

STAFF QUALIFICATIONS, REGULATIONS AND CONDUCT
North Florida Citizenship Education Project

1. Persons under 21 years of age must have written permission of their parents or legal guardian. This must be notarized and attached.
2. All staff are on 24 hour call. They must be willing to work at any time and in any place; they must accept transfers if necessary.
3. Staff are responsible for obtaining room and board. Subsistence housing and board conditions are the rule rather than the exceptions on such a project.
4. Staff must make adjustments to their particular communities. Personal appearance should at all times be acceptable, neat and clean. Appropriate dress and behavior for church and other functions is required of all staff.
5. Staff members are expected to work constantly, to maintain high moral standards, and not to engage in outside activities which are not in the best interests of the project. The community judges you 24 hours a day.
6. It is understood that voter registration work in North Florida can be dangerous.
7. Persons bringing automobiles to be used on the project will fully expect that National CORE will only be liable for minor repairs or for repairs of damage incurred in the line of duty.
8. It should be clearly understood that staff may have to make personal arrangements for bond in case of arrest. The standard for the summer is "no bail for jail". No guarantee can be made that all participants will be out of jail by the end of the project.
9. CORE philosophy and methods will be followed in every circumstance, and staff must be willing to submit to group discipline and the project director's authority.
10. Persons who cannot adjust to the requirements of the project will be removed from the project immediately by the person or persons in charge.

SCHEDULE

July 7th Meet in Quincy for training to run through July 11.
July 12 Go to assigned area.
Sept. 7 Close of project.

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I HAVE READ THE ABOVE QUALIFICATIONS, REGULATIONS AND RULES OF CONDUCT FOR THE CORE NORTH FLORIDA CITIZENSHIP EDUCATION PROJECT. I AGREE TO ADHERE TO THE ABOVE AND TO ACCEPT THE DISCIPLINE SUGGESTED.

(name)

(date)

MEMORANDUM: RULES CONCERNING LEAVING YOUR ASSIGNED TOWN OR COUNTY
FROM: PATRICIA STEPHENS DUE, FIELD SECRETARY.
TO: ALL CORE TASK FORCE WORKERS.
DATE: July 31, 1964

*Failure to observe the below rules is ground for immediate removal.

If, for any reason, you plan to leave your assigned city, area or county, whether on business or time off, you must notify the central office. Call station to station collect, and speak with Pat or Judy or Mr. Haley only. It is not enough to use the code or to leave or send word with someone else.

You must have permission to leave your area. If you are taking time off, the decision as to whether or not this is best for your program is left up to you. However, since there may be times when someone is planning to visit your area, such as a lawyer, coordinator or FBI man, the final decision is left up to the central office. Only under pressing circumstances, or if you have not done your required work such as sending in reports, etc., would your request be denied, and you would be given reasons for this.

Further, if upon arriving at your "out-of-area" destination, you find that you must be there longer than you expected, permission must be received for this. You must call in for an extension. For your protection as well as the good of the project, it is imperative that we know where you are at all times.

Procedure: Call office before leaving. Give time leaving, expected time of arrival, place where you can be reached, expected time of departure, and expected time of arrival back in area. When you arrive safely at your destination you should use the code to let the central office know. Before leaving to return home you should call, and then call again upon arriving back at your assigned area. Only the first call need be put through, on the others the code is sufficient unless there is a change in plans. You will be given a half-hour leaway before authorities are notified to begin looking for you.

It is advisable for your own protection to attempt to make an arrangement similar to the above with local people if you have to be out in your assigned county or if you expect trouble.

CODE

A collect call to the central office for Mr. Randolph Goodman lets us know that you have arrived safely. If you are at your "out-of-area" destination and calling in to let us know what time you expect to be back in your area, ask for Mr. Goodman and when you are told that he is out, ask the operator to ask us to have him there at "X" time when you will "call back" (arrive safely at destination). From now on the "Fuzzy Hartman" aspect of the code will be discontinued, because if you are really in danger, you probably should call in and complete the call giving details.

Please commit the above to your memory--do not leave this sheet in public or carry it with you.