

SURVEY OF PROJECT NEEDS

Please supply the following information to the Southern Office as soon as possible, so that we can begin making constructive attempts to supply you with what you need, and so that we have some kind of inventory on what we've got.

1. PROGRAM

What program is your project engaged in (i.e. freedom school, voter registration, etc.)
What projects are you planning for the near future?

2. EQUIPMENT

How many cars are on the project, and what shape are they in?
How many cars in the community do you have part-time access to?
Do you have access to a truck of any size? If so, what kind of truck and how available is it?
How many buildings do you rent, and for how much (include office space, etc., if not whole building)? What are they (it?) used for?
What are living conditions for staff? Average monthly living expense per person? Housed in the community or in own quarters? Hot and cold water? Inside toilet?

What office machinery do you have and in what shape? (i.e. typewriters, mimeo machine, etc.)

How is the office supply situation? Do you have an adequate amount of paper, envelopes, a stapler, stamps, file folders, paper clips, etc.? How much paper, etc., do you use up in a month usually? How do you acquire supplies (project money, community support, petty theft?)

Do you have the equipment to keep office and living quarters clean and in order? (broom, mop, energy, etc.)

What do you have in the way of file cabinets, desks, maps, etc.?

If you have a freedom school or community center program, what equipment do you now have for it?

What is the book situation? How large and diversified a library do you now have, if any at all, and what condition are the books in?

What kinds of reference material do you have access to on the project?

How is your supply of literature, aside from what you may put out yourselves, such as that put out by National, this office, or various government departments? How do you receive this material (from us, writing for it yourselves, using an agency in the community, etc.)?

What is your food situation?

Do you have a food and clothing distribution program? If so, is it handled by the project or by local people? What supplies have you received in the past, where did they come from, is the program a regular or sporadic thing, etc.?

What do you have in the way of storage space for such supplies (this includes community-donated space)? Could you handle such a program if you don't have one now, if the supplies were shipped to you?

What other resources do you have at your disposal not otherwise covered in this questionnaire?

4. NEEDS

What do you need in terms of office supplies and machinery, books, literature and reference material, finances, cars, program expansion or more concentration

SUMMARY OF PROJECT NEEDS

PROJECT NEEDS/ 2

Supply the following information to the Southern Office as soon as possible, as early as possible constructive attempts to supply you with what you need, and to on current program? Anything else?

Please be specific in answering—for instance, don't say "We need office supplies", but specify what, how many typewriters, what size file cabinet, what kind of books. And please limit yourselves to pretty essential items—you know we're broke, and may not be able to come up with anything at all. We would like at least to be able to stock each project with the minimum it needs to operate on, before we begin living comfortably.

Also, if possible, in the next month watch and see exactly what you use—how much mimeo paper, ink and stencils, how many envelopes, how much you spend on postage, etc., and make a report on it. Think in terms of where the project might cut down expenses, such as running both sides of a piece of paper rather than using two sheets and other measures of that nature.

Thank you for your cooperation.

P.S.
also include # of phones & average monthly bill