

TO: Louisiana Staff
 FROM: Ronnie M. Moore
 RE: Responsibilities and Procedural Requirements

These responsibilities were discussed at our last staff meeting: I herein reiterate to emphasize their importance to each member of staff:

- I. I want personal reports periodically from each staff member on our program, present and future, in your respective parish, in your district, and, if possible in the state and/or the Southern Region. I expect not only criticism, but ideas and creativity; the first report must be in the state office by October 20, 1964.
- II. Send at once name, address, phone number, and evaluation from each staff member of all local volunteers working in your area.
- III. Community Survey Forms soon will be forwarded to you; complete and return them to State Office as soon as possible.
- IV. Expense reports should be mailed by Saturdays, in order that they are received at the State Office by Monday of each week.
- V. Four (4) copies of narrative field reports and two (2) copies of project report (the one prepared by Haley) are to be in the State Office on the 1st and 15th of each month.
- VI. Five (5) copies of the VEP statistical report must be in the State Office on the 1st of each month.
- VII. On the 1st of each month, I also want a "Schedule of Work" in triplicate, covering objectives and methods in the fields of Voter Registration, Political Organization, Chapter Development, testing, fund raising, Freedom Schools, etc. for the upcoming month.
- VIII. Each member of the staff is expected to pay for all board and \$5.00 per week for lodging. "Lodging" includes rent, gas, and electric bills. Therefore, CORE will supplement your payment of lodging only when the sum of rent, gas, and electricity exceeds \$20.00 per month for each staff member.
- IX. Please remember:
 - A. Complaints are to be sent directly from the field to the Justice Department. At the same time, forward two (2) carbon copies to the State Office.
 - B. Document all incidents of private and/or public intimidation; send two (2) copies to the State Office.
 - C. Send carbon copies of all your correspondence to State Office.