

Route 3 Box 428-F
Quincy, Florida
August 22, 1964

TO: ALL FIELD STAFF
FROM: PATRICIA STEPHENS DUE, FIELD SECRETARY
DATE: AUGUST 22, 1964
SUBJECT: PROJECT BUSINESS.

1. Please send to the central office immediately the name, address and phone number of the person who is willing to make bond for you in case of arrest. We want to contact this person in advance and let him know what his obligation will be, and we also need this information in case of your arrest.
2. Please remember to send in your personal schedule in advance of the week to which it applies.
3. Please begin noting how much money per week you receive from the community in any form or way.
4. Any money you put into church collections cannot be reimbursed.
5. If the central office is to be billed for film, we will have to have two copies of every print made and payed for by the project.
6. Again, weekly reports are due on Monday, as well as your expense reports, schedules and plans. We have not been receiving a copy of a complaint form for every incident that we hear about by word of mouth. Nothing can be expected of the FBI unless we can say that we reported these incidents.
7. Remember that you are to call in for permission before leaving your area--telling someone else that you will be gone and expecting them to notify the central office is not enough. This goes for the volunteer staff as well.
8. In giving a press release, there are some basic things which should be included in any release, such as the fact that you are working in a four county effort sponsored by CORE, etc. Also, community people who don't mind being named should be given credit or publicity whenever possible. Below is a checklist of things you would want to give the press. Any story involving the entire project should be given by the central office, as we have figures for all counties here.

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Check List for Press Releases

1. Your name and phone number. Explain that your work is part of an overall effort in four North Florida Counties called the NFCEP, sponsored by CORE.
2. Specific Incident: A. names of people involved (stress community people)
B. Law violated if any. C. whether you have notified
FBI and lawyers.
D. Steps you plan to take in response to incident
3. Registration information
A. # registered on specific day through your efforts
B. Names of community people working with you in registration.
C. Total Registration due to your efforts.
D. % Registration changes.
E. Problems with registrar.
F. Things the Negro community demands and hopes to get through registration.
4. Fact that this project may be expanded to include four new counties and that it is hoped that many more staff can be added.

(Use this checklist when speaking with reporters, and to make a report to the central office of the release you gave)

NORTH FLORIDA CITIZENSHIP EDUCATION PROJECT, CORE
Route 3 Box 428-F
Quincy, Florida
627-3458

August 23, 1964

Dear Friend of Freedom:

Your name has been given by _____ as a friend who is willing to make bond in case this person is arrested. The movement for justice and human dignity is greatly indebted to persons like yourself who are willing to lend support to those on the front line of the freedom fight.

Let me briefly outline to you the process and responsibility involved in making bond for a person working in this project. At present we have an arrangement with a bondsman which you should know about. In the event of the arrest of the person you are sponsoring, the bondsman, Mr. John Montgomery, is called. He in turn calls the sheriff or chief of police of a given locale and states that he is the bondsman and requests the immediate release of the person in custody. Sometime during the following day the bondsman meets with the defendant. The defendant must at that time pay a premium on the bond (which is 10% with a minimum of \$15), sign the bond application and have a person over 21 who is willing to indemnify this bond. What would be most convenient probably, would be that the person you are sponsoring could pay the premium with money wired to him or her by you, and send by mail the bond application for you to indemnify.

At this point you would then be financially responsible to see to it that this person appears in court. If he does not, you would have to pay the entire amount of the bond to the bondsman. In some cases, particularly in the case of an appeal bond (we appeal all unjust convictions), the time between his posting the bond and his actual appearance might be several years. I feel that you should understand this before agreeing to take on this responsibility. You have the option, or rather the person arrested does, of posting a cash bond for the entire amount—in this event no premium is required; however, the person would have to remain in jail until you could send the money down. In some cases the workers prefer to remain in jail as a protest.

Therefore, if you are willing to accept the responsibility of covering bond for the above named person, would you please send to us immediately your present address and phone number and any foreseen changes of address between now and November 3rd.

Thank you again for volunteering to contribute this support to the voter registration drive in North Florida and to the person whom you are sponsoring.

Very truly yours,

Patricia Stephens Due
Patricia Stephens Due
Field Secretary, CORE

The free ballot box is the symbol of democracy. It provides a key to a society of freedom, justice, and security. At the ballot box, all men are equal. Beyond the ballot box lies the promised land with opportunities for individuals.

ANY PERSON BORN IN THIS COUNTRY, 21 YEARS OLD OR OLDER, WHO HAS LIVED IN FLORIDA AT LEAST ONE YEAR AND IN SUWANNEE COUNTY AT LEAST SIX MONTHS CAN REGISTER TO VOTE. ALL YOU HAVE TO DO IS GO TO THE REGISTRAR'S OFFICE IN THE AGRICULTURE BUILDING ON SOUTH PINE IN LIVE OAK AND SAY " I WANT TO REGISTER TO VOTE". THE OFFICE IS OPEN EVERY TUESDAY AND FRIDAY FROM '9-12 and 2-5. Since Florida is a one party state, register democrat so you can vote in all elections.

REMEMBER: YOU CAN'T VOTE UNLESS YOU REGISTER. ACT NOW REGISTER TO VOTE

Voting means that you are a free citizen with the same rights as other citizens. After you have registered and cast your vote for the persons you want elected to office, you know that you are an American doing what other Americans do. You can be proud of yourself and your country.

IT IS NOT ONLY YOUR RIGHT BUT YOUR DUTY AS AN AMERICAN CITIZEN TO VOTE.

TAKE THE TIME TO CLAIM WHAT IS ALREADY YOURS. REGISTER, SO THAT YOU CAN VOTE IN THE NOVEMBER ELECTION FOR PRESIDENT OF THE UNITED STATES.

AFTER THE ELECTION IT WILL BE TOO LATE TO COMPLAIN. MAKE YOUR VOICE HEARD NOW---REGISTER TO VOTE.!!!

VOTE - AND IT'S YOUR CHOICE ; DON'T VOTE - AND IT'S THEIR CHOICE