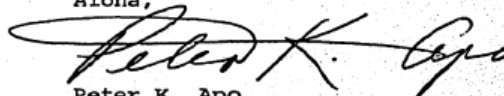
Dear Sirs:

Please accept my mahalo and congratulations for the excellent workshop program at Kualoa Park. Our organization, a government funded culture & arts project, intends to follow suit with several youth-oriented workshop campouts at our project site now under construction on the Waianae Coast. Part of our program will include the construction of a 40' double canoe for instructional use in navigation, fishing, canoe building, etc. Your workshop was certainly an inspiration toward motivating us in executing our program.

Mahalo for sharing your information.

my brother Please forward me a list of your membership rates. I would like to subscribe and help the cause.

Aloha,



Peter K. Apo
Project Director

NK/pka
Enclosure

*rec'd 10/17/75
CZ
AB
SM
P.F.*

POLYNESIAN VOYAGING SOCIETY
October 10-13, 1975 Workshop Evaluation

Circle the number which best satisfies your opinion of the day sessions. Additional comments will be appreciated.

1 2 3 4 5
Poor Fair Good Excellent Superior

Session 1: Polynesian Canoes

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 2: Rigging, Lashing and Sailing a Polynesian Canoe

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 3: Lauhala and Coconut Weaving, Sennit Making

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 4: Foods and Plants for Sea Voyaging

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Comments for sessions 1-4:

Would have liked more advance information (printed material) regarding the specific workshops subject matter.

Your criticisms and comments on the evening sessions will be most helpful.

Friday Evening Orientation: DID NOT ATTEND EXCELLENT

Saturday Evening lectures and films: DID NOT ATTEND

Sunday Evening panel discussion and Hō'ike: DID NOT ATTEND

General questions:

1. Was the location and camp facilities adequate for this type of workshop? Yes, it was excellent.

2. Are there additional related areas of instruction or discussion that you would have liked us to cover?

Yes...more orientation re: voyaging theories relative to the migrations and settlement of Hawaii.

3. If you are a student or teacher how will you use the information gained at this workshop? (Even if you are not a student or teacher, how will you use the information gained?)
To incorporate into planned Hawaiiana workshops-campouts in the Waianae Hawaiian Heritage Cultural Center project site, including a government funded program for construction of a 40' Double Canoe.

POLYNESIAN VOYAGING SOCIETY

P.O. Box 6037, BISHOP MUSEUM, Honolulu, Hawaii 96818 (808) 841-3966

Dear Les,

Listed below are the receipts for the \$300.00 we were allotted for the materials, supplies and food required for the PVS Workshop Oct. 10-13, 1975.

Rental of Datsun Truck.....	\$ 20.00
Gas (for Datsun Truck).....	12.01
Reimburse LeVan Sequiera (SeaFlight Ticket).....	20.00
Materials and Supplies.....	70.73
Food (approx 17 people 3 meals per day).....	166.92
Polynesian Culture Center	
* for 65 coconut fronds.....	10.00
	\$ 299.66

\$300.00
\$299.66

Balance due .34

Ch\$
1177 - 250.00
1174
50.00
300.00

PRESIDENT
BEN R. FINNEY, PH.D.

BOARD OF
DIRECTORS
PAIGE KAWALO
BARBER

LARRY A.
BURKHALTER J.D.
FRED CACHOLA, M.D.

RUDY CHOY

KENNETH P.
EMORY, PH.D.

CHARLES THOMAS
HOLMES, M.P.H.

KIMO (JAMES) C.
HUGHO

HERB KAWAINUI
KANE, M.F.A.

DAVID LEWIS, M.D.

FRANK TABRAH, M.D.

FRANK WANDELL

AUGUST YEE

BENJAMIN S.C.
YOUNG, M.D.

CARL LINDQUIST

ADVISORS TO
THE BOARD

BRUCE BENSON

RONALD MAKAULA
DELACRUZ

WALLACE FROISETH

MOKU FROISETH

MOE KEALE

M. K. BRUSS
KEPPELLER

KALA KUKEA

CARL LINDQUIST

TAY PERRY

COLIN PERRY

GAIL PREJEAN

R. KIMBAL
THOMPSON

LOUIS VALIER

DOUGLAS YEN, PH.D.

HAWAII



TAHITI

BICENTENNIAL VOYAGE OF REDISCOVERY
HOE AKU I KA WA'A

POLYNESIAN VOYAGING SOCIETY

P.O. Box 6037, BISHOP MUSEUM, Honolulu, Hawaii 96818 (808) 841-3966

PRESIDENT
BEN R. FINNEY, PH.D.

BOARD OF
DIRECTORS
PAIGE KAWELO
BARBER

LARRY A.
BURKHALTER J.D.
FRED CACHOLA, M.D.

RUDY CHOY
KENNETH P.
EMORY, PH.D.

CHARLES THOMAS
HOLMES, M.P.H.
KIMO (JAMES) C.
HUGHO

HERB KAWAINUI
KANE, M.F.A.

DAVID LEWIS, M.D.

FRANK TABRAH, M.D.

FRANK WANDELL

AUGUST YEE

BENJAMIN S.C.
YOUNG, M.D.

CARL LINDQUIST

ADVISORS TO
THE BOARD

BRUCE BENSON

RONALD MAKAULA
DELACRUZ

WALLACE FROISETH

MOKU FROISETH

MOE KEALE

H. K. BRUSS
KEPPELLER

KALA KUKA

CARL LINDQUIST

TAY PERRY

COLIN PERRY

GAIL PREJEAN

R. KIMBAL
THOMPSON

LOUIS VALIER

DOUGLAS YEN, PH.D.

Dear Les,

Listed below are the names of people working as
instructors at the PVS workshop who are entitled
to Honorariums:

Mrs. Kathryn Maunakea.....	\$ 60.00	1204
Mr. Liebert O'Sullivan.....	40.00	1205
June Gutmanis.....	25.00	1206
Ruby Johnson.....	15.00	1207
Homer Hayes.....	15.00	1208
LeVan Sequeira.....	20.00	1209
Sam Kaai.....	20.00	1210
Don Anderson.....	20.00	1211

TOTAL

\$ 215.00

Sandi Maile

HAWAII



TAHITI

BICENTENNIAL VOYAGE OF REDISCOVERY
HOE AKU I KA WA'A

POLYNESIAN VOYAGING SOCIETY

P.O. Box 6037, BISHOP MUSEUM, Honolulu, Hawaii 96818 (808) 841-3966

PRESIDENT
BEN R. FINNEY, PH.D.

BOARD OF
DIRECTORS
PAIGE KAWALO
BARBER
LARRY A.
BURKHALTER J.D.

FRED CACHOLA, M.D.

RUDY CHOY
KENNETH P.
EMORY, PH.D.

CHARLES THOMAS
HOLMES, M.P.H.
KIMO (JAMES) C.
HUGHO

HERB KAWAINUI
KANE, M.F.A.
DAVID LEWIS, M.D.

FRANK TABRAH, M.D.

FRANK WANDELL
AUGUST YEE

BENJAMIN S.C.
YOUNG, M.D.

CARL LINDQUIST

ADVISORS TO
THE BOARD

BRUCE BENSON

RONALD MAKAULA
DELACRUZ

WALLACE FROISETH

MOKU FROISETH

MOE KEALE

H. K. BRUSS
KEPPELLER

KALA KUKEA

CARL LINDQUIST

TAY PERRY

COLIN PERRY

GAIL PREJEAN

R. KIMBAL
THOMPSON

LOUIS VALIER

DOUGLAS YEN, PH.D.

Dear Les,

For Mileage reimbursement... from Sept 1, -Oct 15, 1975

Approximately 400 miles within 45 days @ .15 per mile
Balance due \$60.00.. A good deal of time spent
travelling from Museum to Aualoa Regional Park for
the workshop.

Sandra Maile

Ch \$
1203
10/23

HAWAII



TAHITI

BICENTENNIAL VOYAGE OF REDISCOVERY
HOE AKU I KA WA'A

WORKSHOP

Peter K. Apo
Waianae Hawaiian Heritage Cultural Center
P.O. Box 1184
Waianae, Hi. 96792

Oct. 15, 1975

Polynesian Voyaging Society
P.O. Box 6037
Honolulu, Hi. 96818

Dear Sirs:

Please accept my mahalo and congratulations for the excellent workshop program at Kualoa Park. Our organization, a government funded culture & arts project, intends to follow suit with several youth-oriented workshop campouts at our project site now under construction on the Waianae Coast. Part of our program will include the construction of a 40' double canoe for instructional use in navigation, fishing, canoe building, etc. Your workshop was certainly an inspiration toward motivating us in executing our program.

Mahalo for sharing your information.

*very
briskly* Please forward me a list of your membership rates. I would like to subscribe and help the cause.

Aloha,

Peter K. Apo

Peter K. Apo
Project Director

NK/pka
Enclosure

*kind 10/17/75
CZ
AB
SM
E.F.*

POLYNESIAN VOYAGING SOCIETY
October 10-13, 1975 Workshop Evaluation

Circle the number which best satisfies your opinion of the day sessions. Additional comments will be appreciated.

1 2 3 4 5
Poor Fair Good Excellent Superior

Session 1: Polynesian Canoes

1. Adequate written materials	1	2	3	4	5
2. Instructors knowledge	1	2	3	4	5
3. Adequate time for instruction	1	2	3	4	5
4. Sessions location	1	2	3	4	5

Session 2: Rigging, Lashing and Sailing a Polynesian Canoe

1. Adequate written materials	1	2	3	4	5
2. Instructors knowledge	1	2	3	4	5
3. Adequate time for instruction	1	2	3	4	5
4. Sessions location	1	2	3	4	5

Session 3: Lauhala and Coconut Weaving, Sennit Making

1. Adequate written materials	1	2	3	4	5
2. Instructors knowledge	1	2	3	4	5
3. Adequate time for instruction	1	2	3	4	5
4. Sessions location	1	2	3	4	5

Session 4: Foods and Plants for Sea Voyaging

1. Adequate written materials	1	2	3	4	5
2. Instructors knowledge	1	2	3	4	5
3. Adequate time for instruction	1	2	3	4	5
4. Sessions location	1	2	3	4	5

Comments for sessions 1-4:

Would have liked more advance information (printed material) regarding the specific workshops subject matter.

Your criticisms and comments on the evening sessions will be most helpful.

Friday Evening Orientation: DID NOT ATTEND EXCELLENT

Saturday Evening lectures and films: DID NOT ATTEND

Sunday Evening panel discussion and Hō'ike: DID NOT ATTEND

General questions:

1. Was the location and camp facilities adequate for this type of workshop? Yes, it was excellent.

2. Are there additional related areas of instruction or discussion that you would have liked us to cover?

Yes...more orientation re: voyaging theories relative to the migrations and settlement of Hawaii.

3. If you are a student or teacher how will you use the information gained at this workshop? (Even if you are not a student or teacher, how will you use the information gained?)

To incorporate into planned Hawaiiana workshops-campouts in the Waiānae Hawaiian Heritage Cultural Center project site, including a government funded program for construction of a 40' Double Canoe.

1255
 mail 10/17/67
 C.S.
 S.M.
 P.D.
 B.F.
 K.C.

The whole workshop was too long. Although the instructors personally knew subject matter, not all were experienced in the presentation of material. Consequently, most of them were not well organized in this regard despite whatever knowledge they may have possessed. The younger ones were almost flippant sometimes in some of the remarks they made. E.G. the instructor on banana fiber rope making would make humorous comments on fishbones made from human bones. To a neophyte, it gave a distorted picture of ancient Hawaiians for it implied something terribly primitive. That kind of off-hand remark given without references can be received with offense. It is an example of the typical kind of attitude one can find in haoles who evince interest in Hawaiiana and show how surface that interest is with imperceptive observations. It was not appreciated.

Since the instructor did not have to motivate the student to learn (the student's presence at the workshop indicated his desire to acquire further knowledge) the lessons should have been much more organized by each instructor. Perhaps the staff should have reviewed the presentations each instructor was to make prior to the actual camp. Instructors would then have had some time to modify enlarge and make their lessons more meaningful. I realize this is next to impossible with the use of volunteers but you are charging money to the students and they are spending more time and money with camp expenses etc.

The use of photographers was okay but there were times when they were just plain in the way and when some of the instructors would play up to them instead of concentrating on those students who were on hand to learn something. One can readily acknowledge that NATIONAL GEOGRAPHIC is indeed prestigious but couldn't you have staged the stuff for them at a different time?

You worked very very hard and it seemed that only a few did most of the work. Perhaps the society should realize that every effort should be made in the future to get more staff in on the planning sessions.

When the various parts of the canoe ^{were} identified in class sessions on the screen, wouldn't it have been better to go to the canoe and actually point out the parts. The use of the movie screen with the annoying pointing device is just plain silly when a real canoe sits only a few feet offshore. When one was on the canoe, no effort was made to point out the proper paddling technique. I think talking about navigational methods would have been easier to point out then. A classroom follow up would have then been more effective.

I think your staff should have met for a day session at least to coordinate efforts between each other and to better facilitate their lesson plans so that the general objectives would be better met. The sequential approach could have been more clarified and described. It seemed hodge-podge.

There was something very Hollywood-Hawaii 5-0 about the Awa Ceremony. I think cultures who still practice it would have found it ~~very~~ pretentious. Let's leave some of the ancient rituals in dignified history.

The lauhala instructors were very good and an example of a gentle and generous Hawaiian spirit. However, we were not sure whether the weaving was the kind actually used for sails or not and we were reluctant to appear pushy by asking so that the answer might be embarrassing to both parties.

The society should have prepared all the meals for the instructors. The fend for yourself approach is not good for building esprit de corp among the staff and for giving cohesion. It's important to build staff attitudes and pride and that means including the paddlers and volunteer errand runners etc.

POLYNESIAN VOYAGING SOCIETY
October 10-13, 1975 Workshop Evaluation

Circle the number which best satisfies your opinion of the day sessions. Additional comments will be appreciated.

1 2 3 4 5
Poor Fair Good Excellent Superior

Session 1: Polynesian Canoes

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | ④ | 5 |
| 2. Instructors knowledge | 1 | 2 | ③ | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | ③ | 4 | 5 |
| 4. Sessions location | 1 | ② | 3 | 4 | 5 |

Session 2: Rigging, Lashing and Sailing a Polynesian Canoe

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | ④ | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | ⑤ |
| 3. Adequate time for instruction | 1 | 2 | ③ | 4 | 5 |
| 4. Sessions location | 1 | 2 | ③ | 4 | 5 |

Session 3: Lauhala and Coconut Weaving, Sennit Making

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | ④ | 5 |
| 2. Instructors knowledge | 1 | 2 | ③ | 4 | 5 |
| 3. Adequate time for instruction | 1 | ② | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | ③ | 4 | 5 |

Session 4: Foods and Plants for Sea Voyaging

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | ④ | 5 |
| 2. Instructors knowledge | 1 | 2 | ③ | 4 | 5 |
| 3. Adequate time for instruction | 1 | ② | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | ③ | 4 | 5 |

Comments for sessions 1-4: _____

Your criticisms and comments on the evening sessions will be most helpful.

Friday Evening Orientation: _____

Saturday Evening lectures and films: _____

Sunday Evening panel discussion and Hō'iike: _____

General questions:

1. Was the location and camp facilities adequate for this type of workshop?

2. Are there additional related areas of instruction or discussion that you would have liked us to cover?

3. If you are a student or teacher how will you use the information gained at this workshop? (Even if you are not a student or teacher, how will you use the information gained?)

POLYNESIAN VOYAGING SOCIETY
October 10-13, 1975 Workshop Evaluation

Rec'd 11/20/75

Circle the number which best satisfies your opinion of the day sessions. Additional comments will be appreciated.

1 2 3 4 5
Poor Fair Good Excellent Superior

Session 1: Polynesian Canoes

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 2: Rigging, Lashing and Sailing a Polynesian Canoe

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 3: Lauhala and Coconut Weaving, Sennit Making

- | | | | | | |
|----------------------------------|---|---|---|---|--------|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 none |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Session 4: Foods and Plants for Sea Voyaging

- | | | | | | |
|----------------------------------|---|---|---|---|---|
| 1. Adequate written materials | 1 | 2 | 3 | 4 | 5 |
| 2. Instructors knowledge | 1 | 2 | 3 | 4 | 5 |
| 3. Adequate time for instruction | 1 | 2 | 3 | 4 | 5 |
| 4. Sessions location | 1 | 2 | 3 | 4 | 5 |

Comments for sessions 1-4: Very interesting

I like to participate - Would like to know more

Food & Lauhala (need more time prep)

For Poly Canoes - Would be better if able to actually
at Beaham Ponds pointed out on canoe listed slides, some at
Your criticisms and comments on the evening sessions will be most
helpful. Beah

Friday Evening Orientation: _____

Saturday Evening lectures and films: good - informative

Sunday Evening panel discussion and Hō'ike: good - informative

General questions:

1. Was the location and camp facilities adequate for this type of workshop? Yes - too bad the Hōkūle'a wasn't there physically

2. Are there additional related areas of instruction or discussion that you would have liked us to cover?

Since Kaula was a Training ground for martial arts (sports)
Could have had that also - maybe an evening affair
3. If you are a student or teacher how will you use the information gained at this workshop? (Even if you are not a student or teacher, how will you use the information gained?)

In Classroom - Elementary & have students told T.
actually carry on projects - then not in 4 have
teach them. & then in class

1925
Aloha mai e nā hoa

"Kaulana kou inoa, Kualoa e, o nā 'oli'oli o nā ali'i i hala"

"Kualoa your name is well known for the joys of past chiefs"

(Hawaiian Mele)

Kualoa is listed in the National Register of Historic Places and is adjacent to Moli'i Fishpond, one of the best examples of an operational fishpond also listed in the National Register and designated of National Significance.

Kualoa literally means "long back (ridge)". The land division of Kualoa was called Pali-ku in the old days and mentioned in some of the geneology chants as the birth place of the first Hawaiian, Haloa, leading to the name of the ridge-line being called "Mo'okapu 'o Haloa". It is said that this land was well-liked by Kane (one of the Hawaiian gods) and that he would often rest here with a friend. The highest rise above Kualoa is called Kanehoalani (heavenly companion of Kane).

Kualoa was considered one of the most sacred places in ancient times, and was a place to train the keiki ali'i (children of the chiefs). When ali'i or the mo'i (supreme sovereignty) were in residence, the sails of the canoes passing Kualoa would be lowered in respect of the mana (divine power) and of the courage of Kaha'i, the Polynesian navigator and adventurer who once lived in the neighboring valley of Hakipu'u.

Legends tell us a mo'onui (large lizard) named Mokoli'i lived near the sandy beach and calm waters of Kualoa. When the sister of Pele, Hi'iaka, passed this way on a journey to Kaua'i, she was forced to call in an oli (chant) to Pele asking for the mana to destroy the mo'onui. In shame of being beaten by this young girl, Mokoli'i put his head in the water and up came the end of his tail which Hi'iaka chopped off and turned to rock.

Other legends tell us many stories, such as the ones of Kamapua'a, the pig child making holes in the mountain while running away from Pele, and of U Niho Kahi, the one-toothed shark who in turn for friendship and food would nibble the heels of swimmers to warn them of the coming of mano 'ai kanaka (sharks that eat people).

The people who cultivated the land for the mea 'ai (foods), the ones who read the clouds and knew what each wind would bring, these were the ones who gave life to our life style now and who believed Kualoa was an aina 'ihi'ihii (sacred land). Though the physical monuments left by the po'e kahiko (ancient people) are gone, their mana is still alive and felt when seeing the beauty of this land with the mountains and the sea and hearing an ancient mele (song) sharing the spirit of Aloha.

Oka mea maika'i malama, a o ka mea maika'i 'ole kapae 'ia

POSSIBLE LESSON PLAN

Goal: To learn about the early Polynesians through the medium of the canoe.

Objective: To learn about the canoe Hokule'a, which will be used during the Bicentennial Celebration.

Possible Questions to be Explored:

1. What designs do you think the Polynesians used on canoes that were used to travel long distances? Why? Try designing a canoe, and explain what each part of the canoe would be used for.
2. What type of food do you think the early Polynesians brought with them? How were they preserved for the long journey?
3. How long do you think such a journey would take? How did the Polynesians know in which direction to go? How could they have recorded the journey?
4. What type of person would want to go on such a journey? What do you think the composition of the crew was? What would happen if someone shirked his responsibilities? What if someone became ill?
5. Would you go on a journey such as this to a place you did not know much about, and knowing your chance of returning home was very slim? Under what circumstances would you leave Hawaii and go to live on an as yet unexplored island?

Activities: Visit the Hokule'a at Kualoa Regional Park.

Listen to ocean specialists explain about the Hokule'a.

Discuss the above questions and possible answers or conjectures.

Read about the early Polynesians in National Geographic, Dec. 1974 issue. Your school has copies.

Call the Bicentennial Celebration Committee to see what other activities are going to take place. Call the Polynesian Voyaging Society to see how you can help with the Hokule'a or to learn more about the actual voyage from Hawaii to Tahiti in 1976.

See films on the early Polynesians.

HAWAII'S WA'A KAULUA

INTRODUCTION

1976 will herald the 200th anniversary of the signing of the Declaration of Independence. An official part of the United States Bicentennial Celebration will be Hawaii's voyage into the past. On March 8, 1975, a large double-hulled canoe (wa'a kaulua) was launched at Kualoa, Koolau Poko, Oahu, into the northern sector of Kaneohe Bay. The wa'a kaulua, a sixty-foot long replica of an ancient Polynesian voyaging craft, represents a year of construction and a tradition which has its roots, not in the contemporary recorded historical past, but in the antiquity of three to four millenium ago.

POLYNESIAN VOYAGING SOCIETY

The organization behind the canoe's construction is the Polynesian Voyaging Society, a non-profit community group dedicated to the research of and education concerning Polynesian voyaging canoes, navigation systems, and arts and artifacts.

RESEARCH

The project is based on scientific research. The Renaissance gave man the scientific inquiry approach in which a question is posed, a hypothesis formulated, and research done to produce and gather new data. The new data either refines or generates more hypotheses.

QUESTION OF ORIGIN OF FIRST HAWAIIANS

The central question of Polynesian history is: how were the islands of Polynesia first discovered and settled? How did the Polynesians, who lacked the tools, ships, and navigational instruments which made European exploration possible, spread over the expansive triangle formed by Hawaii, Easter Island, and New Zealand?

ONE VIEW

The dominant view was that Polynesian settlement resulted from intentional voyages of exploration and colonization. Since 1957, however, internationally known anthropologists, geographers, historians, and other social scientists have been polarized. In that year, one anthropologist declared that the discovery and settlement of Polynesia was an accidental process that occurred through a series of unintentional drift voyages and randomly directed group exile voyages.

Technological deficiencies in the way of navigational instruments, lack of keels or centerboards, and the use of vegetable fiber rope in place of metal fasteners convinced the scientist that long range and intentional two-way voyaging, involving exploratory probes followed by colonizing expeditions, was out of the question so far as the early Polynesians were concerned.

ANOTHER VIEW

It soon became apparent from the heated controversy that there was very little technical knowledge. In the mid-60's, a number of researchers looked to experimental methods which would yield new data. Experiments utilizing and testing the Polynesian star navigation system, sailing, and paddling were conducted. The results indicate that: 1) drifting canoes were an unlikely explanation for settling Polynesia; 2) the Polynesian double-hulled canoe was well adapted for deep-sea voyaging under sail; and 3) the Polynesian navigation system was accurate enough for long-distance intentional voyaging. It would seem that while drift voyaging may have accounted for some island discoveries, the majority of Polynesian islands were discovered and settled through intentional sailing expeditions. This is especially true in Hawaii's case. A canoe drifting up from the Marquesas or Tahiti would have been pushed too far west by the prevailing easterly tradewinds.

NEED FOR RESEARCH

There are traditional evidences of two-way voyaging between Tahiti and Hawaii, but they are challenged by scientists who require more extensive and realistic canoe sailing and navigational experiments. Only then can a general statement be made about Polynesian voyaging. The Polynesian Voyaging Society is attempting to gather the required data through vigorous testing by sailing its 60-foot long canoe from Hawaii to Tahiti and back, using only ancient and traditional navigation methods.

The sea trials before the voyage and the voyage itself should yield realistic data on the performance characteristics of a large double-hulled voyaging canoe. Pre-voyage trials will concentrate on how well the canoe sails to the windward, as such knowledge is essential for the two-way trip.

OBJECTIVES FOR RESEARCH

Research will be concentrated on four main areas:
1) Canoe performance, handling and seaworthiness;
2) Non-instrument navigation; 3) Diet and physiology;
4) Transportation of plants and animals.

CANOE PERFORMANCE AND HANDLING

During the sea trials, the canoe will be instrumented to compute the speed and direction of canoe travel relative to the true wind's speed and direction. Other performance notations will be made on varying steering, paddle angles, varying sail angle, and hull movement. These and other questions regarding the stability and seaworthiness of the canoe will constitute the most precise and comprehensive data on a Polynesian canoe's sailing performance.

CANOE DESIGN

The canoe's design represents the type of canoe that Polynesians would have used for long voyages in Eastern Polynesia some 800 years ago. The Polynesians favored a double-hulled vessel over the single-hulled outrigger canoe for long distance voyaging because of its stability and extra carrying capacity. The canoe is 60 feet long overall, with a beam of 15 feet. Each hull is 3.5 feet wide and 5 feet deep; the hulls are held together by ten cross-pieces. The canoe weighs 5 tons and has a carrying capacity of 7.5 tons. There are two masts, each with a Polynesian sprit sail, for sailing large steering paddles and sweeps are used for steering, and smaller paddles for auxiliary power. Although modern methods were used in the construction, much attention is given to duplicating traditional components and materials of the canoe.

NON-INSTRUMENT NAVIGATIONAL TECHNIQUES

Non-instrument navigation will mean extensive training for crew members, who will learn the traditional methods of Polynesian navigators such as the non-instrument sighting of stars for night steering and latitude determination; observation of sun, wind, and sea swells for day steering; and observation of swell-pattern interruption, flight patterns of island-based birds and other phenomena for detecting proximity of islands before they are directly visible. No charts or instruments of any kind will be carried aboard the canoe; but a comprehensive account of how these methods are combined and what degree of accuracy they allow in long range voyages will be recorded.

DIET AND PHYSIOLOGY

Physiological tests designed to record metabolic rates and water consumption will be calculated daily under a variety of sailing conditions. From this data, estimates can be made to provision the canoe accordingly. Fresh foods like bananas, sweet potatoes, fish, and coconuts make up a small part of the voyager's diet. The bulk of food consumed will be specially prepared to keep for months at sea: dried fish, partially dehydrated and fermented pastes made from taro or breadfruit, and pandana flour.

TRANSPORTATION OF PLANTS AND ANIMALS

Transporting plants and animals was an important function of Polynesian colonists. Potential home-sites generally abounded in protein sources like fish, seabirds, and seabird eggs. To supplement protein sources, the Polynesian carried pigs, dogs, and chickens on the voyages. Cultivated staples such as taro, sweet potatoes, yams and breadfruit were carried for future propagation; also carried were plants such as the kukui, hala, hau and koa. Methods of keeping animals healthy and plants viable are being studied.

LOGISTICS

Departure for Tahiti is scheduled for April, 1976. Although each leg of about 3,000 nautical miles should take about 25 to 40 days, six months will be allowed for the round trip to compensate for the waiting of favorable winds at each departure point. The canoe should return by August. At that time, it would be appropriate for us to remember Kamahualele's address at Hilo Bay when he arrived from Tahiti in Mo'ikeha's canoe:

Behold Hawai'i, an island, a people,
The people of Hawai'i.
The people of Hawai'i
Are the offspring of Tahiti.

DOCUMENTS CAPTURED AS RECEIVED

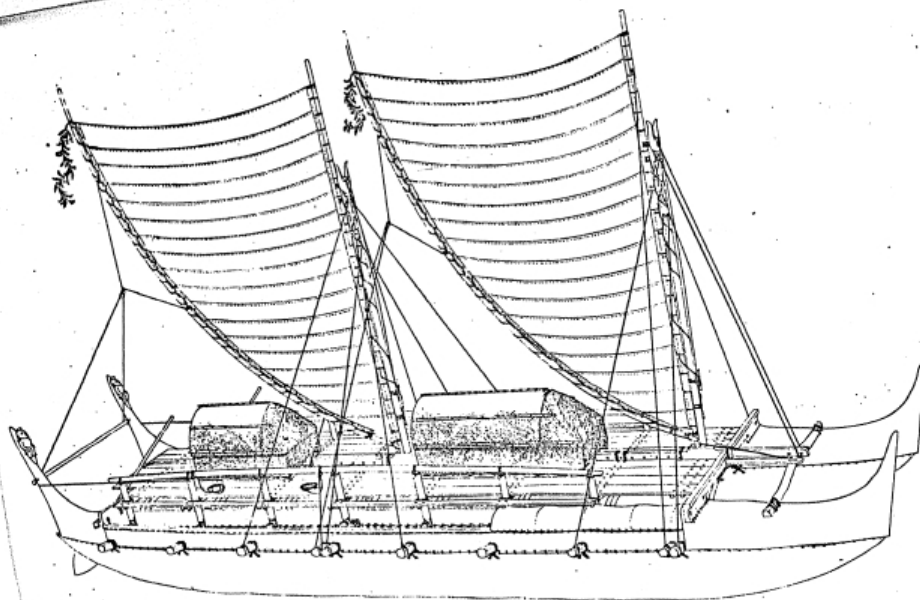


Chart II

DOCUMENTS CAPTURED AS RECEIVED

On the
file P.V.S.

ILLEGIBLE



**RENTAL
PARTY SUPPLIES**

Complete Catering Service

PHONE 537-5281

40 S. SCHOOL ST., HONOLULU, HAWAII

AMERICAN, JAPANESE, HAWAIIAN FOODS - INVITATIONS - SUIT RENTALS
FLOWERS - CAKES - PHOTOGRAPHY AND ETC.
ORCHESTRA - ENTERTAINMENT - RENTAL OF LUUAU AND OTHER EQUIPMENT
ROASTING - LAU LAU - KALUA PIG

Charge C.O.D.

DATE

May 25, 1974

To

Polynesian Village

Phone

237-8284

For

Luau Kualoa Park

Phone

257-8473

(C.O.D. P.O.)

Service Rendered

May 25, 1974

QUAN.	COST	DESCRIPTION	DEBIT	CREDIT	BALANCE
60	440	Food Service	264.00		
		4% tax	10.56		
		delivery	7.00		
					\$281.56
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> PAID 5-24-74 </div>					

CONDITIONS OF SALE

- I (we) hereby agree to pay the amount due, as evidenced by this account, not later than seventy-two (72) hours prior to the date of party hereinabove set forth; I (we) further agree to the following terms and conditions:
 - Title and right of possession of the supplies herein shall remain with KANEDA'S, and I (we) agree to return all supplies in good condition and to replace any articles lost.
 - In the event that a delinquent account is placed in the hands of an attorney or a licensed collector for collection, I (we) agree to pay, in addition to the amount of said account and interest at one per cent (1%) per month, an amount equal to thirty-three and one-third per cent (33 1/3%) of the balance due to cover costs of collection, including a reasonable attorney's fee.
- I (we) hereby deposit the sum of \$_____ for the rental of the hall and the sum of \$_____ as part payment of the food ordered herein. In the event that I (we) cancel said date of party without the prior written consent of Kaneda's or in the event payment is not made as herein provided, all sums deposited shall be retained by Kaneda's as liquidated damages and not as a penalty. I (we) further agree that I (we) shall reimburse Kaneda's for any and all other charges or loss of profit caused by my (our) cancellation of a scheduled party.

SIGNED:

DATE CALLED:

CONFIRMED BY:

ILLEGIBLE



RENTAL PARTY SUPPLIES

Complete Catering Service
PHONE 537-5281 40 S. SCHOOL ST., HONOLULU, HAWAII

AMERICAN, JAPANESE, HAWAIIAN FOODS - INVITATIONS - SUIT RENTALS
FLOWERS - CAKES - PHOTOGRAPHY AND ETC.
ORCHESTRA - ENTERTAINMENT - RENTAL OF LUAAU AND OTHER EQUIPMENT
ROASTING - LAU LAU - KALUA PIG

Charge C.O.D. DATE May 11, 1974
To Polyneesian Voyaging Society
To Mr. Chuck Shipman 2378289
Loc. Kualoa Park, Kaneohe Bay
(By Chinaman Rot)
Del. 12:00 noon May 11, 1974
Service rendered May 11, 1974

QUAN.	COST	DESCRIPTION	DEBIT	CREDIT	BALANCE
60	160	Box luncheon	96.00		
		Delivery	7.00		163.00
		1 maki			
		1 cone			
		1 ham			
		1 shrimp tempura			
		veg "			
		potato "			
		shrimp chicken			
		Salad			
					Paid in full

CONDITIONS OF SALE

1. I (we) hereby agree to pay the amount due, as evidenced by this account, not later than seventy-two (72) hours prior to the date of party herein. I (we) further agree to the following terms and conditions:
a) Title and right of possession of the supplies hereon shall remain with KANEDA'S, and I (we) agree to return all supplies in good condition and to replace any articles lost.
b) In the event that a delinquent account is placed in the hands of an attorney or a licensed collector for collection, I (we) agree to pay, in addition to the amount of said account and interest at one per cent (1%) per month, an amount equal to thirty-three and one-third per cent (33 1/3%) of the balance due to cover costs of collection, including a reasonable attorney's fee.
2. I (we) hereby deposit the sum of \$_____ for the rental of the hall and the sum of \$_____ as part payment of the food ordered herein. In the event that I (we) cancel said date of party without the prior written consent of Kaneda's or in the event payment is not made as herein provided, all sums deposited shall be retained by Kaneda's as liquidated damages and not as a penalty. I (we) further agree that I (we) shall reimburse Kaneda's for any and all other charges or loss of profit caused by my (our) cancellation of a scheduled party.

SIGNED:

DATE CALLED:

CONFIRMED BY:

ILLEGIBLE

Kaneda's

**RENTAL
PARTY SUPPLIES**

Complete Catering Service

PHONE 537-5281

40 S. SCHOOL ST., HONOLULU, HAWAII

AMERICAN, JAPANESE, HAWAIIAN FOODS - INVITATIONS - SUIT RENTALS
FLOWERS - CAKES - PHOTOGRAPHY AND ETC.
ORCHESTRA - ENTERTAINMENT - RENTAL OF LUAU AND OTHER EQUIPMENT
ROASTING - LAU LAU - KALUA PIG

Est.

Charged C.O.D.

DATE

May 4, 1974

To *Polynesian Voyaging Society*

To *Mr. Chelck Shipman*

Loc. *Kukula Park*

Phone *2378289*

Kaneohe Bay (By Chairman Est.)

12:00 *Be there* Service Rendered *May 4 1974*

QUAN.	COST	DESCRIPTION	DEBIT	CREDIT	BALANCE
70	185	Box Cumber	129.50		
70	209	Harpin	14.00	<i>separate</i>	
		Delivery	7.00		150.50
		Lau Lau			
		Chicken Luau			
		Poi			
		Lomi Salmon			

C.O.D.

CONDITIONS OF SALE

*Polynesian Voyaging Society
2467 Ala Moana Pl.
Honolulu, HI 96819*

I (we) hereby agree to pay the amount due, as evidenced by this account, not later than seventy-two (72) hours after the date of this invoice. I (we) further agree to the following terms and conditions:
(a) Title and right of possession of the supplies hereon shall remain with KANEDA'S, and I (we) agree to return all supplies in good condition and to replace any articles lost.
(b) In the event that a delinquent account is placed in the hands of an attorney or a licensed collector for collection, I (we) agree to pay, in addition to the amount of said account and interest at one per cent (1%) per month, an amount equal to thirty-three and one-third per cent (33 1/3%) of the balance due to cover costs of collection, including a reasonable attorney's fee.
25. I (we) hereby deposit the sum of \$_____ for the rental of the hall and the sum of \$_____ as part payment of the food ordered herein. In the event that I (we) cancel said date of party without the prior written consent of Kaneda's or in the event payment is not made as herein provided, all sums deposited shall be retained by Kaneda's as liquidated damages and not as a penalty. I (we) further agree that I (we) shall reimburse Kaneda's for any and all other charges or loss of profit caused by my (our) cancellation of a scheduled party.

SIGNED:

DATE CALLED:

CONFIRMED BY:



SUPER PRINTER

602 QUEEN STREET • HONOLULU, HAWAII 96813
TELEPHONE 533-3672

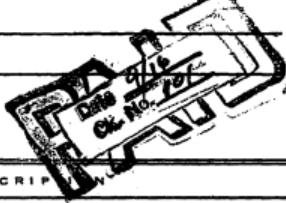
Nº 9951

DATE 9/13/74

P. O. No. _____

DUE _____

SOLD TO United Nations Society



QUANTITY	DESCRIPTION	UNIT	AMOUNT
1 EA	8 18 1/2 X 14 DS. 600/w 400/w	paid clerk	
<i>paid full 9/13/74</i>			SUB-TOTAL
			% SALES TAX
			TOTAL \$16.00

605 SOUTH STREET • HONOLULU, HAWAII 96813
 SUPER PRINTER
 TELEPHONE 553-5575

NO 9951

DATE 4/13/74
 P.O. NO. _____
 DUE _____

These have been paid off by Kuaaba workshops programs - 1000

QUANTITY	DESCRIPTION	UNIT	AMOUNT
1	28 1/2 x 1 1/2 x 8 1/2 wood w/ 40 w/o		
SUB-TOTAL			
SALES TAX			
TOTAL			60.00

4/13/74



SUPER PRINTER

602 QUEEN STREET • HONOLULU, HAWAII 96813
TELEPHONE 533-3672

No 9951

SOLD TO

HAWAIIAN MAGAZINE SOCIETY

DATE

9/13/74

P. O. No.

DUE

9/13/74

QUANTITY	DESCRIPTION	UNIT	AMOUNT
1 EA	of 18 1/2 X 14 DS. 600/w 40/w	each	
paid full			
J. L. L.			
9/13/74			
SUB-TOTAL			
% SALES TAX			
TOTAL			\$ 6.00

ILLEGIBLE

POLYNESIAN VOYAGING SOCIETY, INC.

REQUEST FOR PAYMENT

VENDOR NAME Kualoa Workshop Petty Cash Fund

VENDOR ADDRESS _____

<u>Description</u>	<u>Amount Due</u>
Food and provisions for staff and quests...	\$ 6.90
	38.40
	7.03
	5.82
Ethic materials, ti leaves, lauhala	21.80
Combination lock	2.38
Certificates, envelopes	6.83
	.81
	<u>Total \$ 99.80</u>

Approved By: _____

(All purchases must be approved by two authorized persons. Authorized persons include Committee Chairmen, the President, the Vice-President, and the Treasurer.)

No payments will be made without the attachment of invoices, and the proper approvals.

Date Paid _____

Amount Paid _____

Check Number _____

Check Signer Initial _____

POLYNESIAN VOYAGING SOCIETY

2467 AHA AINA PLACE / HONOLULU / HAWAII 96821 (808) 734 - 4910

Nov. 19, 1974

PRESIDENT

BEN R. FINNEY, PH.D.

BOARD OF DIRECTORS

PAIGE KAWELO
BARBER

LARRY A.
BURKHALTER J.D.
FRED CACHOLA, M.D.
RUDY CHOY

KENNETH P.
EMORY, PH.D.

CHARLES THOMAS
HOLMES, M.PH.

KIMO (JAMES) C.
HUGHO

HERB KAWAINUI
KANE, M.F.A.

DAVID LEWIS, M.D.

CLAIRE RAYBURN
FRANK TABRAH, M.D.

FRANK WANDELL

AUGUST YEE

BENJAMIN B.C.
YOUNG, M.D.

ADVISORS TO THE BOARD

BRUCE BENSON

RONALD MAKALULA
DELACRUZ

WALLACE FROISETH

MOKU FROISETH

MOE KEALE

H. K. BRUSS
KEPPeler

KALA KUKUA

CARL LINDQUIST

TAY PERRY

COLIN PERRY

GAIL PREJEAN

R. KIMBAL
THOMPSON

LOUIS VALIER

DOUGLAS YEN, PH.D.

Les Warren
Treasurer

Please let this letter stand as a receipt for
\$25.00, a fee ^{paid} ~~received~~ by the P.V.S. for a
class session in lauhala weaving at he Kualoa
Workshop October 12, 1974.

Mahalo

Mrs. Kakalina Maunakea

HAWAII



TAHITI

BICENTENNIAL VOYAGE OF REDISCOVERY
HOE AKU I KA WA'A

DATE
DATE

John Dignam
Robert Jones
Howard Cunningham
F. B. Fiddler
Salucia Beck
Estelle Cooper
Valerie Ann Habinjan
Virginia Amos
Kellaggy Hunt
Glenn E. Bowersox
Vivian Marie Leflar
John Miki
Jim Blanchfield
James Reicher
R. E. Schock
Hugh Murry
Mary Rush
Gene DuPont
Barbara Mills
Ralph Sprague
Nancy Kneipp
Thed. Livingston
Mike Trean
Frank Sarvan
Major C. Harkness
Mary Deann
Happy Sogawa
Barbara Mills
T. Barron
Harper Richard
Joan Aiden
Suzanne Lewis
Patricia Weber
James Lemmon
Martha Vette
Ed. Kaohalaalii
Maria Falk
Patricia Swenson
Patricia Schattaburg

[illegible]

Elsa Wittbold 22.00
(2 measuring
Victor Fagundes 20.00
620 McCully St
#602

977.00

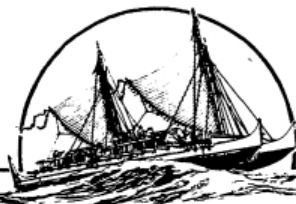
Robert M. McKiff	20.00
Eno Plumley	20.00

+ 1/5 Membership
Major C. L. Harkness
U.S. Marine Corps

	Initials	Date
Prepared By		
Approved By		

45-813 EYE-EASE
45-813 20/20 BUFF
NATIONAL

DATE	check #	Check Amount	Deposit Amount	BALANCE
1			10000	
2	5-8 PVS - General - Lunch	01 15050		
3	5-13 Receipt		97700	
4	5-13 X fee from General		10000	
5	5-13 Return X fee	03 20000		
6	5-11 Kennedy's - Lunch	02 10300		
7	5-13 P.V.S. General - Dues	04 1700		
8	Void	05		
9	5-24 Kennedy's - Lunch	06 28150		
10	5-24 P.V.S. Reimb (gen) - Lunch	07 9700		
11	6-7 Receipts		4000	316794
12	9-18 Super Printers	101 1600	92500	
13	Petty Cash	102 10000	21000	
14	Ben Frimley	103 9212		
15	From Vanderstok	104 1240		
16	Kalatinia Monahan	105 2500		
17	Craftman Club	106 6000		
18			53000	112744
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				



SOCIETY NEWS

Edited by Sharon Serene

3 DAY CAMPOUT AND POLYNESIAN SAILING WORKSHOP AT KUALOA PARK

Learn how Polynesian Canoes were paddled, sailed and navigated by signing up for our workshop which will feature guest speakers, demonstrations, and plenty of practice on Hawaiian outrigger canoes and the Society's 40-foot double-canoe. Sponsored by the City and County of Honolulu Department of Recreation and the Polynesian Voyaging Society. Organized by Chuck Shipman, Ocean Recreation Specialist with the Department of Recreation.

WHEN: ~~Friday, October 11, Saturday~~
Oct. 11, 12, 13, 14th

WHERE: Kualoa Regional Park (see map below)

FEE: \$30.00 NOTE: Participants MUST provide their own camp style food and all camping gear.

PROGRAM:

Friday, October 11, 1974 3 PM-9 PM

Check in and set up camp. After dinner speaker will be Herb Kane with slide presentation "Polynesian Voyaging Society"; films on canoe voyaging.

9 AM-12 NOON
(Beginners)

Saturday, October 12, 1974 9 AM-12 NOON 7 PM-9 PM

Introduction to course; rigging and lashing of the Hawaiian outrigger canoe; Hawaiian terms and functions of the various parts of the Hawaiian canoe; proper paddling techniques; steering and piloting the canoe.

9 AM-12 NOON
(Advanced)

Sailing the Hawaiian outrigger canoe under the ancient Polynesian spritsail.

10 AM

Bobbi Meheula of the Hawaii Foundation for Humanities and Art will give a ti leaf craft demonstration.

Continuous:

Max Stanton of Church College will be demonstrating and skill training in canoe carving, rope making, adaze making, lauhala weaving, knots and lashing, land finding techniques, and basic seamanship. Instruction will be held on the beach continuously thru Monday.

LUNCH

Tommy Holmes will be speaking on "Hawaiian Canoe Handling and Heavy Seas".

1 PM-4 PM

Surfing the Hawaiian outrigger canoe.

7 PM-9 PM

A lesson in "Astronomy and Navigation in Polynesia and Micronesia."

9 PM-12 MID.
(Advanced)

Night sailing experience for star path steering and zenith star observation.

9 AM-5 PM

Sunday, October 13, 1974

Sailing the Hawaiian double-canoe (wa'akaulua); Polynesian fishing techniques employing outriggers and double canoes.

Continuous:

George Bennett, a Specialist for the Department of Parks and Recreation, who just returned from Satawal Island, and Namalik, an island student navigator from Satawal Island, will be making and lashing adzes and will be available for questions on canoes and navigation.

DINNER

Dr. Ben Finney will be speaking on "Research on Pacific Voyaging"

(Beginners)

A discussion on "Canoe Lore of Kualoa"

(Advanced)

Open sea voyage from Kualoa to Kahana Bay (optional camp at Kahana Bay).

5 AM-7 AM

Monday, October 14, 1974 "Discovers' Day"

Advanced

Dawn voyage...Kahana Bay to Kualoa.

9 AM-3 PM

Discovers' Day Sailing Canoe Races...Kualoa to Kaneohe Bay and return, hosted by the University of Hawaii Sailing Team.

3 PM

Clean up and break camp.

Please Note:

Please bring bathing suits, a warm pullover, towels, and sun screen or hat as this is a practical course taught on the beach and in the water.

Enrollment is limited so sign up early to assure yourself a place. To reserve a place in the course, please fill out the form below and mail it, along with your check, to the Polynesian Voyaging Society, 821 A Cedar Street, Honolulu, Hawaii 96814 or call the office at 524-2662. Deadline for check and application is October 4th!!!

Polynesian Workshop Reservation

NAME _____

ADDRESS _____

PHONE _____ ☐ Adult ☐ Teen ☐ Child

Mail to: Polynesian Voyaging Society, 821 A Cedar St., Honolulu, HI, 96814



To: Mr. Young Suk Ko, Director via Ms. Jeanne Comer, Recreation Administrator

From: Chuck Shipman, Recreation Specialist

Subject: Polynesian Voyaging Workshop

Please reconsider your decision not to cosponsor this planned Polynesian Voyaging Workshop at Kualoa Park.

This event is worthy of Department of Recreation cosponsorship because it is primarily intended to provide an educational and recreational experience for any citizen of our community interested in ancient Hawaiian sealore and not primarily or secondarily to raise funds for the non-profit Bicentennial Voyaging Expedition, instructors, nor the non-profit Polynesian Voyaging Society, itself. This type of event should be at least partially user-supported and not dependent entirely on general funds. Therefore a reasonable fee must be set to defray most costs. The previous Polynesian Sailing workshop of four days and fewer events had a registration fee set at \$20 per participant and resulted in a net loss of almost \$300 to the Society, which is in need of funds itself to continue operating effectively. Therefore the fee of \$30 for individual adult participants and \$45 for families is not scheduled to create a high profit to the sponsors. In fact, because youth groups are being sponsored by the Society without charge for instruction and meals, it is to be expected that this workshop will have to be tightly managed to avoid another net loss to the Society.

This workshop has shown great appeal to diverse groups within the City and County, there is great potential knowledge to be shared between scientists, laymen, educators, recreation workers, youth and arts and crafts people all meeting together and learning together while recreating at Kualoa and its adjacent waters.

Please review the revised budget of the Polynesian Voyaging Workshop and the information about the Society itself. Note that a complete accounting of all expenses will be given to the Department as well as all revenues received for this event within 30 days after completion of activities. Also, the Society will handle all funds and bookkeeping.

Your review of this planned activity and reconsideration of cosponsorship will be greatly appreciated.

Mahalo,

Chuck Shipman, Recreation Specialist

There has been miscommunication relative to
the PVS workshops -
A prev. workshop - @ Kaneohe -

580
124
624

October 1, 1974

TO: YOUNG SUK KO, DIRECTOR
FROM: EDWIN KANENAKA (u)
SUBJECT: POLYNESIAN VOYAGING WORKSHOP

Under our policy on co-sponsorship, the Department may co-sponsor recreation activities with other organizations-- nonprofit or otherwise. However, we should not participate in functions, such as the workshop, which are intended to raise funds. Our Recreation staff feels that co-sponsorship permits the Department to use City funds for almost any activity. This is not true. The City Attorney has continuously reminded us that public funds should not be expended for the benefit of a select group.

According to the proposal, the department is to use its resources (a substantial amount) in order to produce income for the Society.

- ① Will need permit + insurance
- ② No staff time to be allowed -
all expenses to be paid by the Society
- ③ no printing by Dept.

1095	360
553	25
<u>163</u>	<u>120</u>
40	553

DOCUMENTS CAPTURED AS RECEIVED

DEPARTMENT OF PARKS AND RECREATION		623
OFFICE OF THE DIRECTOR		
TO: <i>Kosman</i>	SEP 27 1974	
..... Deputy	Date:	
..... Executive Assistant	Date Due:	
..... Management Services	Subject:	
..... Publicity & Community Relations		
..... Fiscal		
..... Parks Administrator		
..... Facilities Development		
..... Advance Planning		
..... Design and Construction		
..... Maintenance Support Services		
..... Beautification		
..... Botanic Gardens See Me	
..... Golf Courses Investigate and report	
..... Honolulu Zoo Comments and recommendations	
..... Recreation Administrator Immediate Action	
..... Recreation Support Services Draft reply for Director	
..... District I Draft reply for Mayor	
..... District II Return w/ cc of your reply	
..... District III Information	
..... District IV File	Return
COMMENTS: <i>Legality?</i>		
Date Received:		
Date Returned:		
Signature:		
P & R-9 REV. 4/73		

POLYNESIAN VOYAGING SOCIETY

2467 AHA AINA PLACE / HONOLULU / HAWAII 96821 (808) 734 - 4910

WRT

PRESIDENT
BEN R. FINNEY, PH.D.

**BOARD OF
DIRECTORS**
PAIGE KAWELO
BARBER
LARRY A.
BURKHALTER J.D.
FRED CACHOLA, M.D.
RUDY CHOY
KENNETH P.
EMORY, PH.D.

CHARLES THOMAS
HOLMES, M.P.H.
KIMO (JAMES) C.
HUGHO

HERB KAWAINUI
KANE, M.F.A.
DAVID LEWIS, M.D.
CLAIRE RAYBURN
FRANK TABRAH, M.D.
FRANK WANDELL
AUGUST YEE
BENJAMIN S.C.
YOUNG, M.D.

**ADVISORS TO
THE BOARD**
BRUCE BENSON
RONALD MAKALA
DELACRUZ
WALLACE FROISETH
MOKU FROISETH
MOE KEALE
H. K. BRUSS
KEPPEL
KALA KUKEA
CARL LINDQUIST
TAY PERRY
COLIN PERRY
GAIL PREJEAN
R. KIMBAL
THOMPSON
LOUIS VALIER
DOUGLAS YEN, PH.D.

4 October 1974

Mr. Young Suk Ko
Director, Department of Recreation
City and County of Honolulu
1455 South Beretania
Honolulu, Hawaii

Dear Mr. Ko:

As you know, the Polynesian Voyaging Society in cooperation with your Department, is holding its second Polynesian Sailing Workshop at Kualoa Park next week. The Society very much appreciates being able to use Kualoa Park for its workshops. The Society is also very pleased that your Department was able to employ our 40-foot double canoe as a "floating classroom" during the special summer program held at Nanakuli last August. We look forward to more such joint efforts to make people more aware of their Polynesian marine heritage and to give them some skills in handling Polynesian canoes.

At times working out the details on these joint programs has proved difficult, especially when the 40-foot double canoe has had to be moved from one end of the island to the other. In this connection I would like to commend Charles Shipman for his initiative in suggesting and planning these programs, and for the hard work he has put in to turn them into successful enterprises.

Sincerely yours,

Ben R. Finney
Ben R. Finney
President

HAWAII



TAHITI

BICENTENNIAL VOYAGE OF REDISCOVERY
HOE AKU I KA WA'A

AGREEMENT

This agreement made this day Sept. 24, 1974 by and between the Waianae Rap Center Program hereinafter sometimes referred to as "Program" and Sandra Maile Project Director for "Polynesian Voyaging Society" hereinafter referred to as "Contractor". For and in consideration of the covenants hereinafter set forth, the parties here to mutually agree as follows.

1. There will be a workshop October 11, thru the 14th, following up on "How the Polynesian canoe paddles, sails and navigate. Plus other skills of Hawaiians". To include demonstrations and skill developing activities. i.e.:
 1. How to make a sail
 2. Rope & Knot making
 3. Land finding techniques
 4. Celestial navigation
 5. Ancient wave charts
 6. Survival Camping
 7. Hawaiian techniques in fishing
 8. Night Sailing and related skills.
2. The workshop will be held at Camp Kualoa.
 1. The following will be available:
 1. showers
 2. bathrooms
 3. Community Kitchens
 4. Supervision
3. The Waianae Rap Center will sponsor 10 participants, and provide camping gear, food and supervision by staff of the Center.
4. The Fee will be \$30.00 per participant to be paid to the Honolulu Department of Parks & Recreation, by the Waianae Rap Center.
5. The duties of the contractor will comply with contractual requirements and objectives.

In witness whereof, the parties hereto have here unto set their hands, the day and year first above written.

Reviewed & Recommended by

Marion A. Metz

Marion A. Metz
Project Director WRC

Contractor


Sandra P. Maile

Sandra Maile
Project Director
Dept. Parks & Recreation

MRA NO. 67

September 16, 1974

TO : RECREATION SUPERVISORS (AND STAFF)
FROM : JEANNE B. COMER, RECREATION ADMINISTRATOR
SUBJECT: SPONSORED - CO-SPONSORED GROUPS



Attached is a "sample" constitution for groups associated with or sponsored by the Department of Recreation.

Those portions underlined reflect the responsibilities of the group as a "co-sponsored" or "sponsored" organization. These shall be "spelled out" to all groups and included as a part of every constitution or "guidelines" for such groups. The items include:

1. Any surplus property, if and when the organization ceases to exist, shall be turned over to the Department of Recreation.
2. Fees and/or dues shall be approved by the Department of Recreation.
3. A copy of all minutes and financial reports shall be submitted to the Department of Recreation.
4. An inventory of all property shall be submitted once a year to the Department of Recreation.
5. Financial affairs shall be audited at least once a year and reported to the Department of Recreation.
6. A staff member of the Department of Recreation shall be an "ex-officio" member of the executive board.
7. A schedule of monthly and yearly events shall be submitted to the Department of Recreation.

TERMINOLOGY: Each group or organization may use wording of its choice.

1. Name: Group, Organization, Association, Club, Council.
2. Council: representatives of a number of groups banded together.
3. Executive Board: the officers of a group or a council empowered to take action.

MRA NO. 67

-2-

September 16, 1974

4. Officers shall be designated by the group; i.e.,
Chairman, Vice Chairman, etc.
President, Vice President, etc.

Note:

A "formal" constitution may not be desired by the group, but the responsibilities of the group to the Department of Recreation remain the same.

JBC:YW

Attach. - "Sample" Constitution

cc: Y.S.Ko

POLYNESIAN VOYAGING SOCIETY SAILING WORKSHOP
Kualoa Park October 11-14 1974

Projected expenses:

A. Polynesian Voyaging Society

1. administrative services	
a. secretarial fees (160)hrs.	\$300.00
b. mailing costs	25.00
c. printing of programs and certificates	42.00
2. Canoe expenses (40 ft. double hulled canoe)	
a. transporting canoe from Hawaii Kai to Kualoa & <u>return</u>	
1. towing boat service	100.00
2. skipper's fees	100.00
3. provisions for crew	20.00
4. fuel	30.00
b. canoe maintenance after workshop i.e., recaulking, repairing damages	140.00
c. 6 large paddles for the 40 ft. canoe @ \$35.00 ea	210.00
3. Actual Workshop Expenses	
1. 12 additional life jackets @ 7.00 ea	84.00
2. 10 small canoe paddles @ 20.00 ea	200.00
3. food for 20 principal speakers incl spouses @ 2.00 per person	40.00
4. photographer's fees (incl. movie film, equipment) @ 30.00 per hr. @ 3 hrs	90.00
5. ethnic materials for arts & crafts demonstration	
a. cotton twine for lashing of canoes	30.00
b. 3/8 " manila rope for rigging canoe 1000 yds	60.00
c. coconut sennit 200yds @ 10.00	20.00
d. ti leaves and pandanus leaves	15.00
6. rental of slide projector and movie projector	20.00
7. combination lock	8.00

.....
TOTAL \$1534.00
.....

Projected Income from registration fees 52 @ 30.00 \$1560.00

Acc Rec

\$ 1495.00

1495.00
249.32
1245.68
1494.00

Kualoa Work Order Payable

Petty Cash	\$ 99.80
Ben Finney	92.12
Mr. Bram Vanderstra.	12.40
Mrs. Maunakea	25.00
C & C.	20.00
	<u>249.32</u>

1245.68

- b. Charter and by-laws of the Polynesian Voyaging Society
- c. Financial statement of the Polynesian Voyaging Society as of 30 June 1974
- d. Brief description of Scientific Experiments to be undertaken on voyage
- e. Photos of 40 ft. double-canoe at Canoe Workshop Kualoa Park
- f. Photos of 60 ft. canoe under construction

Membership

Oct 15, 1974

Kualoa Workshop (in hand)

Kualoa Workshop (take collected)

C & C. Honolulu (bare boat charter)

Bicentennial Commission

Receivables

\$ 135.00

210.00

345.00

200.00

5,000.00

5,890.00

- 5,000.00

\$ 890.00

345.00

\$ 545.00

- 210.00

335.00

Kualoa

\$ 555.00

755
135
920

Membership \$ 135.00
C & C. 200.00
Bicentennial 5,000.00
5,335.00

- (continued)*

CHECK LIST

AREA: Arena — Exhibition Building — Assembly Hall — Meeting Rooms # Concert Theatre — Waikiki Shell

ATTRACTION _____ SHOW DATES March 3, 1975
 PROMOTER _____ ADDRESS: #2 wine held for Mar 14, 1976
 STATE GENERAL EXCISE LICENSE NO.: _____ PHONE: Call Mrs. Nutsumoto
 SHOW TIME: 8 PM MAT: _____ EVENING: _____ GATES OPEN 7 PM
 RUNNING TIME: _____ INTERMISSION: 15 minutes

MOVE/IN: _____ MOVE/OUT: _____ REHEARSALS: _____

OPTION NO. _____ CONTRACT NO. _____ INSURANCE _____

BOX OFFICE: ADMISSION PRICES _____ TICKET MANIFEST _____ SIGNS _____

BOX OFFICE OPEN: DATE 9A 1-Chief Usher Revised List 1-Chief
2. Ushers No. of Sellers 2. Ushers
6. Ushers 10. Ushers

TICKETS ORDERED _____ DATE ADVANCE SALE _____

EQUIPMENT: _____

Riser Setup _____ Portable Stage Size _____

Location _____ Steps _____

Chairs _____ Tables _____

Sound System C. Hall - \$30.00 - 1/3 Arena Stage Drape _____No. of Mikes 7 Lectern \$6.00 - 1/3

Column Speakers _____ Piano Tuning _____

Piano \$45.00 - 1/3 Spotlights 3 \$7.50 per 1/3 Footlights _____ Portable Dimmer _____

Wall Dividers _____ Projector _____

Kitchen _____ Telephone Requirement _____

Waikiki Shell Angling _____

LABOR _____ REPORTING TIME _____ RATE PER HOUR _____

Electrician 1. master electrician \$28.00 per prof. d. hrs. min per manSound 1- Mr. AndersonStage Hands ? IATSE Negotiator Radio Call

Police _____

Matron _____

Security Guards _____

Ticket information - See Mr. Samuel (Box Office) Non-Profit - \$200 + 5%Chief Usher \$5.65 per hr. Commercial - \$300 + 5%Ushers \$3.00 per manGatemen \$3.30PARKING PASSES 10FIRE DEPT. _____ LIQUOR CLEARANCE _____ MUSICIANS CLEARANCE Advised

REMARKS _____

Public Show License - \$25.00

(Div. of Licensing)

Business License

Gross Income Tax

1/15 Seating Capacity - 2158

1. secure date
2. confirm date 300⁰⁰ plus sign contract
60 days before date -
should cancel here 300⁰⁰
- 3 - — check 2/29/76

Teletype

- 1- recommend two days
- 2- clearance needed thru Director
- 3- equipment
value } union wage
stage hands }
- 4- if tickets you must go thru Rex office
see other percentage
300⁰⁰ plus 5% after 3,000
gross sales.
- 5- must) intermission
- 6- note scale of mailed to H
Sample contract

OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII 96813 • AREA CODE 808 • 540-2700

YELLOW

FRANK F. FASI
MAYOR



August 18, 1976

Mr. Jack Thielen, Treasurer
Polynesian Voyaging Society
P. O. Box 6037
Honolulu, Hawaii 96818

Dear Mr. Thielen:

I understand that by payment of the sum of \$2,500.00 to the Society, the Society will make the voyaging canoe, Hokule'a, available for the Department of Parks and Recreation's Hawaiiana Program. Naturally, availability of the Hokule'a to the Department will be left to your discretion.

If the foregoing terms and conditions are acceptable by you, please place your signature on the appropriate place on this letter together with acknowledgment executed by a Notary Public and your corporate seal impressed over your signature.

Sincerely,

A handwritten signature in cursive script, appearing to read "Frank F. Fasi".

FRANK F. FASI, Mayor
City and County of Honolulu

ACCEPTED BY:

A handwritten signature in cursive script, appearing to read "Jack Thielen".
IT'S TREASURER 8/24/76

FFF:mh (Yoshiaki Nakamoto
Deputy Corporation Counsel)
bcc: Parks and Recreation
Robert P. Dye, Mayor's Office

SAMPLE CONSTITUTION

(For groups associated with or sponsored
by the Department of Recreation)

ARTICLE I NAME

The name of this (Organization) is

ARTICLE II PURPOSE AND OBJECTS

The purposes of this (Association) are:

ARTICLE III ORGANIZATION

Sec. 1 This is a non-profit (Association) sponsored (or co-sponsored) by the Department of Recreation of the City and County of Honolulu. Any property if declared surplus, and any property which exists if and when this organization ceases to exist, shall be turned over to the Department of Recreation of the City and County of Honolulu.

Sec. 2 Chapters (if applicable)

- A. A chapter of this organization shall be organized in general conformity with the Constitution and By-Laws of this (Association).
- B. Charter for chapter may be revoked if the chapter does not comply with the Constitution and By-Laws of this (Association).

ARTICLE IV MEMBERSHIP

ARTICLE V FEES AND DUES

The amount of dues and fees to be submitted shall be determined by the (Council) with the approval of the Department of Recreation.

ARTICLE VI OFFICERS

Officers shall be: a (President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Auditor) and such other officers as may be designated by the (Organization).

- A. Each officer of this (Association) shall be a member in good standing.
- B. The term of office of each officer shall be for:
- C. Officers shall be elected at:
- D. In the event of a vacancy in any office, the (Council) shall have the power to fill such vacancy for the unexpired term, except in the event of a vacancy in the office of President, the Vice-President shall automatically advance in office.

ARTICLE VII OFFICERS AND THEIR DUTIES

Sec. 1 President

- A. The President shall preside at all meetings of the (Organization) and the (Association), shall appoint the chairmen for Standing and Special Committees, and shall perform any other duties as are customary to the office of President.

Sec. 2 Vice-President

- A. If the President is unable to perform the duties of his office for any reason, the Vice-President shall occupy his position and perform his duties with the same authority as the President.

Sec. 3 Secretaries

- A. The Recording Secretary shall keep and maintain general records of the (Organization) including records of minutes. The Recording Secretary shall submit a copy of the minutes to each member (of the (Council)) and to the Department of Recreation.
- B. The Corresponding Secretary shall notify members and the Department of Recreation of all meetings at least one week in advance.

Sec. 4 Treasurer

- A. The Treasurer shall have custody of all funds and settle obligations of the (Association). He shall maintain a complete record of all assets and liabilities. He shall report on the (Association's) financial condition at each business meeting. He shall submit monthly financial reports to each member of the (Council) and to the Department of Recreation.

Sec. 5 Assistant Treasurer

- A. The Assistant Treasurer shall be the Property Manager of the (Association). He shall record all property acquired, taken out, and returned. It shall be his duty to maintain an inventory of all property belonging to the Association, and shall submit a report of his final inventory to the membership and the Department of Recreation at the first regular business meeting of the following year.

Sec. 6 Auditor

- A. The Auditor shall examine the financial affairs of the (Association), including an audit of its books and shall report his audit to the membership and the Department of Recreation at the first regular business meeting of the following year.

ARTICLE VIII EXECUTIVE BOARD

- Sec. 1 The members of the (Executive Board) shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Auditor, Respective President and Representative(s) of each Chapter of this Association. Each chapter shall be entitled to a minimum of one representative. Every member of the (Board) shall have the right to vote on all matters coming before the (Board). A staff member of the Department of Recreation shall be an ex-officio member of the (Board).
- Sec. 2 The function of the (Board) shall be to formulate policies and to direct the (Association) and its chapters in carrying out the purpose and objects as stated under Article II of the Constitution.
- Sec. 3 The President shall preside at all Board meetings. He shall cast his vote on matter only when the vote is deadlocked.
- Sec. 4 A total of (number) (Board) members, including the President or his official substitute, shall constitute a quorum at any Council meeting.
- Sec. 5 Regular (Board) meetings shall be held (frequency); however, a special meeting may be called by the President at his discretion.
- Sec. 6 All (Board) members shall hold office for a term of (time period).

- Sec. 7 Where a (Board) member absents himself from (number) consecutive (Board) meetings without a valid excuse, he shall be relieved of his position by actions of the (Board). The President or the Chapter President (in case of a Representative), with confirmation of the (Board), shall appoint his successor within 30 days.
- Sec. 8 The (Board) shall submit to the Department of Recreation (for approval) a schedule of monthly (activities) and events for each calendar year.

ARTICLE IX MEETINGS

- Sec. 1 The general membership meeting for election of officers and directors and other business shall be held in (month) of each year. (Number) members present shall constitute a quorum.
- Sec. 2 A special meeting of the general membership may be called by the President with the approval of the (Board).

ARTICLE X ELECTIONS

- Sec. 1 The President shall appoint a nominating committee of three members at the (Board's) regular meeting in (month). It shall be the function of the Nominating Committee to submit a slate of nominees for the various offices for the coming year.
- Sec. 2 The election of officers shall take place in the (month) general meeting of the Association.
- Sec. 3 Following the presentation of the slate of officers by the Nominating Committee at the (month) general meeting, the President shall conduct the election only after he has called for nominations from the floor.

ARTICLE XI AMENDMENTS

- Sec. 1 This constitution may be amended by a two-thirds affirmative vote of the members present at any regular or special general membership meeting, provided the Council has previously considered the merits of the amendments.
- Sec. 2 No amendment shall be put to vote unless the amendment has been submitted and read at the previous business meeting.

ARTICLE XII ORDER OF BUSINESS

All answers not provided for in the Constitution and By-Laws shall be governed by Robert's Rules of Order, Revised.

POLICY ON CITIZEN INVOLVEMENT

The Department of Recreation believes that a partnership with the citizens of our community is essential to the development of a responsive parks and recreation system. It, therefore, affirms its commitment to encourage and establish all forms of public involvement in the Department's decision-making and problem-solving process.

GUIDELINES FOR CITIZEN RECREATION COUNCILS

- I. Purpose: These guidelines are to assist Councils and Department staff members in carrying out their respective roles.

II. Definitions

- A. District: A district is a designated geographical area established for administrative purposes.
- B. District Advisory Council: A group composed of representatives from each of the community councils within a district.
- C. Community: A community may be identified as a specific geographic locality whose residents share common problems and interests. There may be many parks of various types and any number of neighborhoods, agencies, or special interest groups in a community.
- D. Community Advisory Council: The Community Advisory Council is composed of representatives from neighborhood councils, organizations, and other persons who share interests within the specific geographical area.
- E. Neighborhood: The neighborhood may be identified as a particular locality characterized by nearness to a specific park or recreation area.
- F. Neighborhood Advisory Council: The neighborhood council is composed of persons living in a particular locality in proximity to a specific park or recreation area, or those with interests in the particular area.
- G. Special Advisory Councils: These councils are formed in response to a special activity or interest. They are composed of members selected from organizations and at large actively involved or interested in a specific activity rather than in a specific geographic area (i.e., tennis, aquatics, etc.).

III. Organization

See organization chart attached as Appendix I.

IV. Functions

- A. The Department of Recreation (as defined in the City Charter) shall:

1. Plan, design, construct, maintain, and operate all parks and recreational facilities of the City.
 2. Develop and implement programs for cultural, recreational and other leisure-time activities for the people of the City.
 3. Beautify the public streets of the City.
- B. The Board of Recreation (as defined in the City Charter) shall advise the Mayor, the Council and the Director of the Department of Recreation on matters relating to the recreational, cultural, and entertainment activities and facilities of the City.
- C. The Councils shall:
- Work with the Department of Recreation and the Board of Recreation on matters relating to recreational, cultural and entertainment activities and facilities of the district, community, neighborhood or special activity they represent.

V. Responsibilities

- A. The Director of the Department shall be responsible for the overall management of the Citizen Recreation Councils.
- B. The Recreation Administrator shall:
1. Coordinate Department councils and be responsible for developing, implementing, and evaluating programs.
 2. Develop and coordinate special recreation advisory councils.
- C. The Management Services office shall be responsible for developing and implementing training programs for staff and council members.
- D. Recreation District Superintendents shall act as principal staff representatives of the Department in working with District Recreation Councils.
- E. Recreation Supervisors shall:
1. Act as the principal representative of the Department in maintaining liaison with the community recreation advisory council.
 2. Develop and implement their respective community recreation advisory council.

F. Program Directors (individual parks) shall:

1. Act as principal representative of the Department in maintaining liaison with the neighborhood recreation advisory council.
2. Develop and implement their respective neighborhood recreation advisory council.

G. Common responsibilities of departmental staff members acting as principal representatives of the Department:

1. Maintain active liaison with all members of the council and the groups they represent. Act as a consultant to the council. Attend all meetings.
2. Provide staff assistance to the council.
3. Advise the council of department policies, goals and objectives.
4. Inform the council of agency programs and priorities.
5. Make reports at each meeting concerning activities, attendance, staff involvement, special events, etc.
6. Review minutes of all advisory council meetings.
7. Keep the Director informed of the activities, concerns, and recommendations of the council.
8. Inform the advisory councils of the results of their recommendations.
9. Maintain an up-to-date file of records and reports for each advisory council.
10. Assist in evaluating advisory council performance.
11. Recommend for special commendation exceptional volunteer citizen services.

VI. General Administration

- A. Members of Citizen Recreation Councils shall be invited to participate by the chairman of the council or the appropriate staff advisor.
- B. Regular meetings of each council shall be held at a public place, at a time and frequency to be selected by the membership.

- C. Minutes, reports or recommendations from advisory councils to the Department or the Board of Recreation are to be forwarded to their respective department representative for appropriate action.
- D. Each advisory council shall organize and develop policies and procedures for the operation of their council.

September 16, 1974

TO : RECREATION STAFF
FROM : JEANNE B. COMER, RECREATION ADMINISTRATOR *Jeane*
SUBJECT: COLLECTION OF MONEY

See attached Director's Memorandum No. 29 dated June 19, 1973.

It has come to our attention that employees have been collecting fees or other monies not deposited according to regular fiscal procedures. This practice must stop.

Each of you should be familiar with procedures relating to the General Trust Fund and must follow these. Collection of cash and/or cash outlays may not be allowed.

Organizations such as advisory councils, teen clubs, etc., sponsored or co-sponsored by the Department of Recreation, must submit a financial report according to the attached policy for co-sponsorship, dated May 20, 1974.

If you have any question about the handling of cash, please consult with your supervisor before proceeding. Any further disregard of these policies will result in disciplinary action.

JBC:YW
Attach. - Director's Memorandum No. 29
- Department Policy for Co-sponsorship

June 19, 1973

MEMORANDUM NO. 29

TO: ALL DIVISIONS
FROM: YOUNG SUK KO, DIRECTOR
DEPARTMENT OF RECREATION
SUBJECT: CUSTODIAL SERVICES OF PRIVATE FUNDS
FOR DEPARTMENT SPONSORED ACTIVITIES

Employees of the Department of Recreation are prohibited from acting as custodians of private funds which are used to operate Department organized or sponsored activities. Employees may be assigned to collect and account for fees and other monies only if such funds are to be deposited in the City Treasury.

This policy is intended to relieve the Department of financial responsibility for any loss of private funds by employees.

/s/ YOUNG SUK KO, Director

DEPARTMENT OF RECREATION
POLICY FOR CO-SPONSORSHIP

Co-sponsored activities are an integral part of a total recreation program, open to the public, and publicizes as "co-sponsored activities." The Department's participation is limited to leadership, providing a meeting place, and reviewing financial statements for any event involving cash receipts.

The Department of Recreation may co-sponsor recreation activities with other groups or organizations under the following conditions:

1. Approval must be given by the Director of the Department of Recreation. A letter requesting approval must be submitted to the Director. Refer to Memorandum No. 24, "Department Sponsorship of Recreation Activities."
2. The Department of Recreation's regular full time staff must be involved in the planning and implementation of the activity.
3. For co-sponsored events which include any charges to the public (food costs, admission, games, rides, sales, services, etc.) and money is collected and accounted for by the group or organization co-sponsoring the event with the Department of Recreation, a financial report must be submitted to the Department of Recreation, Fiscal Officer, no later than one month after the event. Failure to comply with this report will result in discontinuance of any future affiliation.

The group or organization co-sponsoring the activity shall be responsible for meeting all financial obligations incurred as a result of the activity and will not hold the Department of Recreation liable for any expenses incurred. No regular Department staff member will be responsible for collection or disbursement of funds.

4. In cases where co-sponsorship continues for a year or more (clubs and interest groups), the organization being co-sponsored shall submit an annual financial report at the end of the calendar year. This report shall be submitted to the Department of Recreation, Fiscal Officer. Failure to comply shall result in discontinuance of any future affiliation.
5. The Department of Recreation reserves the right to dissolve any affiliation with a co-sponsoring group or organization.

/s/ YOUNG SUK KO, DIRECTOR

DATE: May 20, 1974

July 31, 1974

MEMORANDUM NO. 76

TO : ALL DIVISIONS AND SECTIONS
FROM : YOUNG SUK KO, DIRECTOR
DEPARTMENT OF RECREATION
SUBJECT: CERTIFICATES, BROCHURES, FLIERS, ETC.

This memorandum is issued to clarify procedures for the printing of certificates, brochures, fliers, and other materials recognizing or honoring individuals or organizations, or for public distribution.

Effective immediately, all printing work, except forms, using the services of the City and County Print Shop or contract printing shall be approved by the Office of Information and Complaint and by the Managing Director.

Young Suk Ko
YOUNG SUK KO, DIRECTOR