

DUTIES OF LOCAL WELFARE & RELIEF COMMITTEE

1. Form a committee - choose representatives of all COFO and other civic groups - 6 to 8 persons should be sufficient
2. Decide on committee meeting dates
3. At meetings
 - a. decide on storage and/or distribution place for Welfare & Relief articles
 - b. study welfare & relief application forms
 - c. make plans for interviewing applicants for aid
 - d. review applications and choose by majority vote, if necessary who get top priority for aid (Do this each meeting so that when aid comes in you only need to prepare boxes or packages for these people and let them know the day and time of distribution. We have found that this procedure eliminates the difficulties of crowding, pushing, shoving, stealing, arguments, etc.)
4. Make distributions; in a business-like way (collect boxes and string and keep a good supply on hand)
5. Secure transportation for making deliveries to persons who cannot pick up supplies
6. Conduct drives in your own community among ministers groups, unions, teachers organizations, various clubs and civic groups (money is often needed to pay shipping charges when outside groups send materials collect). Make appeals to friends and supporters outside the state.
7. Keep records of all aid donations received and all distributions made. Send monthly reports to Greenwood office. Send thank you letters to contributors.
8. Keep local COFO office and local Citizenship education staff informed of people you help in order that follow up contacts may be made.
9. Advertise your committee service, policies and procedures in the community

For further information contact:

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