

Oct. 8, 1968

Memo From: 4th Congressional District Office, MFDP -- CORE  
To: All 4th Dist. & Attala Co. Civil Rights Workers -- staff,  
volunteers, and MFDP County and precinct officers  
Re: Function of District Office

Once again, the Fourth Congressional District has a district office. It is going to be a functioning office if you make use of it. Without your cooperation, we will be just another bureaucratic monstrosity; with it, we believe we can make this District the most active and successful in the state.

#### OFFICE FACTS:

Location: 200 Chappel Road, Carthage, Leeke County

Mailing Address: P.O. Box 478, Carthage, Miss.

Telephone: 887-9473

Staff: Lynne Hollander, Office Manager

Wally Gilbert, General Programs Coordinator

George Raymond, CORE State Director

#### FUNCTION OF OFFICE

The details of the work done by this office have yet to be worked out in conjunction with you. Here are some of the things we think can and should be done by this office.

- 1) We will fill requests for information about programs, laws, etc. Attached you will find a list of the areas we have information on (how to, how not to, money available, etc.) We are also in contact with the Research staffs of SNCC and CORE and the Freedom Information Center. Anything you need that we don't have, we should be able to get from them. KEEP THE LIST THAT IS ENCLOSED AND USE IT.
- 2) We will try, in coordination with local groups, to obtain any materials needed for programs, offices, transportation, schools, etc., including fund-raising campaigns for the district both here and out of the state.
- 3) We will furnish any local group that desires him with one Wally Gilbert (and/or any additional staff member we get), in person, to give information and any other help requested. If you want Wally to come to your meetings, let us know.
- 4) We will try to improve communications between the State FDP office in Jackson and local FDP groups -- see that all groups know of meetings in time, requests for information, what's happening on the state level and the local level, etc. - We will be in daily contact with the Jackson office.
- 5) We will try to put you in touch with any sources of help you need (e.g. lawyers, government agencies) if you haven't been able to find them yourselves.
- 6) We will assign any incoming workers to areas in the district that need them. We will also distribute funds and materials to projects that need them. This depends on our being kept informed of your needs and your activities. (cont.)

These, and anything else that comes up, are the things we are prepared to do, if you will do the following: **PROVIDE US WITH INFORMATION AND REQUESTS.** We want to know what is going on in your area.

**STAFF** should immediately submit the following:

1) Personnel reports (on enclosed forms) for all workers, both staff and volunteers. This is both for assigning new people to where they're needed and for safety purposes -- in case of arrests, attacks, etc.

2) Transportation report for all cars used by the workers (even cars just used occasionally). **IMPORTANT** -if anyone is driving a car not owned by him, he must carry an authorization slip to protect himself against charges of theft. One is enclosed -- if you need more, let us know.

The transportation report should state:

- 1) Number of cars available to the workers.
- 2) For each car, state
  - a) License Number
  - b) Owner's name and address
  - c) Insurance Policy -- what company, whose name it's in, etc., how much liability
  - d) Where the ownership papers are/ bility
  - e) Year, make, color and model of car
  - f) Physical condition of car

Inform us immediately when a car dies and **NEVER YOU GET A NEW CAR**, whether owned privately or by an organization, **SEND IN A TRANSPORTATION REPORT AS ABOVE**. This is vital.

3) Background Report: A detailed report on the state of the Movement in your area: how FDP is going, voter registration, any schools or community center work, poverty program, cooperatives, local organizations, etc. Include figures, names of prominent people. Relationship of various organizations to each other and to you, your relationship with the white folks (i.e. how much and kind of harassment), degree of participation of local people, your problems and your needs. If there is more than one worker, minority reports should be filed where necessary. Also, state what everybody is working on and how.

#### WEEKLY REPORT

FROM NOW ON (i.e., after this report) a weekly report of your activities (relating to the Movement) should be mailed in. These should include who did what for the week, any significant changes in what's happening in your area, the week's harassment. Send all receipts for money paid out (even if the money was already given you. This is both for records and to prove to CORE we need more.). Also, any requests for more money, materials etc. **VERY IMPORTANT**: List all meetings, time, place, date, organization and subject (if there is one) for the coming week or as far in advance as you know of them.

This report (and the Background report) should be made in 5 copies if you have a typewriter -- one for us, one for you, one for CORE, one for Jackson FDP and one for SNCC. (Send the 4 copies to us, we'll forward). If you don't have a typewriter, one copy will do, but we'd prefer 4. Send also any copies of complaints (voting, school, welfare, etc. which you should be gathering) and legal actions, and notices of forthcoming demonstrations, plus minutes of past meetings.

(cont.)

This may sound like a terrible lot of paperwork. After these initial reports, however, usually only the weekly report will be necessary (except when there's a new worker or new car). We all have problems, major and minor. Perhaps if these are communicated, they can be solved. Also, project funds and credit cards from CORP will be distributed through this office. In order to keep obtaining funds, we must submit reports -- so, no reports from you, no money, no card.

FDP OFFICERS: We would also appreciate it if FDP chairmen or secretaries would submit the following report now and keep us informed of their meetings, activities and problems (weekly if possible)

- 1) All officers, county-wide and precinct -- names, addresses and phone numbers. (Also, office address and phone if there is one).
- 2) Number of people attending meetings.
- 3) Current activities, needs, and problems (local and FDP in general).
- 4) Any other information that you can provide as to the Movement in your area, your relationship with the workers and any of the points mentioned on the previous page would be very welcome.

Thank you all. If the white folks won't get us, and if you use us, we hope we can be of real help to you.

Yours in the struggle,  
  
Lynne Hollander  
Office Manager

NOTE

- 1) To FDP Chairmen: Local FDP's should start holding County Caucuses in preparation for the District Convention to be held soon. Write us or call Jackson for further information. To call Jackson free of charge: Call person-to-person collect for Jessie Magee at 948-4038. If she's not in, ask that your number be left. They will call you back as soon as they can. In a great emergency (jail or danger) call collect for Jonathan Smith and they'll accept the call. This is only for emergencies
- 2) To Staff -- There is a good chance we'll be able to get money from the National Federation of Temple Youth for this district if you will prepare a report on what's been happening in your area for the last 6 months. This can include some stuff from the Background report, but it should be dramatic (Back. report should be honest), appealing to Northern white liberals. If you have any pictures, send them with it.

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Enclosures: Personnel reports, car authorization, subject list