

ADMINISTRATIVE MEMORANDUM:

TO: SCOPE Workers

FROM: Hosea L. Williams, SCOPE's Director

RE: Instructions

DATE:

For one week now, you have been at work in your various project counties. The Atlanta office should receive from your SCOPE chapter, a summary of your week's activities (This should come every week).

Have you notified home of your whereabouts; telephone number, information on your project count and local leaders? If not, do so at once.

The forms included herewith should be completed and returned

to: Benjamin Van Clarke
SCOPE Headquarters
563 Johnson Avenue
Atlanta, Georgia

immediately upon receipt.

Material is in the process of being printed--and will be mailed to you within the week. Therefore, you need not call--requesting such.

It is important that we can contact you both day and night--so send names, addresses and phone numbers of local people that will be in a position to contact you immediately upon request of our office.

Keep us informed of your activities, whereabouts, problems; and ect.

A weekly news letter covering all project counties will be issued beginning in two weeks, so you will be informed of other areas and progress of other counties.

In God We Trust

Hosea L. Williams
SCOPE Director