

Materials prepared: (June 29, 1964)

1. Sheets for listing incoming and outgoing long distance calls.
2. Message slips for phone calls. (stencil available for more copies as needed.)
3. Sheets for daily listing of outgoing office mail.
4. Information sheets for each individual (to be filled out in duplicate) coming into or being processed through Canton/Madison County. One copy stays at Freedom House and one copy at McRees. (stencil available for more copies as needed.)
5. Daily V-R Canvass Report  
--this should be filled out in duplicate, with one copy staying with McRees and one copy at Freedom House. (stencil available for more copies as needed.)

A few copies of 2, 4, and 5 have been left at McRees.

Things still to be done:

1. List of permanent staff with  
--address in Canton, Madison County or somewhere in District  
--affiliation  
--how long will be in this assignment, if known  
--specific staff responsibilities, if any  
Volunteers and ministers new to Canton should be told who the staff is and what the responsibilities of staff are.
2. Sign out sheet for car(s) when decision is made concerning regulation of use.
3. Duty roster to make sure there is 24 hour coverage at COFO office.
4. Sign out sheet for staff, ministers, volunteers with  
--name, destination, purpose, time out, how travelling, estimated time of return, sign in (in case of staying, call back time).
5. List of those actually living at Freedom House. (to be kept also at someplace other than F. H.)
6. Set up simple but accurate filing system covering all areas of work in Canton and Madison County.
7. List of essential needs in equipment and materials.
8. Canvass sheets need to be filed but in such a way that they are readily available for use in follow-up.
9. Establish system of regular staff progress reporting and evaluation both in writing and in staff meetings. This should be at least weekly or more often.
10. Regular written reports should be sent to Jackson on progress in various areas of the program.
11. There should be regular reports by non-staff persons who head particular areas of responsibility. These should be in writing.
12. A form of progress report and evaluation in writing from those directing the Freedom Schools and community centers. This should be weekly with a final summary report at the end of the schools or whenever a particular volunteer's stay is ending. Be sure to have the names of all those who have attended the Schools in the files.
13. The ministers should always have an evening with Rev. McRee sometime during their week here for "just conversation".
14. Be sure the Individual Information Sheet is filled out by persons as they arrive in Canton and Madison County. Tell them about registering with the Police.

15. Be certain all volunteers and ministers know legal information they may need. Some of this may be particularly related to the local situation here in Canton.
16. Maintain accurate listing of all information required pertaining to pending court cases; those currently in jail; those out on bond--property or cash; trial dates; attorneys of record; etc. Consult law student or volunteer attorney for help in setting this up.
17. Develop means for clear personal communication between COFO staff and Madison County Movement people. Especially note if there are volunteers who could be helpful in setting up useful ways of working for the time after the volunteers are no longer in the community.

Files needed:

at COFO

Correspondence  
Daily Mail List Sheets  
Long Distance Call Sheets  
Housing  
Freedom Registration forms (be sure to handle these  
Canvass Sheets with care)  
Daily V-R Canvass Report  
a file for each week so follow-up can be done  
Individual Information sheets  
(1) current  
(2) those who have left  
News Clippings and other publicity  
Sign out sheets for volunteers  
Sign out sheets for cars  
Finance  
Freedom Schools' reports  
Community Center reports  
Orientation reports and information  
Legal  
--file or card on each person involved in any  
kind of court action  
Madison County Citizen  
Permanent staff information  
Staff Reports  
a file for each kind of work  
Reports to Jackson  
Complete files on all phases of Voter Registration

at Monees

Correspondence  
Daily V-R Canvass Reports  
a file for each week so  
follow-up can be done  
Individual Information Sheets  
Current--ministers  
--volunteers  
Past--ministers  
--volunteers  
News clippings and other  
publicity  
Finance  
Orientation Information  
Madison County Citizen