

## SELECTION OF TEACHERS FOR CITIZENSHIP SCHOOLS

PERSONS SELECTED AS TEACHERS CAN BE MINISTERS, BUSINESS MEN OR WOMEN, TEACHERS, BEAUTICIANS, OR COLLEGE STUDENTS BY PROFESSION. IF PERSONS WITH THE FOLLOWING QUALIFICATIONS CANNOT BE FOUND WITHIN A COMMUNITY, SOMEONE WITH THESE QUALIFICATIONS SHOULD BE SELECTED FROM A NEAR-BY AREA WHO CAN GO IN TO TEACH CLASSES.

### THE TEACHER MUST BE:

1. A MAN OR WOMAN 21 YEARS OF AGE OR MORE WHO HAS SOME HIGH SCHOOL EDUCATION, OR A COLLEGE STUDENT;
2. A PERSON WHO IS ABLE TO READ WELL ALOUD;
3. ONE WHO IS ABLE TO WRITE LEGIBLY ON THE BLACKBOARD.

### THE TEACHER MUST KNOW OR BE ABLE TO FIND OUT:

1. THE LOCATION OF THE REGISTRATION BOARD;
2. DAYS AND HOURS THAT THE BOARD IS OPEN FOR REGISTRATION;
3. WHO ARE THE LOCAL OFFICIALS THAT ARE ELECTED TO OFFICE;
4. TIME OF YEAR FOR ELECTIONS;
5. HEALTH SERVICES AVAILABLE;
6. LOCATION OF THE SOCIAL SECURITY OFFICE;
7. LOCATION OF THE WELFARE DEPARTMENT.

## RESPONSIBILITIES OF TEACHERS AND SUPERVISORS

### THE RESPONSIBILITIES OF THE TEACHER ARE:

1. To TEACH THE CLASS;
2. To DECIDE (WITH THE HELP OF THE SUPERVISOR) WHAT KINDS AND WHAT QUANTITIES OF EDUCATIONAL MATERIAL ARE NEEDED;
3. To ASSIST HIS STUDENTS IN THE COMMUNITY ACTIVITIES WHICH WILL BE CARRIED ON THROUGHOUT THE YEAR;
4. To ASSIST THE SUPERVISOR IN RECRUITING (IF NECESSARY),

### THE RESPONSIBILITIES OF THE SUPERVISOR ARE:

1. To RECRUIT STUDENTS FOR CLASSES;
2. To ARRANGE PLACES FOR SCHOOLS TO MEET;
3. To ORGANIZE THE SCHOOLS IN HIS AREA;
4. To HELP THE TEACHER DECIDE UPON MATERIAL AND EQUIPMENT, AND THE QUANTITIES NEEDED;
5. To ADVISE TEACHERS ON CLASS PROGRAMS AND COMMUNITY ACTIVITIES;
6. To VISIT CLASSES AND SUPERVISE THE WORK OF TEACHERS;
7. To COORDINATE THE WORK OF THE AREA;
8. To PLAN THE TIME OF THE YEAR WITH THE TEACHER (SEASONS WHEN STUDENTS ARE LEAST BUSY ON JOBS ARE BEST).

THE SUPERVISOR WILL BE EXPECTED TO ATTEND, WITH THE TEACHERS IN HIS AREA, A ONE-WEEK TRAINING WORKSHOP AND A WEEKEND REFRESHER WORKSHOP, THE LATTER BEING SCHEDULED WITHIN A REASONABLE LENGTH OF TIME AFTER HIS CITIZENSHIP SCHOOLS ARE UNDERWAY.

WHAT SOLC BUDGET RESOURCES WILL PROVIDE:

- CERTAIN MATERIALS FOR CANVASSERS AND FOR RECRUITMENT OF VOLUNTEERS
- SOME EXPENSES FOR CANVASSERS
- TRAINING FACILITIES FOR SECONDARY LEADERS

SALARIES AND TRAVEL EXPENSE FOR:

- KEY PERSONNEL AND STAFF CONSULTATIONS
- BASIC POLITICAL-EDUCATION INFORMATION FROM RESEARCH
- SOME PUBLIC RELATIONS ASSISTANCE
- A LOCAL HEADQUARTERS FOR VOTER REGISTRATION DRIVE WHERE WE HAVE AFFILIATES OF SUBSTANTIAL SIZE

WHAT LOCAL COMMUNITY FINANCIAL RESOURCES WILL PROVIDE:

- CERTAIN MATERIAL FOR CANVASSERS (I.E., LEAFLETS, ETC.)
- SOME EXPENSES FOR VOLUNTEERS AND FOR CAR POOLS.
- SOME EXPENSES FOR MAILINGS

THE RATIO OF OUR INVESTMENT WILL BE ABOUT 4-1



# CITIZENSHIP SCHOOL

## SCHEDULE

### - TRAINING WORKSHOP -

JANUARY 15 - 19

FEBRUARY 19 - 23

MARCH 26 - 30

APRIL 30 - MAY 4

MAY 21 - 25

JUNE 18 - 22

REFRESHER COURSES ARE SCHEDULED AS NEEDED.

WORKSHOPS ARE HELD AT THE DORCHESTER COOPERATIVE COMMUNITY CENTER. TO REACH THE CENTER FROM SAVANNAH, GEORGIA BY CAR TAKE ROUTE # 17 TO ROUTE # 82 AT MIDWAY, GEORGIA. TURN RIGHT AT # 82, GO TWO MILES, AND TURN LEFT ONTO THE GROUNDS.

DORCHESTER IS TWO MILES FROM MIDWAY, GEORGIA, AND NINE MILES FROM HINESVILLE, GEORGIA.

BUS TICKETS MAY BE PURCHASED DIRECTLY TO DORCHESTER CENTER. (ASK THE DRIVER TO LET YOU OFF AT THE CENTER). TICKETS MAY ALSO BE PURCHASED TO MCINTOSH OR MIDWAY, GEORGIA. THESE BUSES ALSO GO DIRECTLY PASS THE CENTER.

PHONE: YOU MAY REACH A STAFF PERSON AT DORCHESTER BY CALLING MIDWAY, GEORGIA: TULIP 4-2L65 (THE DIRECTOR OF THE CENTER MAY BE REACHED AT TULIP 4-2163)

BECOME A TRAINED LEADER! JOIN THE SOUTHERN CHRISTIAN LEADERSHIP CONFERENCE IN ITS EFFORTS TO LIFT OUR PEOPLE!

MARTIN LUTHER KING, JR., PRESIDENT

WYATT TEE WALKER, DIRECTOR

DOROTHY F. COTTON  
DIRECTOR OF EDUCATION

SEPTIMA P. CLARK  
TEACHER OF CITIZENSHIP  
SCHOOL TRAINING PROGRAM

## CLASS PROGRAMMING

7:00 - 7:10	DEVOTION
7:10 - 7:30	BEGINNERS WRITE THEIR LETTERS OR TRACE THEIR NAME OR OCCUPATION. TEACHER WORKS WITH ADVANCED STUDENTS IN READING.
7:30 - 7:50	ADVANCED STUDENTS WORK IN ARITHMETIC WORKBOOKS OR ENGLISH WORKBOOKS. TEACHER WORKS WITH BEGINNERS, INTRODUCING READING.
7:50 - 8:00	SPELLING FOR BOTH GROUPS.
8:00 - 8:20	BEGINNERS WORK IN ARITHMETIC WORKBOOKS. TEACHER WORKS WITH ADVANCED STUDENTS IN LETTER WRITING.
8:20 - 8:40	BEGINNERS WORK IN ENGLISH WORKBOOKS OR USE A LESSON PREPARED BY TEACHER. ADVANCED STUDENTS READ SILENTLY.
8:40 - 9:00	EMPHASIS ON VOTING REQUIREMENTS OR A SPEAKER OR A MOVIE OR TAPE RECORDING OR A RECORD. ASSIGNMENTS. ANNOUNCEMENTS. PLANNING CAR POOLS. SOCIAL HOUR.

## DEPOSITING MONEY IN THE BANK

WHEN I GET A CHECK I PUT IT IN THE BANK.  
I MAKE OUT A DEPOSIT SLIP.  
I WRITE MY NAME ON THE DEPOSIT SLIP.  
I THEN WRITE THE DATE ON THE DEPOSIT SLIP.  
NEXT I WRITE THE BANK NAMED ON THE CHECK.  
I THEN WRITE THE TOTAL AMOUNT OF BOTH CHECKS.  
THEN I ENDORSE EACH CHECK.  
I WRITE MY NAME ON THE BACK OF THE CHECK TO ENDORSE IT.  
EVERY CHECK MUST BE ENDORSED.

I KEEP MY \_\_\_\_\_ IN THE BANK.

I DEPOSIT THE MONEY IN THE \_\_\_\_\_.

FIRST I WRITE MY \_\_\_\_\_ ON THE DEPOSIT SLIP.

MY ADDRESS IS THE PLACE WHERE I \_\_\_\_\_.

I THEN WRITE THE \_\_\_\_\_ NAMED ON EACH CHECK.

NEXT I WRITE \_\_\_\_\_ DATE ON THE SLIP.

I ALSO WRITE THE \_\_\_\_\_ OF EACH CHECK.

THEN I \_\_\_\_\_ THE TOTAL.

I THEN \_\_\_\_\_ THE CHECK.

## WRITING A CHECK

SOMETIMES I NEED TO GET SOME MONEY FROM THE BANK.  
I GET A BLANK CHECK AT THE DESK IN THE BANK.  
THEN I WRITE A CHECK FOR THE MONEY.  
I WRITE THE MONTH, THE DAY OF THE MONTH, AND THE YEAR.  
THEN I WRITE THE NAME OF THE PERSON WHO GETS THE CHECK.  
THEN I WRITE THE AMOUNT OF THE CHECK IN FIGURES.  
NEXT I SPELL OUT THE AMOUNT OF THE CHECK.  
THEN I SIGN MY NAME AT THE BOTTOM OF THE CHECK.  
SOMETIMES I WRITE A CHECK AT HOME.  
SOMETIMES MARY WRITES CHECKS.  
MARY SIGNS HER NAME TO THE CHECKS SHE WRITES.  
I SIGN MY NAME TO THE ONES I WRITE.

SOMETIMES I GET MY MONEY OUT OF THE \_\_\_\_\_.

I \_\_\_\_\_ A CHECK FOR THE MONEY I NEED.

I GET A \_\_\_\_\_ CHECK AT THE DESK IN THE BANK.

I WRITE THE \_\_\_\_\_ ON THE CHECK.

I WRITE THE AMOUNT OF \_\_\_\_\_ IN FIGURES.

I ALSO SPELL OUT THE \_\_\_\_\_ OF MONEY.

THEN I \_\_\_\_\_ MY NAME.



CITIZENSHIP SCHOOL REPORT

Name of School: \_\_\_\_\_

Place: \_\_\_\_\_

Teachers: \_\_\_\_\_

Attendance

	MEN	WOMEN	TOTAL
Enrollment	_____	_____	_____
Attendance	_____	_____	_____
Age Range	_____	_____	_____
Number registered to vote	_____	_____	_____
Number to be registered	_____	_____	_____

Dates of Class Meeting

Months selected: \_\_\_\_\_

Days selected: \_\_\_\_\_

Year: \_\_\_\_\_

QUESTIONNAIRE FOR WORKSHOP ON  
TRAINING LEADERS FOR CITIZENSHIP SCHOOLS

PLEASE MAIL TO:

MRS. SEPTIMA P. CLARK

41 EXCHANGE PLACE # 402

ATLANTA 3, GEORGIA - BEFORE YOU COME TO WORKSHOP

1. WHAT WERE SOME OF YOUR PROBLEMS IN GETTING THE CITIZENSHIP SCHOOL PROGRAM STARTED IN YOUR COMMUNITY? (THESE MIGHT BE FOR INSTANCE PROBLEMS OF RECRUITING, FINDING A PLACE TO MEET, ORDERING THE RIGHT EQUIPMENT AND MATERIALS, OVERCOMING COMMUNITY OPPOSITION, ETC.)

PLEASE EXPLAIN:

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2. WHAT WERE THE PROBLEMS OF OPERATION? (SOME OF THESE PERHAPS WERE PROBLEMS OF KEEPING RECORDS, GROUPING THE STUDENTS INTO BEGINNING AND ADVANCED SECTIONS, PRESENTING TEXT MATERIAL, ETC.)

PLEASE EXPLAIN:

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- PLEASE EXPLAIN:

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- This image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.