

OFFICE ONLY

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MEMO to Friends of SNCC Sept. 28, 1964 Important that this be read thoroughly

From: Betty Garman, Northern Coordinator  
Re: assorted items

Marvelous! Since I sent out the memo to you all on the use of the WATs line things have been much easier! I hope now that we'll be able to return all your urgent calls fairly quickly and then can keep dealing with things by mail. Hopefully we will be sending a weekly news round-up every Friday -- which you will receive on Mondays -- to keep you informed. Also memo's and other mailings should be coming out two-three times a week. Let us know what you need -- what kind of general information we should send out and so forth so we can service Friends of SNCC effectively and quickly.

We're presently trying to compile an overview of Friends of SNCC activities to send out to each one of you so we can all share ideas. This means that we need information consistently on your activities -- fund raising, other programs, Northern support, etc. For some of you we know fairly well what your activities are -- from the files -- but for others we know nothing. Can you all send immediately a run down on summer and fall activities? Also we need an outline of your projected fund raising program for fall. (Although we had a surplus of funds after the summer, money is coming in at a dreadfully slow rate and we must be assured of continuous support).

**MOST IMPORTANT** we want from each of you a complete and full accounting -- within a week -- of all money taken in, from whom, from what source, ie a party, a film showing, etc and all money disbursed -- what expenses, what sent Atlanta, what sent to other places in the South, etc. This is absolutely vital. We expect this kind of a report on the 1st of the month from now on...covering the month before. Soon we will have a duplicate check system whereby every check you write will be done in duplicate (rather triplicate) and one copy will be sent to us. But immediately we need this financial report for as far back as you have accurate records. If you do not have accurate records, start keeping them. If necessary enlist the help of a bookkeeper to show you how to set up books, make the proper entries, etc.

Also very important: In the future we need to know exactly what monies you collected from songbooks, records, the new books, button posters, etc. Each check you send to Atlanta should be recorded as to what it contains, ie. general collection funds, record money and so forth. In general the end-of-the-month financial report should be accompanied by a check for whatever amount you can send that month. If we need money in the middle of the month, we will call on you to send it down at that time but generally we expect a report and a check at the beginning of every month for the month preceding.

\*\*\*\*\*Two other people are now working in the "Northern Coordinating Department". They are: Barbara Jones, Assistant Northern Coordinator who will be handling much of the same work I am but who will specifically be responsible for bail (and raising it) and for keeping an accurate film schedule. You'll be talking with her on the phone since we will both answer calls and she will be calling on you to raise bail when it is needed. Jon Else, Northern Campus Coordinator will be coordinating campus groups and planning a campus fund raising program. You should send him names of campus contacts in your area so that he can stay in touch with them.

Note on mailings to come in the next few weeks -- 1. Bail needs and bail raising. 2. Cars -what is the procedure for turning cars over to SNCC; what kind of cars we want, etc. 3. Outline of other Friends of SNCC activities 4. outline for campus fund raising prog 5. Christmas fund -raising ideas -- cards, selling The Movement b. etc. 6. list of Friends of SNCC offices and field offices and addresses 7. further "organizational" and "administrative" suggestions (and requirements) for Friends of SNCC 8. Outline on running fund raising parties 9. Information on procuring artists 10. and, of course, news... 11. obtaining photographs and exhibits.

OVER

IT IS IMPERATIVE THAT NO ONE BE PAID DIRECTLY OUT OF FRIENDS OF SNCC FUNDS. There are several groups that are still doing this and it must stop...If you or your group deem it necessary to put someone on payroll, contact me in Atlanta and the SNCC Executive Committee, Personnel Committee and the Northern Coordinator will make some recommendation as to the need for a staff person in your area and salary amount. AGAIN, IT IS IMPERATIVE THAT THIS PRACTICE STOP IMMEDIATELY. All staff must and will be paid directly from Atlanta in the future.

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PHOTOGRAPHY DEPARTMENT

Most of you know of the existence of the SNCC Photo Department. We have hundreds of shots of the summer -- taken in Mississippi, Southwest Georgia, Arkansas and Alabama. These are available on request and we will soon be preparing exhibits and other items using the photographs for use in the North. Send us your ideas, too, on the use of the photos.

When requesting photos, send specific notes on what you will use the photos for, how many, what kind you want. This will better enable the photo department staff to select a good number of shots for you. Please don't make outrageous requests for the photodept -- like the rest of the SNCC -- is terribly understaffed although they are making every effort to get things out to you quickly.

Now, the services of the photo department work both ways. The operation, although small, is tremendously costly. I'm enclosing here a copy of a note Cliff Vaughn left me before he went back to Mississippi. It outlines the needs. Each of you should make every effort to solicit donations of film particularly. At present there are two other people on the SNCC photo staff: Tom Wakayama and Geoffrey Clark. The latter two will be servicing requests that come into Atlanta for the next few months until we find an administrative secretary for that department. Cliff Vaughn is now in Mississippi -- you'll see his shots of the church and home bombed in McComb in this week's Student Voice.

2 additional notes:

The request on the 1st page for financial reports each month relates only to those Friends of SNCC groups who have their own bank accounts. We assume that those of you who forward all donations sent to you and collected by you directly to us will continue to do so as you collect the funds.

For West Coast Friends of SNCC groups: There will be a conference in San Francisco on the weekend of Nov. 13-15 for all Friends of SNCC people, west coast summer volunteers and other interested people. The conference will deal largely with fund raising and Northern support but will also include discussions on the South and Mississippi, speeches by major figures, ie. possibly Mrs. Hamer or Bob Moses and the Freedom Singers. Try to save the date...more information as soon as it is available.

Send any new ideas on Northern support...we've about run out of ways to bring pressure on Washington although in the McComb situ the President did publicly say that Justice Dept investigators w be sent, an FBI office was opened and the President said (privat that he would attempt to get all the people in jail out -- in fa this is a demand that might be made directly on the President -- there are still 18 students in on "criminal syndicalism" charges plus several others on various less serious charges.

...more in a few days...

freedom,  
betty