

## Tentative Administrative Structure for Jackson Office:

This is a tentative description of the functions to be carried out in Jackson during the summer and the numbers of people involved:

1. Communications: 7-10 people (tentative)  
Communications will handle public relations, press, and incoming calls requesting information--including calls from parents. Each group working in the state will handle their own press work. Definite programs for communications section to be worked out by Mitchell, Weil, Light.
2. Research and Documentation: Jessie Morris and at least 1 more
  - a) A research project which will gather various kinds of material for use in COFO program development in the future. Jessie will have a research staff under him for this purpose.
  - b) Documentation and collection and organization of data related to projects: We need to make a list of what sorts of information is needed from each project in order to build a file in Jackson that will be useful in organizing. Information that has been mentioned thus far would be local contacts, location of buildings and facilities available for use in each project area, list of people at precinct meetings, numbers and names of people taken down to register, data on freedom school and community centers such as names of people participating in various programs. Each political program and the community centers and freedom school staff, as well as field staff, might list information they could use. The workers in the field will give all this information to a local research person who will send it to Jackson weekly. Jackson will see that it is filed and available for use during the summer and after the summer people have left. The idea here is to keep their contacts and what they learn from leaving with them.

There will be a research and a public relations person working together in each project. They will work closely with project directors on information gathering.

3. Security: 3 people  
Three general areas to be covered are:
  - a) Transportation: which cars may be taken out of operation because they are getting tickets; who has left for somewhere and did he arrive; where are cars needed and how can they be secured; registration and tickets and accidents; insurance?
  - b) Dealing with the Justice Department, FBI, local police: complaints, feeding information, giving local contacts.
  - c) Keeping track of where everyone is in the state--Security Officer: keeping a chart or list giving exact locations and assignments of everyone in the state, keeping it up to date daily

One of the above will be the legal coordinator; he will probably handle JD and FBI relations and relations with local police. He will also call for bond and call parents in case of arrest. In case of serious injury or danger, however, one of the decision making group should call parents.

One of the three people on this assignment will take a wats line shift.

4. Finances Jimmy Bolton and Thelma White

F1

5. WATS line: 3 people

These people will work 8 hour shifts. Details of operation of WATS line will have to be worked out. Suggestions: Calls should be made to all projects each day, probably in late afternoon. There should be a regular schedule for the various kinds of calls to be made, so that one person deals with the same people consistently.

A telephone system for the office is being worked out. An attempt will be made to have one phone which is kept free for incoming staff calls that will be returned immediately. Phone numbers, etc., will be available before end of orientation.

6. Political Programs and Voting: 6-8 people working together

Freedom Registration: Dona Moses and perhaps two more  
Freedom Vote: one person when headed

Convention Challenge: Dick Jewitt, Claude Weaver, Casey Hayden  
Freedom Days and Voter Registration: one person

The operation of these programs during the summer must be worked out by the field staff and the people working on them in Jackson, so the summer people can get information on them.

7. Scheduling Special Visitors: 1 person

Faculty people, folk singers, and prominent women will be coming into the state throughout the summer and will have to be scheduled into the state operation. This person (probably Helene O'Neill) will work with Staughton Lynd on scheduling faculty, and with Bob Cohen on folksingers.

8. Housing: 1 person to handle housing for people coming into and passing through Jackson

9. Personnel:

a) Orientations: Penny Patch and Margaret Burnham will work on orientations to take place during the summer. Hopefully, orientations after the Memphis and Oxford orientations will be held at Tougaloo. People coming in during the week can be sent there to wait for an orientation on the weekend. They will then be assigned to projects.

b) Screening: People will be screened by field staff and Penny and Margaret at the orientation. In cases of special problem people who don't seem to fit in, they will be referred to the personnel committee.

c) Transfers and People-to-be-sent-home: Personnel committee will handle cases where people do not work out on a project and must be sent to another. They will also handle cases where people must be sent home. Personnel Committee might consist of Penny, Margaret Burnham and three others of whom Dr. Coles might be one.

10. Materials, production, mailing: 1 person (probably Jimmy Pittman) plus one or two more. They will work on mimeo work and collating, etc. Everyone in the office will give some help on these jobs. Some of the routine work might be given to people who are awaiting orientation at Tougaloo.

11. White Student Project: Ed Hammett will work out of 1017 Lynch.
12. Decision making group: Some kind of group which will handle policy questions, oversee daily operations, and act as an appeal group for problems from the field must be set up, probably to act in conjunction with Staff Committee.
13. Freedom School, Community Centers and Minister's Project:

Stuaghton Lynd will be working in Jackson on Freedom Schools, Annelle Ponder and another person on community centers, and the minister's project will be headed up in Jackson.

An office is being sought on Lynch street for these groups to operate out of. They will work on their own programs, using 1017 facilities and consulting with the 1017 personnel as needed.