This manual was designed primarily for use by coordinators responsible for developing comprehensive community youth opportunity programs of employment, education, and recreation, but the material may also be of assistance to community and business leaders, educators, and others involved in expanding local opportunities for young people. Contents consist of five sections, covering (1) Planning, (2) Employment, (3) Education, (4) Recreation, and (5) Transportation, with each section providing information on the role of the coordinator within that facet of the program, funding and resources, reference materials, and program examples. Listings of various contacts helpful to youth coordinators are appended, including: (1) voluntary organizations, (2) local contacts and labor unions, (3) regional contacts in the Department of Health, Education and Welfare, (4) recreation and parks consultants, (5) Bureau of Outdoor Recreation state liaison officers, (6) National Forest camps, (7) 4-H youth camps, (8) state distributing agencies of the consumer food program, and (9) State Councils on the Arts. (AW)
Manual
For
Youth
Coordinators

1969 edition

PRESIDENT'S COUNCIL ON YOUTH OPPORTUNITY

Spiro T. Agnew, Chairman
THE PRESIDENT'S COUNCIL ON YOUTH OPPORTUNITY was established on March 9, 1967, under Executive Order 11330.

The Council is responsible for:

-- encouraging State and local governments and the private sector to participate fully in efforts to enhance opportunity for youth.

-- assuring effective program planning, coordination, and evaluation for summer and other youth programs of the Federal Government.

The Vice President is Chairman of the Council. Members of the Council include the heads of 10 Federal departments and agencies.

A small Council staff works year-round maintaining Federal youth program liaison and providing technical assistance to cities and states. It also seeks the active cooperation of the private sector and provides a clearinghouse service for youth program information.
MANUAL
FOR
YOUTH COORDINATORS

March 1969
PRESIDENT'S COUNCIL ON YOUTH OPPORTUNITY
Washington, D. C. 20006
ABOUT THIS MANUAL

This manual is designed primarily for the Youth Coordinator, the individual charged with developing comprehensive youth opportunity programs of employment, education, and recreation for his community. It will also be of use to community leaders, businessmen, union officials, educators, leaders of voluntary organizations, press and television representatives, and others interested in expanding opportunities for the young people of their community.

While the manual focuses on the special needs of youth in the summer months, its contents can be and should be applied on a year-round basis.

Each section of the manual includes its own table of contents and list of reference materials. The Appendix has been used primarily for listings of contacts which may be helpful to the Youth Coordinator.

A dual page numbering system has been used. The regular page number (running total) can be found at the bottom of each page. Additionally, the pages of each chapter have been separately numbered. For example, the third page of the employment chapter is keyed numbered "E-3" in the upper right hand corner.
FURTHER INFORMATION

For further information pertaining to this manual or youth opportunity programs generally, write:

The President's Council on Youth Opportunity
801-19th Street, N. W.
Washington, D.C.  20006

Youth Coordinators should direct correspondence to Director, City/State Relations, or call 202/382-2414.
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For many youth -- especially those in our crowded inner cities -- summer means heat, boredom, and idleness. Schools are closed. There is no work, no fun, and little hope.

When the schools close this summer, more than 15 million 14-21 year-olds will be looking for summer jobs at the same time. Previous summer experience indicates that nine of every 10 white youth looking for employment will find it, but one of every four non-white youth will not. In the poverty areas of some of our largest cities, it can be anticipated that only one of every three youth will secure a summer job. Those youth who do not find summer jobs, and many of those who do, will have a great need for something to do and to learn.

These are the problems which confront youth during the summer months. They are also the summer challenges for any community desiring to meet the needs of its youth.

While not limited to the summer, the problems of youth are accentuated during that period, and public and private efforts to resolve them are not as extensive as during the nine months of the school year.
I. PLANNING

In planning effective summer youth programs it is essential to begin early, preferably in the fall or winter months, and to involve youth from the start in program planning and implementation. Past experience indicates that programs designed by youth are more effective than those designed for youth.

The entire metropolitan area should be involved in summer youth programming. Attempts should be made to provide opportunities for all disadvantaged youth, and to enlist all available resources, regardless of municipal boundaries.

The first step is to enlist the cooperation of the community's youth-serving agencies -- public or private -- in an assessment of the potential summer 1969 situation. What youth opportunities will be provided by the various public and private agencies:

Jobs -- How many summer youth jobs will be needed? How many will be available under existing programs and without special efforts? How many can local and State government employ? How can business and industry be stimulated to hire more youth?

Education -- Will the schools be open or closed during the summer months? Can they be kept open for special educational or recreational activities? Can the gyms and playgrounds be used? Are there colleges and universities whose facilities and resources could be used? What funds are available for summer educational activities?

Recreation -- What recreational activities are planned by public and private agencies? Are these equally available to youth in all neighborhoods? Are they available without charge or are fees preventing poor youth from participating? Are new facilities needed? Can mobile or portable equipment be used? Are parks and playgrounds lighted
for night-time use? Can youth recreation aides be hired?

**Camping** -- How many free or low-cost camping opportunities will be available to poor youth? How many more are needed? Are there vacancies at existing camps that could be filled by poor youth? Are there any existing programs to raise funds for free camperships? Could park or recreation areas be converted to day camps for younger children?

**Arts and Cultural Activities** -- What special workshops are presently planned? Can more be implemented? Do all youth have equal access to these workshops? Can poor youth be provided free or low-cost opportunities to read, paint, dance, create, see a play or a movie?

**Transportation** -- Is there adequate transportation to work sites, recreation areas, and special activities? Could school buses or city bus lines be used? What public and private agency funds could be used to aid in providing better transportation?

**Resources** -- What vacant or under-utilized buildings could be used as community or teen centers, indoor recreation sites, etc? Is there a National Guard Armory available? Are there any vacant lots that could be converted to small playgrounds by neighborhood and community volunteers?

Once this assessment is completed, identify the major gaps and establish priority projects. Then design a complete summer plan to implement your decision.

The achievement of each of the aforementioned steps requires enlisting the full resources of the community and of
building public-private partnerships encompassing city government, business, labor, the schools, the churches, voluntary organizations, and young people themselves.

**Mayor's Council on Youth Opportunity**

One effective means of building this kind of partnership is establishment of a Mayor's Council on Youth Opportunity. With the Mayor himself or a key community leader as Chairman and representatives of all segments of the community as members, the Mayor's Council on Youth Opportunity can help coordinate separate activities into an efficient and comprehensive effort.

The many youth job programs conducted in a community, for example, can be strengthened by centralized and shared recruitment, placement, and promotional efforts. Each program can maintain its individuality while gaining a stronger and broader base of resources and support. The same is true in fund-raising, camping, and other programs.

Additionally, the Mayor's Council can provide a focal point for the contributions of needed funds and volunteers from business, labor and private citizens.

**The Youth Coordinator**

Another requirement communities have identified is the assignment of the coordinating responsibility to one person.

Many cities have met this need by employing a full-time staff person to work directly under the Mayor and in conjunction with the Mayor's Council on Youth Opportunity.

This staff person, called a Youth Coordinator or a Mayor's Assistant for Youth Affairs, does not operate or supervise programs. He serves in a coordinating role only, working with youth to determine their needs, seeking broader community participation, suggesting possible community-wide programs, identifying new sources of funds and under-utilized resources.
The Youth Coordinator should serve as a catalyst for program development, and his office should be a clearinghouse for information on youth program activities. One of his primary responsibilities is to ensure that youth are involved at all levels in the planning, implementation, and evaluation of youth programs.

The Youth Coordinator should also:

1. Work closely with businessmen in organizing the private sector summer job effort. In cooperation with the local State Employment Service, a business chairman, and the community action agency director, he should help ensure that a workable recruitment and application procedure for potential business hires is established. Consideration should be given to the stimulation of a one or two-day Job Fair in April or May as an effective vehicle for one-stop recruitment and hiring of disadvantaged youth.

2. Stay in contact with the Federal Youth Opportunity hiring program in order to help maximize meaningful employment for youth with agencies of the Federal government. Early in the year he should meet with the Federal Executive Board Chairman in his city and determine the Federal summer job hiring goal and reach agreement on hiring procedures. He should also try to ensure that proper outreach efforts are used and that adequate training and supervision provisions are made.

3. Consult with local union officials to determine their willingness to assist in job training programs for poor youth and to provide volunteer manpower and resources for summer youth programs.

4. Help ensure that all available Neighborhood Youth Corps slots are utilized, when NYC allocations are made.
5. Cooperate with leaders of the local community action agency to ensure close coordination with their efforts. Final responsibility regarding funding levels and types of programs sponsored by the CAA remains the responsibility of the CAA Board.

6. Meet with camping and voluntary organization officials to help develop a sound camping program for disadvantaged youth. Youth selection, transportation, vacant camp slots, equitable fees, and other matters will have to be considered.

7. Meet with representatives of all voluntary organizations to discuss plans and options for summer programs and to encourage program coordination.

8. Review the overall transportation resources in the city, and in discussions with appropriate officials, help determine how these resources can be most effectively utilized. He will want to examine the public transportation available and the potential use of school buses, military and National Guard vehicles, and surplus Federal vehicles.

9. Work out a program for reporting the needs and accomplishments of the youth program. This will include the use of television, radio, films, newspapers, brochures, posters, billboards, etc.

10. Contact key State officials to discuss monitoring of their program for the hiring of disadvantaged youth. He should urge the cooperation of State agencies, particularly those operating in or near his city. State parks should be open at no cost to needy youth. The fish and game department, for example, might be asked to develop special programs.
11. Meet with leaders of the Urban Coalition to ensure coordination with their efforts.

12. Examine the feasibility of a major private fund-raising effort for his city's youth program. Obviously, this should be coordinated with the United Fund drive and other efforts in the city.

13. Meet with church leaders in his city to work out the role they can play in opening their facilities for education and recreation purposes. He should also encourage them to employ needy youth directly or encourage their employment by church members.

14. Meet with local theater owners and owners of professional sports teams to urge them to provide free admissions and sponsor free sports clinics.

15. Ensure that the city has a sound program for hiring disadvantaged youth and monitor the program to make sure that it is working effectively.

16. Meet with representatives of the park and recreation department months ahead of time to ensure adequate advance planning for disadvantaged youth programs, youth involvement in the planning and implementation of programs, and employment of needy youth in these programs.

17. Meet with school officials to ensure that playgrounds, libraries, shops, gyms, swimming pools, and other facilities are open during the summer for extended hours. He should also encourage use of Title I funds for summer programs and tuition-free summer school classes for needy children.
18. Meet with area college and university officials to determine the role that they can play by opening their gymnasiums, play fields, and other facilities, and by providing trained leaders to supervise and coordinate the programs. He should also determine if College Work-Study enrollees can be made available to assist with summer youth programs.

19. Meet with area military and National Guard commanders to encourage their participation by furnishing facilities for recreation programs, hiring of needy youth, providing transportation assistance, use of National Guard armories, camps, and other resources.

20. Meet with various business groups, such as the Chamber of Commerce and Jaycees, to assist them in becoming active participants in the youth program efforts of their city.

21. Meet with police and fire department heads to encourage their participation by sponsoring of Police Athletic League teams, fire hall and police station visits, youth cadets program, etc.
GENERAL REFERENCE MATERIALS

1. **Handbook for Local Officials.** Prepared by the Vice President's Office, the Handbook is a compendium of Federal programs which aid or have an impact on localities. It is a working reference source organized by functions and problem areas and provides an overview of the kinds and sources of Federal assistance which are available for local use. It is designed for use as a tool in broad policy-making and comprehensive planning and programming. Detailed information on specific programs is provided in a companion piece to this volume, the Catalog of Federal Assistance Programs listed below. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. $2.

2. **Catalog of Federal Assistance Programs.** This 700-page publication gives one-page descriptions of all Federal domestic programs. It is available upon request from the Information Office, Office of Economic Opportunity, Washington, D.C., 20506.

3. **Grants-In-Aid and other Financial Assistance Programs Administered by HEW.** This publication lists and describes the various forms of financial aid administered by the Department of Health, Education, and Welfare. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. $2.25

4. **Federal Research and Demonstration Programs Benefiting the Disadvantaged and Handicapped.** State agencies, private and public educational institutions, other organizations, and interested individuals may be eligible to receive grants and contracts for a wide range of Federally-supported research and demonstration programs benefiting the disadvantaged and handicapped. OE-35092. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 40 cents.

5. **Federal Funds and Services for the Arts; 1967.** This publication, prepared by the National Endowment for the Arts, lists and describes 90 Federal programs of interest to individual artists,

6. Federal Programs Assisting Children and Youth: 1967. This report inventories all Federal programs which assist children and youth and gives information on the amount of Federal funds which they provide. Prepared by the Interdepartmental Committee on Children and Youth. Copies may be obtained by writing the U.S. Department of Health, Education, and Welfare, Social and Rehabilitation Service, Children's Bureau, Washington, D.C., 20202.

7. The Foundation Directory, Edition 3. A foundation is defined by this Directory as a nongovernmental, non-profit organization, having a principal fund of its own, managed by its own trustees or directors, and established to maintain or aid social, educational, charitable, religious, or other activities serving the common welfare. Both charitable trusts and corporations are included. A foundation must (1) make grants in one year totaling $10,000 or more or (2) possess assets of $200,000 or more to be listed. Entries are listed alphabetically by state.

Each entry includes name and address where available, data on establishment, donor, purpose and activities, financial information for the most recent year available, and the name of officers and trustees. Three indices provide reference by field of interest, persons, and foundations. Copies available from Russell Sage Foundation, 230 Park Avenue, New York, New York, 10017. $12. Regional branches of the Foundation Library Center will have detailed information on the funding patterns of Foundations within their regions.

8. Report of the National Advisory Commission on Civil Disorders. This report explores the conditions in our cities' ghettos which have led to widespread discontent among the disadvantaged. It stresses the need to act immediately and with commitment to find solutions to these problems. A series of recommendations for action are made. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. $2.
9. **Testimony Presented at the Cabinet Committee Hearings on Mexican-American Affairs.** The Interagency Committee on Mexican-American Affairs has reprinted the proceedings of these hearings held in October 1967. Concrete proposals are made to provide the Spanish speaking community with greater service in the areas of agriculture, labor, health, education, and welfare; the war on poverty and the general improvement in the economic and social condition of the Mexican-American. Interagency on Mexican-American Affairs, 1800 G Street, N.W., Washington, D.C., 20506.

10. **The Mayor and Federal Aid, Evolving Methods of Intergovernmental Action to Improve Urban America.** This publication by the U.S. Conference of Mayors discusses the conditions of urban change, local organization and administration, the program development process, and case studies in organization. Available from U.S. Conference of Mayors, 1707 H Street, N.W., Washington, D.C., 20006.


12. **Youth -- Summer '68.** A report on St. Louis' summer 1968 youth programs. Available from Rev. Lucius Cervantes, Youth Coordinator, Office of the Mayor, City Hall, St. Louis, Missouri, 63101.


14. **A Plan of Action for Coordinating Youth Opportunity Programs,** a December 1968 report of the Kansas City Office of Youth Opportunity. Available from James A. Buford, Youth Coordinator, Office of the Mayor, 25th Floor, City Hall, Kansas City, Missouri, 64106.


18. Manual for Planning and Organizing a Summer Youth Opportunity Program, an especially helpful guide prepared by the Department of the Army. Available from the President's Council on Youth Opportunity.

Films

Summer, a 16 mm. color film prepared for the President's Council on Youth Opportunity. The 28-minute film depicts the special needs of youth during the summer months. It is essentially the story of three young people in different summer programs. Available on loan only for television and large audience use from Audio Visuals, President's Council on Youth Opportunity, Washington, D.C., 20006.

What's In It For Me?, a 28-minute film of what happens when untrained, undereducated, and unemployed youth are given a chance. Prints are available through the State Employment Service.


CHAPTER II: EMPLOYMENT

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II. EMPLOYMENT

The U.S. youth unemployment problem -- an unemployment rate three times that of the adult labor force and more than double the youth rate of other industrialized nations -- reaches its peak in the summer months when the schools are closed.

In summer 1968 the youth unemployment rate was 12.4 percent overall, 10.8 percent for whites, and 23.4 percent for non-whites. Within the poverty areas of some large cities, the youth unemployment rate runs as high as 60 percent. Greenleigh Associates' study of 15 major cities in summer 1968 concluded:

"...generally summer jobs are available for no more than one out of two disadvantaged youth, and perhaps for only one out of three."

For many young people a summer job is necessary to earn money to return to high school or go on to college; for three of every four youth it is the only vocational experience and training available prior to entrance into the adult labor force. Last year, more than two million youth who looked for summer employment did not find it.

Percentages measure only the surface of the problem; it is even more tragically measured in empty lives.

Planning

The most effective youth employment programs have usually occurred in those cities where the Youth Coordinator's office, with the assistance of a Mayor's Council on Youth Opportunity, has acted as a catalyst and a clearinghouse for development of a comprehensive youth employment program involving all public-private agencies dealing with job development, placement, and counseling.

These agencies -- Employment Service, National Alliance of Businessmen, labor unions, Community Action Agency, youth groups, United Fund, State and local government, Chamber of Commerce,
public schools, colleges and universities, private employment agencies, Federally-funded employment program sponsors -- should be organized early into a summer employment planning committee under the auspices of the Mayor's Council on Youth Opportunity.
ROLE OF THE YOUTH COORDINATOR

The Youth Coordinator's primary task is fostering and ensuring this inter-agency cooperation. He should:

1. Inventory existing local programs and the job goals of each.

2. Determine, by age and sex, the number of additional jobs needed. **CAUTION:** Don't spend unnecessary time on this survey. To date, no city has been able to provide enough jobs to meet the demand. Emphasize the development of job openings.

3. Seek design of a plan to refer every youth who applies for employment to a summer opportunity, whether it be a job, an education program, or a recreation activity. Jobs are top priority, but alternatives should be provided those for whom there are no jobs.

4. Establish an information center on the resources, plans, and organizations set up to provide youth employment. A central telephone number for job information is desirable.

5. Seek development of a method of ensuring that meaningful jobs are provided and that employers provide adequate orientation and supervision. **This difficult but important task is an essential element in a good jobs program.**

6. Evaluate the jobs program on a regular basis with a final, extensive evaluation at the end of the summer. Colleges might help by assigning students to do this work.

7. Encourage the employment planning committee to pursue development of part-time jobs during the school year.
Main sources of summer employment are Federal, State, and local governments, business, and non-profit and voluntary agencies.

1. Federal Government Employment

Federal agency hiring of youth in the summer falls into two main categories: The competitive examination, under which 40,000 youth were hired in summer 1968, and the non-examination Youth Opportunity Campaign for youth from low-income families, under which 78,000 youth were hired in summer 1968.

Most large cities have a Federal Executive Board (FEB) or Association (FEA) which coordinates Federal agency activities in the city. The Chairman of the FEB or FEA is the key man to contact for employment opportunities in Federal agencies in each locality. Where no FEB or FEA exists, the nearest Interagency Board of Civil Service Examiners office can provide assistance in identifying and providing summer jobs in the Federal government.

Competitive examination positions pay Federal wage rates of GS-1 ($65.17 per week) to GS-4 ($98.94). Application for these positions must be made prior to January 30 for the following summer. A booklet, "Summer Jobs in Federal Agencies" (Announcement No. 414), gives further information and is available from the U.S. Civil Service Commission, Washington, D.C., 20415.

Youth Opportunity Campaign (YOC) positions are reserved for youth from low-income families, and pay a standard rate of $1.60 per hour. Under the YOC program, Federal agencies are urged to hire at least one poor youth for every 40 regular employees. Federal agencies often exceed these suggested quotas.

The President's Back to School Campaign enables Federal agencies to employ poor, in-school youth on a part-time basis during the school year.
2. Federally-Funded Programs

Federally-funded programs which may be providing employment opportunities for youth in your community include the Neighborhood Youth Corps, Concentrated Employment Program, Manpower Development and Training Act, College Work-Study, Office of Economic Opportunity programs, Elementary and Secondary Education Act, Vocational Education Act, Special Impact Programs of the Department of Labor, and research and development projects under a variety of Federal legislation.

For summer youth employment, the major program is the Neighborhood Youth Corps, which is administered locally by Community Action Agencies, school boards, and/or city governments.

Detailed information on the aforementioned and other programs is provided in "Federal Programs in Job Training and Retraining," which is available for 50-cents from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.

The Youth Coordinator's primary role in Federally-funded employment programs is to encourage approaches which can improve existing programs and/or more effectively link employment programs in education, recreation, or the arts.

If and when consideration is given to seeking new or additional Federal funds, the Youth Coordinator should contact the President's Council on Youth Opportunity for advice on programs and application requirements.

3. State and Local Governments

State and local governments regularly hire many youth during the summer to serve as vacation replacements or to fill seasonal jobs such as lifeguards or as members of highway department crews. These positions can be reserved for qualified, poverty-level youth. Some State and local governments have established their own programs to hire disadvantaged youth similar to the Federal Government's Youth Opportunity Campaign and Neighborhood Youth Corps.
4. **Special Notes -- Public Sector**

The summer jobs effort in the public sector should emphasize the employment of disadvantaged youth in work projects improving the quality of life in their neighborhoods.

The needs in ghetto communities are so great that there is no problem in developing work projects such as extensive health services, information-gathering on neighborhood facilities and needs, rodent control, and anti-pollution efforts. The 14-21 year-old youth, who is available during the summer school recess, is a good manpower resource for such projects.

As evidenced in previous summers, disadvantaged youth have a special capacity to serve their own communities. Additionally, tasks which involve working with the residents of their own neighborhood particularly engage the interest and enthusiasm of young people. There is abundant testimony on this score from Neighborhood Youth Corps enrollees.

Disadvantaged youth also have special needs which should be met in public employment programs. These include:

- **Supportive Services** -- Medical services, counseling, and guidance are among the supportive services which can be provided along with summer employment to help improve the lives and vocational destinations of disadvantaged youth.

- **Wages, Work-Week** -- Efforts should be made to move in the direction of uniform hourly wages and work-weeks for youth in the same age group. A related question is differential earnings between 14-15 year-olds and 16-21 year-olds. Three variations were noted in 1968: (a) limiting the number of 14-15 year-old employees; (b) paying higher hourly wages to the older group; and (c) allowing the older group to work more hours per week. The latter may be the best alternative.
Good Supervision -- To provide adequate direction and effective training, a public sector employment program should include: (a) adequate numbers of supervisors, with the appropriate ratio determined by work-site location, nature of the work, kind of employees, etc.; (b) use of indigenous persons to the extent feasible, particularly males for supervising male employees; (c) provision of orientation and training for youth and supervisors prior to the assignment of youth to their jobs.

5. Private Sector -- National Alliance of Businessmen

The National Alliance of Businessmen (NAB) was established in 1968. NAB currently operates in the metropolitan areas of the nation's 50 largest cities. It conducts two programs -- one of permanent jobs in business for the hard-core unemployed, the other of summer jobs for low-income youth.

The 1969 NAB Summer Job Program will be based on these major points:

Target Youth -- The 1969 NAB summer youth program will be aimed only at in-school youth between the age of 16-21 (with emphasis on the 16-19 age group), who lack suitable employment. Dropouts and other unemployed out-of-school youth will be covered by the basic NAB program for hard-core unemployed.

Eligibility Criteria -- In 1968, the Neighborhood Youth Corps poverty criteria were used to certify eligibility for participation in the NAB summer jobs program. This year, the criteria will be changed. In 1969, in addition to being a member of the target group described above, the youth must meet at least one of the following criteria to be eligible.

a. member of a family with an annual income below the poverty level;
b. member of a family receiving welfare payments;

c. member of a family that resides within a low-income area or attends a school in such an area;

d. ward of the court or one who resides in an orphanage;

e. former NYC enrollee or Job Corps enrollee;

f. genuinely disadvantaged, especially members of minority groups.

Responsibilities of the National Alliance of Businessmen -- The role of the local NAB office will be confined to job procurement in the private sector. NAB should have sole responsibility for soliciting job pledges from private sector employers, thus avoiding multiple solicitation.

Responsibilities of the Mayor's Council on Youth Opportunity and the Youth Coordinator -- The MCOYO and the Youth Coordinator, in consultation with the NAB Metro Chairman, the Manager of the local State Employment Service, the Director of the local Concentrated Employment Program, and the Executive Director of the Community Action Agency, should ensure that a suitable mechanism is established for coordinating all outreach, referrals, and placements of youth in the job slots located by the local NAB Job Procurement Manager.

This responsibility is limited to the summer youth job program of NAB, and does not extend to the basic NAB program.

When the NAB Job Procurement Manager receives summer job pledges from private sector
firms, and turns these pledges into actual job orders, these job orders will be given to the coordinating mechanism described above, for referral of eligible youth to potential employers. This will enable the Youth Coordinator to fully integrate the NAB summer youth effort into his community's overall summer program and to ensure that poor youth are, in fact, placed in the available jobs. The actual form of these arrangements will vary from one community to another, and will depend largely on the relationships developed between the MCYO and the NAB Metro.

In organizing the overall community effort, the Youth Coordinator should involve labor union representatives at every stage. Voluntary organizations can assist in providing supportive services.

**NAB Youth Program Director** -- Each NAB Metro Chairman has been urged to designate a youth program director to provide overall coordination of the NAB summer job program.

**Certification of Eligibility** -- Applicants for the youth jobs program may be certified by the Concentrated Employment Service, or the employer himself. For "walk-ins," and those obtained through his own recruitment efforts, the employer may request Concentrated Employment Program/Employment Service assistance in certifying eligibility, or he may follow the self-certification procedures.

Self-certification consists simply of the employer's applying the standard contained in the "criteria for eligibility" to applicants under the summer jobs program.

Certification procedures should be worked out as early as possible, as described in the above item, on responsibilities of the Mayor's Council and the Youth Coordinator.
Other Program Relationships -- the MCOYO and the Youth Coordinator will also be asked to lend the prestige of the Mayor's Office to the organization of Job Fairs (where they are appropriate), publicity campaigns, and the establishment of relationships with the local Chamber of Commerce and other appropriate organizations.

6. Special Notes -- Private Sector

NAB's experiences in summer 1968 indicate some basic principles for employment programs in the private sector. These include:

-- The program should be set up on a year-round basis to provide sufficient lead-time in developing summer employment opportunities and part-time jobs during the school year, and to ensure proper coordination between the employment planning committee and participating employers.

-- Dropouts and other hard-core unemployed out-of-school youth, particularly those over 18, should be channeled into long-term employment programs.

-- The emphasis in solicitation of jobs among small businesses, trade associations, etc., should be to open up job opportunities for females of all ages, and youth under 18 years of age who in many states are excluded from working in industrial environments by child labor laws.

-- Job orders should be channeled through the employment planning committee, which should act as a one-stop clearinghouse to coordinate all outreach, referrals, placements, follow-up and supportive activities through the Employment Service and other agencies.
Certification for jobs should usually be handled through the Employment Service or, where it exists, the Concentrated Employment Program (CEP).

Where possible, one individual should be named by the companies participating in the program to handle company orientation for youth and supervisors, and provide in-house counseling.

7. Private Sector -- General

The business community's summer jobs effort should encompass both the seasonal and the special aspects of summer employment for disadvantaged youth.

Employment barriers unrelated to skills should be lifted for the seasonal summertime jobs which companies traditionally fill with workers hired only for the summer. These are the jobs which develop for such reasons as a summer upswing in company activity, the need for vacation-time replacements for regular employees, and the performance of certain tasks appropriately reserved for the summertime, such as inventory and repairs.

Special summer jobs should be designed, to the extent feasible, so that disadvantaged young people can be trained in assignments which enhance their work capabilities while they perform work of value to the employer. Training should be in areas with career potential.

Appeals for "make-work" summer jobs should be avoided. They are unsatisfactory to employees and employers alike, imposing on the former the stigma of "handouts" and on the latter the burden of unneeded payroll additions. Make-work undermines the basis on which industry's participation in the summer jobs effort can be sought most effectively: (a) utilizing disadvantaged youth as a summer labor resource, to the extent that firms need such a resource; (b) utilizing industry's expertise to develop, from the ranks of the summer youth labor resource, productive additions to the company's labor force. Businesses which cannot provide meaningful jobs might consider providing funds to be used as educational stipends for disadvantaged youth.
Planning should begin months in advance of the summer to determine employers' anticipated summer needs for seasonal youth workers. The employment planning committee should take the initiative in contacting local businessmen as early as possible for a realistic determination of the private sector's capacity to provide summer jobs for disadvantaged workers. Goals for the community should be set locally with a determination to go beyond the previous summer's achievement; at the same time goals should not fantasize the capacity of the local labor market for summertime expansion.

Enlisting the support of labor unions at the start of employment planning will be helpful in overcoming potential obstacles such as dues, initiation fees, and other contract requirements. Labor involvement in planning and implementation can be particularly valuable in establishing on-the-job support for disadvantaged youth, perhaps through design of a "buddy" plan.

In advance of the direct solicitation of employers, the planning committee should make arrangements with other concerned groups in the community for filling job orders, providing follow-up and needed supportive services, and overcoming particular barriers to summer youth employment such as transportation and work permits.

These can appropriately be determined at a meeting with the Employment Service, labor union representatives, and other governmental and private groups related to summer employment in the private sector.

Such citywide planning sessions should make it possible to advise employers of all implementing details at the same time that the appeal for summer jobs is made:

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Employers should be advised that they will not be subjected to multiple solicitations. The single solicitation should be thorough enough to obviate successive appeals by other groups. Solicitation should be made by loaned executives, whose position and experience lend prestige and expertise to the request for summer jobs. The request should be made to the
highest echelon appropriate, with the clear understanding that it will be communicated to and confirmed by operating levels which may be lower. The solicitation should refer to both seasonal and "special" jobs (i.e., specially designed for career potential).

Employers should be offered technical assistance for the design of special summer jobs. The assistance could come from the business community itself, carrying-over techniques developed in special operations. It should be supplemented by technical assistance using such resources as local universities and private contractors.

Employers should be offered sensitivity training for supervisory staff. One or two pre-summer workshop sessions, sponsored by the employment planning committee with appropriate assistance as required, could avoid many problems and misunderstandings in the summer. Written materials are helpful, but they do not substitute for plain words simply spoken by respected businessmen to their peers and associates.

Employers should be encouraged to provide orientation for disadvantaged youth hired as summer employees. They should be offered assistance by the employment planning committee in applying techniques which have been proven effective in integrating hard-core persons into the business environment (the "buddy" system, for example, or other techniques which NAB is utilizing in its Basic JOBS program).

Employers should be advised of a single source which will fill job orders, and provide follow-up, if problems develop with summer hires. As
far as the employer is concerned, he should be able to call on a single source, specify his sum-
job personnel requirements, and be advised when a referral will be made. The single source may, as determined locally, be a consortium or specially-tailored agency (for example: The Employment Service Summer Office in Atlanta, the Employment Service Summer Operations in San Francisco, Work Opportunity Center in Denver, Job Central in Detroit, Job Line in Seattle). Vis-a-vis the individual employer, however, the job referral and follow-up agency should operate as a single source. To the extent possible, the employer's communication with the job referral agency should be simplified by dealing with the same person throughout.

Employers should be invited to provide the employment planning committee with frank feedback on problems and progress in addition to cooperating in a simple reporting system. Whatever problems must be overcome in bringing disadvantaged youth into the summer labor force need to be articulated at the operating level. Conversely, good experiences should be shared as possible prototypes for other employers.

Employers should be advised of the arrangements, worked out well in advance on a community-wide basis, to transport disadvantaged youth from ghettos to job sites wherever public transportation is a problem. Where the transportation problem is not just a summertime problem (as is usually the case), a year-round solution should be sought. Where appropriate, special pick-ups might be arranged (from inner-city schools to airport job locations, for example, as was done in Chicago), or carfare allowances might be provided by the employers, if feasible. Many employers have found that new employees can work out satisfactory transportation arrangements by
themselves after the first week or two on the job. However, special assistance may be needed in the initial period of employment.

8. Other Local Efforts

Homeowners and small business can be encouraged to hire young people for odd jobs. The "Rent-a-kid" model discussed later in this chapter is one way of organizing such an employment program.

The many non-profit and voluntary organizations in every community are a rich potential source for youth employment. Most can hire youth directly as recreation or education aides, resident camp assistants, hospital attendants, office aides, etc.

Churches, for example, can provide summer job opportunities on their buildings and grounds, and in their summer camp and recreation programs. Church organizations and city-wide federations can take the lead in these efforts. They might, for example, initiate a campaign to urge each church to hire one disadvantaged youth for every 100 members of its congregation, or to hire one disadvantaged youth per church.

9. Jobs for Girls -- A Special Problem

While girls are often more mature and anxious to work than boys of the same age, there are usually fewer jobs available to them. Thus, special efforts must be made to find jobs for them, for example in offices, department stores, food-service industries, assembly-type light industries, and similar sources of employment. In addition, consideration should be given to establishing labor exchanges for part-time work for girls, as in the Rent-a-Kid program described later in this chapter.
OUTREACH

A comprehensive, citywide outreach program should be developed to find the young people most in need of summer work. Participants in this effort should include the Employment Service, Community Action Agency, NAACP, Urban League, SER and CEP (where they exist), VISTA, welfare agencies, youth groups, and other agencies engaged in job recruitment.

Plans for the outreach effort should be developed as quickly and thoroughly as possible. Actual recruiting should begin by April. The matching of youth and jobs can then take place in May with referrals beginning late in May.

1. In-School Registration

In-school registration during the school year by or in conjunction with the State Employment Service is one of the most effective means of identifying job-seekers. This step also frees the Employment Service to concentrate more of its efforts on hard-to-reach, out-of-school youth.

The Employment Service should work with schools in distributing printed information and job applications. The schools should be encouraged to give particular attention to the less motivated and not merely the highly-motivated, better-adjusted youth.

Job application procedures should be standardized and simplified. Interviewers should use standard forms which will develop information on interests, aptitudes, school status and skills, so that each can be job-matched as well as possible.

2. Recruiting the Hard-Core

Recruiting out-of-school, out-of-work youth is the toughest part of the outreach effort. Experience has shown that these youth can be recruited best in their neighborhoods. This requires day and night canvassing of areas where youth congregate -- pool halls, carry-out shops, gas stations, barber shops, playgrounds, street corners. Youth from the neighborhood are often the most effective recruiters.
NOTE: Because recruitment of hard-core unemployed youth will be handled under the basic, year-round program of the National Alliance of Businessmen in the 50 largest cities, Youth Coordinators in those cities will not face the same kind of considerations in this area as will Youth Coordinators of communities in which NAB does not operate.

3. Job Certification

Youth Opportunity Centers, Human Resources Development Centers, and neighborhood and barrio centers all have the joint services of the local Community Action Agency, the Employment Service and other social and manpower agencies. They should be used to qualify and certify youth in the city because: (a) they employ specialists; (b) there is no cost for their services; (c) they operate year-round and can provide permanent employment follow-up for the summer program; and (d) they can handle the local and national data reporting system on jobs and recruiting for all hiring programs that will be essential to good, fast control of the program as well as for evaluation.

4. Job Referrals

The State Employment Service or the Concentrated Employment Program (CEP) should, where possible, be used for all job referrals. This will permit a comprehensive record-keeping system to keep track of the progress in filling jobs, thus enabling the summer employment planning committee to adjust programs and goals to achieve the best results quickly.
GETTING EMPLOYER AND JOB-SEEKER TOGETHER

The Job Fair concept developed by Houston in 1967 and Atlanta's 1968 "Rent-a-Kid" project provide two successful models for matching employers and job-seekers.

The Job Fair is primarily for summer jobs in industry or government. The Rent-a-Kid project aims at providing short-term, temporary jobs for younger age groups.

1. The Job Fair

The Houston Job Fair concept, which provides on-the-spot registration and hiring in a two-day period, is one of the most successful summer youth employment models available.

Houston's first effort in mid-July 1967 was hastily-assembled in two week's time, but it provided immediate employment for 900 disadvantaged youth and follow-up employment for another 400. Houston's 1968 effort in May provided about 4,500 jobs for disadvantaged youth, 3,500 at the Job Fair itself. A similar 1968 Job Fair in Dallas yielded an estimated 4,000 jobs.

Under the Job Fair concept, job-seekers are found in the schools through pre-registration. The jobs themselves are located by the National Alliance of Businessmen and city officials, who solicit pledges from private business. Then the two groups -- job-seekers and employers -- are brought together for the May Job Fair at a central location, usually an armory or civic auditorium where the youth are hired on-the-spot by participating employers.

The advantages of a Job Fair, based on Houston's experience, are:

-- A Job Fair focuses the attention of the entire community on hiring the disadvantaged. With community enthusiasm for the project, companies are inclined to get caught up in a "let's-don't-be-left-out" spirit.
-- A Job Fair is a time-saving device for employers. It involves a number of the agencies that normally would be making separate contacts with employers asking for job slots. The Job Fair provides a coordinated effort that gives employers a central source for doing all their summer hiring.

-- A Job Fair saves employers from having to do pre-screening of applicants. Professional interviewers from agencies making up the Job Fair committee do this pre-screening and provide employers with the most promising prospects for employment.

-- A Job Fair gives a visible demonstration to minority groups that employers are engaged in a concerted effort to help the disadvantaged.

-- A Job Fair provides a follow-up service to employers so that if problems arise in terms of youth failing to report for work or presenting other problems on their job, a Job Fair subcommittee can check to see what is wrong.

-- A Job Fair commits employers to active participation in a concrete event. Instead of simply offering pledges to hire youth for the summer, employers go to a central site and do on-the-spot hiring.

-- A Job Fair gives employers wide exposure to disadvantaged youth and places them in contact not only with just those who are sent for on-the-spot interviews but also the many others who are processed at the fair. Most employers come away impressed with how neat and well-mannered the youth are.
An innovation at the 1968 Houston Job Fair was a program in which private citizens not in a position to hire youth for the summer contributed cash to the program. The money was used to hire youth for non-profit organizations such as hospitals. Houston citizens contributed $74,000 to the program, which paid for about 95 jobs.

Detailed information on conducting a Job Fair can be obtained from the Job Fair guidebook of the National Alliance of Businessmen (See Reference Materials section of this chapter) or from the Office of the Mayor, City Hall, Houston, Texas, 77002.

2. Rent-A-Kid

Atlanta's 1968 Rent-a-Kid project operated as a clearinghouse, matching temporary jobs in affluent neighborhoods with poverty youth, chiefly 14 and 15-year-olds looking for work. More than 1,000 youth, ages 14-18, found some work through four full-time offices and a Saturdays-only desk at a shopping center.

Typical jobs were baby-sitting (75-cents per hour, $1 per hour at night plus transportation), yardwork ($1.35 per hour), ironing (10-cents per piece). The minimum wage accepted, outside of baby-sitting, is $1.35. The jobs were short-term, and many youth worked at several jobs in the course of the summer.

The program began in the West End, a depressed area contiguous to a prosperous neighborhood. It was conceived by Mrs. Joy Cochran, Manpower Director of the West End Neighborhood Service Center (Tel: 404/753-6101). It spread to three additional Neighborhood Service Centers and the Georgia Avenue Presbyterian Church.

A private foundation provided $415 for rent and telephone for the storefront headquarters in the West End; an additional $200 came from the Mayor's Youth Council, which also provided a Work-Study student to run the office. Radio and television stations provided free publicity. Police and Fire Departments sent representatives to talk with the youth about emergencies they might encounter on the job, and how to deal with them. Some skills training was provided.
Youth registrants check-in daily with the central office as to their availability for work that day. Employers are encouraged to provide transportation to and from work. Youth are dropped from the registry if they repeatedly fail in promptness, courtesy, or work performance.

To encourage the youth to save their earnings, Rent-a-Kid used funds provided by an anonymous donor to pay 10 per cent interest on savings balances at the end of the summer.

The program was continued to provide part-time work for youth registrants during the school year.

Seattle started a similar program with the same name in the fall of 1968. The Seattle agency is run entirely by youth and is governed by a 21-member youth advisory council comprised of teenagers from the Seattle Model Cities target area. Part-time and permanent jobs for 14-18 year-olds are sought. Youth registrants may go to Seattle Community College and get regular high school credit or take courses from Seattle Opportunities Industrialization Center to receive their high school equivalency diploma. Nine high school students recruit youth on the street, develop jobs, and offer words of advice to "rookie" employees.

3. The State Employment Service

The traditional, and still the most important mechanism for placing youth in summer jobs in most cities is the local office of the State Employment Service. The Employment Service has a large and well-trained staff which can provide valuable services to all other employment programs as well.
PROGRAM EXAMPLES

Neighborhood Youth Corps

1. In New Orleans the NYCers assigned as prekindergarten aides assisted the office personnel in such tasks as answering the telephone, recording messages, distributing and collecting materials. They helped the children during snack periods and outdoor activities.

2. In Atlanta many NYCers served as tutors in some of the most disadvantaged community schools. "Tutoring youngsters became a two-way street for enrollees. They learned as they taught," noted the Atlanta NYC's "Descriptive Narrative Report" for the month of July.

3. In Denver 20 NYCers were assigned to the Denver City and County Library. They were trained to perform library tasks ranging from cataloguing to stacking books, under the supervision of professional librarians. Not only was NYC work performance rated "very good" by library staff, four youth were put on a 40-hour week (with the Library financing the extra 14 hours) and several were promised part-time work during the fall school term.

4. In Detroit the Archdiocese relied on the services of some 700 NYCers in a summer program serving the most depressed areas on the East Side. Work sites included non-profit health, welfare, and education agencies, parks, playgrounds, and recreation areas.

5. In Newark 500 enrollees were assigned to the Mt. Carmel Guild and distributed among non-profit agencies serving the handicapped, the elderly, children, and other needy groups. The responsiveness of NYCers to the needs of the handicapped was remarked upon by Guild staff; one example cited was the 14-year-olds who learned Braille to better serve the visually handicapped. Other NYCers worked in the City Hospital and a municipal institution for the elderly.

6. In Washington 55 NYC enrollees and 112 District Government summer employees worked at the D.C. Police Department. The
program has been expanding since its inception in 1965. Except for three youth on police cars, enrollees were assigned to stations where their tasks were chiefly clerical. Some worked as recreation aides in Police-sponsored camp programs for poverty youth. Their services were in demand, with stations often requesting more youth aides. The summer youth employees attended special events such as cadet graduations, and were taken on tours to such places as the FBI and the Fire Department. It was reported that many youth who entered the program were hostile, initially, but changed their attitudes after firsthand experiences.

7. In Kansas City, 17 NYCers worked as research assistants assigned to the University of Missouri-Kansas City Division for Continuing Education. Their chief duty, for which they were carefully trained, was house-to-house surveying in an inner-city area to determine reactions and suggestions for community school programs.

8. In Chicago "Operation Get Smart" was launched in 1968. Some 150 NYCers, 16 years of age or older, were selected at random from among more than 21,000 enrollees. Their reading levels ranged from zero to 10th grade. They were put in classes with no more than 12 students per class, and as few as four, for students at the lowest reading levels. For enrollees whose reading level was second-grade or less, class attendance was full time, i.e., 26 hours weekly. Others attended remedial classes twice weekly for three-hour sessions. Classroom equipment included closed-circuit television, tape recorder and camera for use in reading, speaking, and role-playing. Replays sparked analysis of errors in students' speech. Reading materials included newspapers, Negro histories, and the writings of authors such as Richard Wright and Lorraine Hansberry. Students were taken on field trips for cultural purposes and travel experience; the teachers noted that many youth had difficulty in getting around once they left their home neighborhood. The more advanced among the remedial students were assigned to libraries and other facilities, where they read to children and to elderly persons.

9. In San Antonio summer NYCers accompanied youngsters on trips 15 miles outside the city to SANYO Day Camp, established by the San Antonio Neighborhood Youth Organization. The camping
experience was a "first" for many NYCers too. Sports Clinics were attended enthusiastically by NYCers; NFL stars conducted the football clinic, Lee Trevino the golf clinic, and national and local track stars participated in the track and field clinic. Visits to HemisFair were high spots during the summer. An outstanding event was the Creative Arts Festival, a week-long program sponsored by SANYO and EODC (Economic Opportunity Development Corporation of San Antonio and Bexar County). Some 100 NYCers participated in the events, which included photography, painting, and theatre. Many were in the Theatre-In-The-Streets and the Sing-out and Talent Program, which presented neighborhood rock-and-roll groups, jazz combos, readings of Negro poetry, and the like. Works created by NYC enrollees at the Festival were displayed subsequently at HemisFair, and some of their plays and films were presented in HemisFair's schedule of activities.

Federal Youth Opportunity Program Hiring

1. The Chicago Payment Center of the Social Security Administration employed 89 disadvantaged youth in summer 1968 as clerical and filing aides. Some were taught to use the 360-Reader Machine which electronically feeds information into computers.

A few days before the summer hires were to begin, two three-hour meetings were conducted for the 27 first-line supervisors to whom one or more youth had been assigned. Two booklets, both available from the President's Council, were distributed to the supervisors and utilized during their discussions. The booklets are "Youth Opportunity Campaign -- Summer 1968" and Social Security's Summer Youth Workers: Do You Really Know Them."

When the new summer employees reported, they were greeted by a staff person who explained personnel procedures. The young people attended one orientation session which focused on the objectives of the Social Security Program and the work of the Payment Center. Towards the end of the summer they attended another orientation conference, where educational opportunities and career opportunities in the Federal Government were discussed.

2. STEP, an on-the-job training program conceived and initiated within the Department of Commerce in summer 1967 was
implemented in scientific facilities of three District of Columbia departments and five Federal agencies as part of the Youth Opportunity Program. STEP offered the students the opportunity to work in career-oriented jobs in scientific environments. Trainees worked as laboratory technicians, computer technicians, statistical aides, surveyors and draftsmen.

The program demonstrated that disadvantaged youth can be efficiently trained to handle jobs at the technician level, and relieve the skill shortage in the technological area. Further information on the STEP program is contained in a booklet entitled "Scientific Technical Employment Program." It can be obtained from the President's Council on Youth Opportunity.

3. The National Institute of Mental Health in Washington turned over recruiting and substantial administrative responsibility of its summer 1968 YOP to the Modern Strivers, a well-organized student group at Eastern High School.

4. The National Communicable Disease Center has been cooperating since 1965 with city health departments to enlist disadvantaged youth in health professions employment, including work in door-to-door promotion of immunization, assisting in hospital message centers, assisting in dental clinics, translating for public health nurses visiting members of minority groups, guiding elderly patients not speaking English to health clinics, assisting in X-Ray units, giving talks, showing movies, and handing out material on the dangers of VD to groups of teen-agers.

5. The Naval Ordnance Station at Forest Park, Ill., employed 103 poor youth in "Operation Shipshape" during summer 1968. Two hours of each eight-hour day were spent in individual and group counseling on vocational and educational matters. The summer employees were divided into 10 groups, each having one college student as a group leader.

Public Sector -- General

1. A Health Careers program for 400 poor youth, mostly 15-year-olds, was conducted in Richmond, Va., during summer 1968 under a $100,000 demonstration grant from the U.S. Department of Health, Education, and Welfare. Participants in the eight-week program received a weekly stipend of $20.
The first week was devoted to registration and orientation. Participants were then divided into groups of 20, each with a group captain, and rotated through the program's seven components. One week each was spent in neighborhood clean-up, health surveys, work in the Richmond Health Department, work in smaller health agencies, field trips, classes conducted by the Virginia Council on Health and Medical Care, and work at the Medical College of Virginia. The program was conducted under the auspices of the Richmond Community Action Program.

2. Dayton used city funds exclusively to employ 45 student trainees in seven city departments during summer 1968. The city hiring program was designed by a special Task Force on Summer Employment consisting of middle management people and a representative of the Board of Education. Initial plans were to employ only 30 youth, but a good response by city department heads boosted the total to 45. The youth were employed for 12 weeks at $1.60 per hour. Integration of student trainees with regular work crews so they are generally not distinguishable from other city employees is a preferable approach in work assignments.

3. Seattle's "Swinger" program provided jobs for 240 youth in connection with a Statewide summer program funded under Section 1115 of the Social Security Act; 85 per cent of the funds were from the Federal Government, 15 per cent from the State. The program was limited to recipients of AFDC (Aid to Families of Dependent Children) in the 16-21 age group. Wages were $281 per month for a 40-hour week, during the period June 10 - September 15. The youth earnings were not discounted from public assistance payments.

The intent was to provide service for the community and significant work experience for the youth. Work sites, developed in cooperation with local agencies, included day care centers operated by United Good Neighbors, Urban League, Neighborhood House, American Civil Liberties Union, Model Cities.

Work assignments included child care in day centers and recreation programs, clerical jobs, and clean-up tasks. The Welfare Department, which was one of the host agencies, used the "Swingers" in clerical, homemaking, and maintenance jobs.
4. Atlanta's Department of Recreation employed 50 youth in a combined camp development/recreation program on city-owned watershed land 44 miles from the city.

5. Twenty poor youth employed under Detroit's Youth Opportunity Campaign in summer 1968 were trained by the Division of Urban Extension of Wayne State University for assignment to 11 neighborhood centers as summer program publicists. Periodic follow-up sessions supplemented a six-day June workshop in communications. Executives in advertising, public relations, radio and TV, and the news media conducted the workshop sessions. A professional public relations man was assigned to work with each youth publicist throughout the summer.

Public-Private Programs

1. A work-study-recreation program in Richmond, Va., provided 1,000 poor youth, mostly 15-year-olds, with a weekly schedule of one day of work in business, one day in community service, two days in special school classes, and one day in recreation. Sponsors were the Chamber of Commerce, the Community Action Program, the Distributive Education Division of the Board of Education, and the City Recreation Department.

2. Chicago's JOBS NOW project has focused on reaching street gang youth. Over 30 private and public agencies work with the project. Twenty of these bring 100 youth to the project center every two weeks for a two-week orientation course. Employers have loaned top personnel officials to work full-time on developing job openings. Some 150 companies have hired these youth with a built-in support program to help them adjust to their jobs. Major agencies involved are the YMCA, Boys' Club, and Chicago Youth Center.

3. Youth Progress in Industry (YPI), St. Louis' special 1968 summer jobs program included in-school training by labor and industry, and assignment of a counselor or "buddy" to groups of 15 youth each. The program resulted in 10,200 jobs for disadvantaged youth, 5,500 in business and industry and 4,700 in the public sector. Launched with $20,000 from a Federal planning
grant, YPI also received $50,000 from Civic Progress, Inc., $242,080 under the State Vocational Rehabilitation Act, $100,000 from the Danforth Foundation, and $124,220 from the U.S. Department of Labor. St. Louis University's Department of Urban Programs evaluated the project. The St. Louis National Alliance of Businessmen adopted the program. Selection of youth was done in cooperation with the public and parochial schools. The Missouri State Employment Service was instrumental in job-matching and placement. The YMCA played a major administrative role.

4. Oklahoma City's "Operation Job Alert" solicited business funds to hire young people for civic work projects. Countless other cities had similar projects, including Des Moines, Iowa, where $200,000 in donations were used to employ 500 poor youth in civic work projects under Community Improvement, Inc., a non-profit agency.

Private Sector

1. The McDonnell-Douglas Corporation in St. Louis last summer provided job training for 100 poor youth. Participants, all 18 or over, were selected in cooperation with the Missouri State Employment Service. Each youth received 60 hours of instruction in basic sheet metal skills, 140 hours in basic electrical skills, 48 hours in shop sketching, and 116 hours in personal development. The latter included personal finance, counseling, and job application procedures. Each participant received a training wage of $1.25 per hour.

2. The First Pennsylvania Bank of Philadelphia started in summer 1968 an eight-month program of bank job training for 25 students from five high schools with high dropout rates.

3. PREVIEW (Program for Recruiting and Educating Vacationers Interested in Engrossing Work) was initiated in 1967 by the Atlanta-based Employment Manager of the Southeastern Regional Office of American Telephone and Telegraph, Long Lines Communication. Six youth were hired the first summer, 10 in 1968. The program emphasizes meaningful work experience to stimulate career development, close working relationships and thorough on-the-job training. PREVIEW has spread to other companies in the Atlanta area, and has been extended by the originating firm to its operations in nine Southern cities.

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4. Eastern Airlines employed 280 disadvantaged youth at 15 locations in the U.S. during summer 1968. Eastern's system-wide payroll totals 28,000. More than 85 per cent of the original 280 completed the program, and 92 per cent returned to school in the fall.

5. The Mayo Clinic and IBM plant in Rochester, Minn., provided 30 jobs and housing in summer 1968 for disadvantaged youth from nearby Minneapolis.

6. General Foods' Chairman G. W. Cook put $1 in escrow for every $1 earned by the company's 70 youth employees in 1968.

7. General Electric in Philadelphia hired 21 poor youth for fence-painting work that was previously subcontracted to an outside firm.

8. The Nestle Corporation's summer training program for girls in White Plains, New York, included instruction in hair care, make-up, and office dress.

Non-profit and Voluntary Organizations

1. Rochester Jobs, Inc., a non-profit agency funded by business, employed 65 youth, ages 16-19, in summer 1968 to patrol activities at schools and recreation sites. The pay was $1.75 per hour.

2. The Portland, Oregon, Council of Churches in summer 1968 urged members of its congregations to ask employers to provide summer jobs for youth.

3. Two-women teams from the San Antonio Junior League called personally on 700 small businessmen, encouraging summer hiring of poor youth.

4. "Operation Steeple" in Ogden, Utah, matched young teens with odd jobs in their own neighborhoods. Mayor Bart Wolthus asked the city's 225 churches to appoint Job Coordinators within their own congregations.
5. **Oakland's Symphony** hired 25 poor youth to sell local businessmen 2,500 season tickets.

6. **Phoenix Boys' Clubs** sponsored a "Jobology" course for 23 youth employed in the Neighborhood Youth Corps. Six of the participants are now employed permanently by the Boys' Clubs.

7. The **Vienna, Va., Woman's Club and Community Center** operated an odd-jobs shop in summer 1968 to find part-time summer work for youth in business, industry, and homes.

### Youth-run Businesses

1. **Columbus, Ohio**, Youth Coordinator James Roseboro in summer 1968 helped 75 poor youth set up their own corporation, and then aided them in getting a city contract to wash 612 city-owned vehicles on a continuing basis.

2. Four youth-run companies, formed under Junior Achievement auspices, provided work for 80 poor youth in **Detroit** this summer. Business advisors were provided by Ford, General Motors, Chrysler, and Michigan Bell Telephone.

3. **St. Paul** had a "Trash Barrel Program" in which youth sold trash barrels to housewives and then kept them empty.


5. **Memphis** started a youth lawn-mowing rigade in summer 1968 under the supervision of a retired meat company employee. Mowers were donated.
REFERENCE MATERIALS

1. Federal Programs in Job Training and Retraining, a complete listing of Federal assistance with information on who to contact for additional funding information. Listings are arranged according to whether the program is for youth or adults. Health, Education and Welfare; OE-37012. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. 50 cents.


10. **The Answer is Jobs**, a monograph on new programs being sponsored by industry. Available from National Association of Manufacturers, 277 Park Avenue, New York, New York, 10017.

CHAPTER III: EDUCATION

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III. EDUCATION

In the face of the educational crises of our cities and the generally increased demand for classroom space and school services, wasteful disuse of these resources in the summer months is intolerable.

The National Advisory Commission on Civil Disorders put it this way:

"The present, anachronistic practice of releasing hundreds of thousands of children from a relatively full school schedule to idleness in the summer months is both a substantial factor in producing disorders and a tragic waste of time and facilities."

The annual closing of schools in the summer months -- some call it padlocking -- has two primary results pertinent to youth program considerations:

1. It precipitates a demand for temporary work that no city has been able to meet.

2. It isolates many youth for two-to-three months from the facilities and services most capable of meeting their needs.

Summertime is an especially critical period for many youth, particularly the disadvantaged. It can bring idleness, arrested intellectual growth, and an eroding of the educational progress made during the school year. A New York City study found that teachers in upper elementary grades often spend the first few months of the school year simply making up the pupil achievement losses which occurred in the summer.

Summer affords a unique opportunity to couple education, employment and recreation programs in imaginative ways. Open schools can bring education to disadvantaged youth, and they can be a source of summer income for youth who find work supervising activities for young children at school facilities.
The potential summer uses of educational facilities include: Remedial classes, cultural and recreational activities, day camps, arts and crafts, library and work-study programs, teacher training, and many more.

Schools can become the focal point for a neighborhood's educational, social, and recreational needs. A recent study of schools in Syracuse, New York, indicated that a school's "involvement" with its neighborhood was an important factor in whether or not the school was a target for vandalism.

The National Advisory Council on the Education of Disadvantaged Children has reported that "...dollars thoughtfully expended on summer schools may be among the most productive dollars spent...." and that summer educational programs:

"...provide an atmosphere of experimentation and innovation by freeing teachers from the rigid 'winter school' requirements of fixed schedules and prescribed texts. By reducing pupil-teacher ratios, summer programs invite the development of closer, warmer classroom relationships... and... enable intensive programs of teacher training."
ROLE OF THE YOUTH COORDINATOR

The Youth Coordinator's primary role in education is to seek the development of valid summer programs for disadvantaged youth using the full educational resources of the community. This will entail:

A. Providing the impetus for keeping the schools open throughout the summer months and after normal school hours. Steps to be taken toward this objective include:

1. Surveying the schools, colleges, and educationally-oriented agencies to identify their planned programs and available resources. All schools -- public, private, and parochial -- should be contacted. The survey of planned programs should provide information on the program title, age group to be served, number of participants, sponsor, director, specific activities planned, and facilities to be used.

2. Consulting with boards of education, superintendents, college officials, and private agencies to determine their willingness to devote resources to summer programs for poor youth. Since school boards are increasingly faced with pressures to limit summer program expenditures, the Youth Coordinator must present a strong case for the allocation of additional resources for new or unscheduled summer programs. This is especially true where local budgets covering summer programs have already been prepared.

3. Inviting representatives of the schools, colleges, and educationally-oriented agencies to serve on the Mayor's Council on Youth Opportunity. The president of the Board of Education and the Superintendent of Schools may be especially helpful in this capacity.
4. Establishing an education planning committee under the leadership of older youth and educators to set priorities in programs for disadvantaged youth. The committee should include representatives of the previously mentioned educational groups, business, Community Action Agency, Employment Service, Welfare Department, Recreation Department, Health Department, civil rights and ethnic organizations, labor unions, teachers, and disadvantaged students.

B. Encouraging and ensuring the development of summer educational programs for older youth. Such programs should:

1. Involve youth in program planning and implementation. It may be helpful to conduct a pre-summer survey among in-school youth, hire youth to conduct a similar survey among out-of-school youth, and provide for substantial youth representation in the education planning committee.

2. Emphasize the work-study relationship, perhaps through combining part-time employment with part-time instruction in career-related skills.

3. Provide special education opportunities for actual and potential dropouts. Programs for actual and potential dropouts should have a direct relationship to work opportunities and should include substantial periods of paid employment related to individual career interests. One possible approach might be to pay stipends for class attendance with funds solicited from businesses willing to participate in the summer youth program, but unable to provide job openings.
4. Improve year-round school programming, especially as it relates to vocational preparation.

5. Avoid the formal atmosphere of regular school, particularly through the use of lower pupil-teacher ratios to upgrade skills in specific deficiencies identified in the regular school program.

6. Explore new methods of educationally reaching youth who do not respond to traditional education methods, possibly through the use of arts workshops or employment of underachievers as summer tutors for younger age groups.

7. Make special use of available resources and personnel in vocational counseling and recreation-education-employment combination programs using facilities such as gyms, playgrounds, pools, libraries, etc.

C. Initiating a year-round Stay-in-School Campaign. Such a campaign should be tied to the summer education program and launched under the leadership of the Mayor's Council on Youth Opportunity and the employment and education planning committees. It would include:

1. Asking businessmen to urge their summer employees to return to school, and to provide part-time in-school jobs for those who will need them.

2. Ensuring that all summer programs include the Stay in School theme as an integral component of their activities.

3. Developing a means of identifying and staying in touch with actual and potential dropouts.

4. Asking business, unions, and private and non-profit agencies to share employment counseling and vocational guidance personnel with the
schools. Business might also be willing to work with the schools in developing vocational training programs that will meet the future skill needs of the community. Trade associations may be helpful in taking the lead in initiating such projects.

5. Evaluating the effectiveness of existing programs and policies directed at the actual or potential dropout.

D. Making special efforts to fully involve the disadvantaged in determining their own programs. This step should include ensuring that residents of poor neighborhoods, and especially the fathers and mothers of disadvantaged students, help plan the courses funded under Title I of the Elementary and Secondary Education Act. Congress has stipulated that this is to be done.
RESOURCES

The resources required to conduct an effective summer education program for disadvantaged youth -- whether stemming from Federal, State, or local sources -- will most often already exist in the community.

1. Funding

Most of the decisions affecting the use of summer education program funds, regardless of the source of the funds, are made at the local or State level. The local school district itself is potentially the major source of summer funds. Outside of the local school district, the primary sources of educational funding assistance are the State and Federal Government. In some instances, funding assistance may be available from Foundations or city and county governments.

The list of funding sources that follows should be viewed by the Youth Coordinator as information which may be helpful in his consultations with local school officials. The Youth Coordinator should bear in mind that, in most instances, local school officials will have already tapped or attempted to tap available sources of funds. However, there may also be instances when good, substantial program ideas will be helpful to school officials in justifying additional allocations under an existing program.

Funding sources can sometimes be combined in imaginative ways. It is therefore useful to look first at what might be done, and then consider funding possibilities. When approaching local school officials with suggestions for new programs, it will be necessary to convince them that the recommended approaches actually will provide a better use of existing funds, either educationally or in terms of other community problems.

2. Federal Funds

Federal programs of assistance to local school districts and colleges and universities include:

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Elementary and Secondary Education Act (Title I) -- This program, designed to meet the special needs of educationally-deprived children, is a major resource. In 1968 an estimated $168 million were spent for summer projects serving more than 2.5 million young people. The funds are allocated locally through a specific formula based on the number of poor youth in the school district. Since these funds are year-round allocations rather than summer funds, it is essential to take steps early to secure a share of Title I funds for summer programs at the local level.

Elementary and Secondary Education Act (Title I: Migrant Fund) -- Funds under this program go directly to the State. They are allocated for special education programs for migratory children of migratory agricultural workers. Many States have established summer school programs to provide migratory children with an opportunity to make up schooling lost during the regular school year. Summer programs may include remedial instruction, cultural enrichment projects involving field trips, summer camps and instruction in music, arts, homemaking, health citizenship and vocational training. The appropriate contact is the State Title I coordinator.

Elementary and Secondary Education Act (Title III) -- This program provides grants for supplementary educational centers and services which may be provided through local schools and other community agencies for the development of experimental and model programs. Long lead time is usually required.

Elementary and Secondary Education Act (Title VII: Bilingual Experimental and Demonstration Programs) -- This program provides for bilingual experimental and demonstration courses in languages other than English.
Elementary and Secondary Education Act
(Title VIII) -- A new dropout prevention demonstration program is authorized under this Title of ESEA. Funding has begun in fiscal year 1969 for experimental demonstrations to discover effective educational practices which show promise of reducing the number of children who do not complete their education in elementary and secondary schools, especially disadvantaged children. The Office of Education cautions that Congress envisions this project as a concentrated demonstration effort in a limited number of cities and rural areas. Specifications for projects are stringent.

Higher Education Act of 1965 (Title I) -- This program provides funds to institutions of higher education to support extension and continuing education programs designed to solve community problems and to meet the continuing educational needs of citizens whose formal education had been terminated or interrupted. Funds are apportioned to states according to population, but within states each university or college must apply to the Title I, HEA administrator for funding of special projects. Normally community service projects are looked upon favorably, but the college must make the application. While funds for this summer have already been allocated, it is not too early to plan for summer 1970. In addition, in some states a limited amount of 1969 money may be unspent. In other cases the present program may be flexible enough to shift some emphasis to summer.

Higher Education Act (Title IV-C: College Work-Study) -- Grants are awarded to colleges to hire students for on-campus or off-campus jobs. Off-campus jobs in public non-profit organizations could be in such areas as health, education, or recreation. The Federal government contributes the major share of the compensation to students and the institution or off-campus agency provides
the remaining amount. College Work-Study students might be used as personnel for summer programs if the Youth Coordinator is able to explore this possibility early enough. During the summer, Work-Study students may continue working in their home towns even though their college is not located in that town.

The grants have already been allocated for summer 1969, but the Youth Coordinator may be able to convince universities and colleges to shift present Work-Study assignments. He should also work now to get a commitment for summer 1970. This means lining up community service positions with government and non-profit institutions and showing the Work-Study administrators that these jobs offer greater opportunities than many assignments of College Work-Study students.

Higher Education Act (Title V-B: Teachers Corps) -- During the summer of 1968, many Teacher Corps university centers participated in summer youth programs. The Youth Coordinator should contact the local Teacher Corps representative about the availability of members in his city, or write Teacher Corps, Washington, D.C., for further information.

Education Professions Development Act (PL 90-35) -- This program may offer a special new tool to involve universities and colleges in trying out summer teaching, tutoring, counseling programs in conjunction with community service efforts. Cities with teacher training institutions can make special use of these new programs.

Vocational Education Act of 1963 as Amended in 1968 -- This legislation covers basic vocational and technical training opportunities, work-study
programs within local school districts, in-service teacher training, research in curriculum for the disadvantaged, training for office occupations, and training opportunities in health occupations. Persons eligible include high school students, who have completed or left high school and who can study full time, persons in the labor market needing training or retraining, and any individual with an academic or socioeconomic handicap.

Except for some special provisions of the law, these funds go directly to the states which in turn redistribute them to fund local vocational education programs. In this sense, the funds are local. Plans for use of the funds locally may already have been made, but in some instances, the Youth Coordinator may be able to convince school officials to reallocate funds for summer programs.

The work-study section of the Act (Part H) is also locally controlled, but is less directly tied to the regular school budget.

Economic Opportunity Act of 1964 -- This legislation provides a host of possible education programs in the schools, Community Action Agencies, and non-profit and public agencies. The Act covers Community Action Programs, Tutorial Programs, VISTA Summer Associates, Upward Bound, Neighborhood Youth Corps, and Head Start. The local Community Action Agency can provide detailed information on each.

Neighborhood Youth Corps offers school districts an opportunity to employ youth during the summer months and to involve them as junior staff members in programs for young children, especially tutorial programs and recreational activities using school facilities.
Head Start focuses on pre-school disadvantaged children. When combined with other Office of Economic Opportunity and Office of Education programs, it can offer opportunities for older youth to work as tutors and serve as success models for the children.

**National Defense Education Act (Title V-A)** -- This provision allows local school districts to establish, maintain, and improve guidance counseling and testing programs for dropouts, unemployed youth, minority youth, and economically disadvantaged youth. The training of counselors to implement these services is made available through the Education Professions Development Act.

**Manpower Development Training Act** -- The Department of Labor and the U.S. Office of Education have conducted a variety of programs under this Act through the schools and on-the-job training which ties education to future employment.

**Adult Education Act of 1966** -- This program provides basic education opportunities for persons 18 years of age and older. Funds under the Act can be combined with Neighborhood Youth Corps and local funds to conduct summer programs.

### 3. Other Funding Sources

Additional sources of funds for summer education programs include:

**State Funds** -- Some states have enacted legislation similar to Title I and Title III of the Elementary and Secondary Education Act of the Federal Government. The Youth Coordinator should check to see if his State is one of these.
Local School Funds -- Local school district funds and facilities, including State aid, represent the largest single resource available for summer education programs. The Youth Coordinator should seek to convince the School Board and Superintendent that these funds can be fruitfully used for summer programs for disadvantaged youth. Where summer program budgets have already been set, the Youth Coordinator should ensure that the programs reach disadvantaged youth.

Parochial Schools -- Parochial and other private schools will often be willing to participate in the community's summer programs. The Youth Coordinator should contact local religious leaders and the heads of the schools to encourage their participation.

City, County Government -- In certain instances, city and/or county funds may be appropriated or reallocated to support recreation and employment programs using school or college facilities.

4. Facilities

The primary sources of facilities for educational programs or combination programs with educational components are:

Schools, Colleges, and Universities -- These facilities include playgrounds, gymnasiums, swimming pools, classrooms, vocational shops, music rooms and instruments, auditoriums, athletic fields, libraries, secretarial training equipment, counseling aide, science laboratories, buses.

The Community -- There are numerous groups within the community which may contribute facilities and equipment for educational programs. These facilities include theaters, auditoriums, stadiums,
convention centers, business schools, storefronts, Federal buildings, libraries, museums, neighborhood centers, fire stations, police stations, park and recreation areas, churches, YWCA, YMCA, fraternal organizations, etc.

5. **Manpower**

Federally-funded programs which can be tapped for personnel to supplement summer program staff include College Work-Study, Neighborhood Youth Corps, VISTA Summer Associates, and the Teacher Corps.

College students and faculty members are also good sources of supplementary program staff.

Community volunteers, particularly those with specialized training in the subject area to be covered in education programs, can be very helpful. However, these volunteers must be actively recruited. Public appeals for volunteers should be very specific as to the skills needed and as to how residents sign up for the programs.

6. **Transportation**

Some states have statutes prohibiting the use of public school buses during the summer months, or restricting their use to programs in the schools. The Youth Coordinator should enlist the cooperation of school officials, community leaders, and State legislators in seeking revision of such statutes.
PROGRAM EXAMPLES

1. The National Commission on Resources for Youth, a non-profit corporation, sponsored youth-to-youth tutorial projects in Philadelphia and Newark in summer 1968 and found that disadvantaged tutors and students benefited, as they did in summer 1967 in a similar experiment in New York City conducted by Mobilization for Youth. Academic gains were surprising. The reading skills, behavior, and dress of both tutors and students also changed for the better. Both cities linked youth-to-youth tutoring concepts with the Neighborhood Youth Corps, thereby providing work opportunities for high school students.

2. An "opportunity high school" was designed in St. Louis, Missouri, to afford suspended students a continuing educational opportunity in a high school which offers ungraded classes, small class size, and a work-study program. Maximum pupil-teacher ratio is 12-1. Class schedules are flexible so the student can hold a job and continue his studies.

3. In a Boston, Massachusetts, summer education program, pupils in grades five through nine were allowed to select their own courses in a main area of interest in such creative arts as music, drama, dance, art, and photography. One of the main features of the program was that it offered motivation for learning where regular teaching techniques had failed.

4. Teacher Corps members in Cleveland helped supervise large groups of children attending summer arts festivals. Interns telephoned parents and made home visits as follow up on other available programs. (For more information, contact the Cleveland Arts Festival, 11175 Magnolia Drive, Cleveland, Ohio, 44106.)

5. In Washington, D.C., the Ogden Technology Laboratories developed a curriculum and provided instructors over a 15-month period to train 120 disadvantaged youth in oceanographic research under the Manpower Development and Training Act.
6. Michigan Bell Telephone "adopted" Northern High School in Detroit and provided managerial skills, technical assistance and training facilities to aid Northern High administration and faculty. Program components varied from one-day-a-week instruction in job-hunting for economics class students to 10 weeks of basic studies in electricity. In addition to these aids, Michigan Bell funded a special remedial education experiment for the lowest-ranking students. Other telephone companies and schools in Pittsburgh, Chicago, and Milwaukee are following similar programs.

7. In Marshfield, Wisconsin, an outdoor education program was designed to acquaint educationally disadvantaged children with good conservation practices and procedures. Members of the biology and science departments of Marshfield High School and members of the conservation, art, and physical education departments at Wisconsin State University (Stevens Point) conducted the program at a forest camp.

8. Omaha schools have obtained year-round use of a 160-acre, eight-building farm 20 miles north of the city to be used for a variety of activities including camping, recreation, livestock exhibit, and agriculturally-oriented job training.

9. The "storefront academies" of the New York Urban League provide teaching methods that differ substantially from public school practices for mostly Negro teen-agers from Harlem who had quit the city public high schools. Many of the youth had fallen prey to narcotics, taken up petty crime or begun wandering aimlessly in the streets. Classes are small, usually with fewer than 10 students, and instructors keep the atmosphere informal, like a free-wheeling seminar. The "storefront academies" are an inner-city version of the old one-room schoolhouse. Funds from the Federal Government, foundations, business, and the city are used to run the academies from such locations as a former supermarket and a one-time clothing store. The Urban League program, now in its fifth year, includes about 600 youth in 15 storefronts. About 150 graduates have entered college.

10. Flint, Michigan, schools are open seven days a week all summer long. There are regular summer school and extended school programs for elementary pupils, remedial classes for
junior high students, regular summer courses for high school youth, pre-school classes, teacher workshops, and recreation programs that make use of school facilities. Funds come from the Mott Family Foundation, Title I of the Elementary and Secondary Education Act, Head Start, Neighborhood Youth Corps, and the local schools budget.

11. The trade high school at Springfield, Mass., offers machine shop and electronics courses to June high school graduates who lack a salable skill.

12. Philadelphia's "A Two-Week Look at Business" and numerous other school-work programs give students job orientation and experience and at the same time provide incentives to stay in school until graduation.

13. Birmingham, Alabama, gives the in-car part of its driver education course in summer because schedules can be made as flexible as students require.

14. Birmingham also used funds under Title I of the Elementary and Secondary Education Act in 1968 to put physical education equipment and staff into 26 schools. This was part of the city's plan to put a recreation site within walking distance of every young person in the city.

15. Los Angeles city schools hired 90 high school youth in summer 1968 to tutor 1,800 children in the lower grades in basic subjects and in arts and crafts. The high school youth were trained and supervised by college students, who, in turn, were trained and supervised by school staff members.

16. The Oil City, Pennsylvania, school system is hiring teachers for a full year instead of the conventional nine months. During the summer months, teachers attend graduate courses, workshops and seminars in curriculum development, teach summer school classes, and work in the schools' recreational program.

17. In Milwaukee during summer 1968, 10th, 11th, and 12th graders met daily for courses including home and family living,
community studies, and studies in social relationships. Students visited various residential and shopping areas and community social and service agencies, and conduct surveys and polls in the neighborhoods they visit as background for round-table discussion.

18. School leaders of Warren, Ohio, a few years ago transferred 150 high school students, earmarked as potential dropouts, to an antiquated school building for an unusual one-year program of occupational training. The students were all in the lowest 7 per cent of academic achievement and seemed bound to leave school almost illiterate, preconditioned to defeat and psychologically disoriented. The program was a last-ditch attempt to save them from the ranks of the hard-core unemployed.

The stopgap program flourished into an extraordinary six-year curriculum, extending from the seventh to the 12th grades. It combines an unorthodox academic program with practical work in the school shop and on a school-owned farm. This practical work leads to part-time employment during the 11th and 12th grades for pay as well as school credit. In a recent school year, working students not only earned an average of more than $700, but had built bank savings accounts averaging $400. Warren's dropout rate was reduced from 5.69 per cent in the first year to 4.87, 3.64, 2.95, 2.25, and 2.02 per cent in successive years. Students whose experience includes the part-time work program move directly into full-time jobs upon graduation. The most surprising results to teachers have been changes in students' motivation, occupational outlook, and personal behavior.

19. Detroit's public schools in 1968 conducted a summer work training project for 1,000 youth, age 14-15. The youth were employed in the schools as audio-visual aides, teacher aides, clerical aides, etc. The students earned $1 per hour for up to 30 hours per week. The New Detroit Committee provided $200,000 for the project. An additional $40,000 was allocated under Title I of the Elementary and Secondary Education Act.

20. Another Detroit project in summer 1968 funded under the Elementary and Secondary Education Act provided work-study
experiences for 325 high school dropouts and unemployed youth, age 16-21. The program included individual counseling, paid work experience, job placement and follow-up services.

REFERENCE MATERIALS


7. PACE Report, a monthly periodical detailing Title III ESEA Programs and results. Write -- PACE Report, 201 Taylor Education Building, College of Education, University of Kentucky, Lexington, Kentucky, 40506.


15. **A Chance for a Change: New School Programs for the Disadvantaged.** Descriptions of programs for which funds under Title I of the Elementary and Secondary Education Act may be used.

CHAPTER IV: RECREATION

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IV. RECREATION

Recreation programs offer great potential for youth-run activities, leadership training, and employment -- as well as fun and relaxation. However, many existing programs do not take proper advantage of these opportunities:

"A basketball court is not a recreation program; a teen center is not a program either. A program is not a thing; it is a plan of action. It is something designed and purposeful, organized and supervised.

"A youth is not just a person between the ages of 14 and 21. He is a 15-year-old with time on his hands, looking for companionship; he is a 20-year-old man with a wife and child, tired after the day's work, but wanting to take his wife out. A youth is also a 16-year-old girl interested in playing basketball and playing it well, but unable to find a coach or organize a team. Her 17-year-old sister is part of a singing group which has nowhere to perform. These are legitimate human needs that recreation programs can meet, but they seldom do."*

Meaningful programs require concentrated effort, beginning not with society's desire for unbroken windows but with the need of youth for real opportunity.

Recreation programs need not be isolated from work, education, and cultural enrichment. The most effective programs will be those which cut across these standard categories. Summer offers a real opportunity to do something fresh in this area, using new patterns and combinations.

* From the Street, a 1967 evaluation of summer youth programs by the TransCentury Corporation.
ROLE OF THE YOUTH COORDINATOR

The Youth Coordinator's primary tasks in the recreational area are to:

A. **Find out just what the city has and needs in recreation programs and, once a need is clearly identified, determine which public or private agency or agencies can best meet the need.** This will entail:

1. **establishing year-round working relationships with public and private agencies, preferably through a recreation planning committee.**

2. **identifying all of the physical and human resources presently available in the community for recreational purposes.** There probably are many under-utilized resources in your community such as schools, National Guard and military facilities, vacant lots and buildings, small but potentially valuable non-profit and private agencies, willing volunteers who need only advice about where to sign up, etc. (See Resources section in this chapter.)

3. **developing maximum youth participation in the planning and implementation of recreational programs, perhaps through neighborhood youth advisory committees.**

4. **seeking a means of flexible funding which will enable the recreational planning committee to respond quickly to programs requested and designed by neighborhood youth groups as their answer to their needs.**

5. **setting up an informational clearinghouse on the scattered recreational efforts by dozens of groups, and seeking a means of coordinating the scheduling of activities so they reach**
the maximum number of youth. Some cities have used a comprehensive list of scheduled events which is regularly publicized in the media and distributed by hand in poverty neighborhoods.

It may be helpful to work towards the development of a city policy applicable to public and private agencies which would assign priorities in planning and programming for youth recreational activities.

B. Ensure that recreational programs give sufficient emphasis and/or recognition to:

1. planned and supervised activities in the evening and on weekends, the times of the day and week when 14-21 year-olds are most interested in recreational outlets.

2. the differing needs of older youth from younger age groups, and of girls from boys. Similarly the needs of the physically handicapped or disabled child should be recognized and provided for.

3. adequate transportation.

4. priority for programs which will be or have potential for being continued after summer's end.

5. convenience and neighborhood acceptability of recreational facility and activity locations. *

* Summer program evaluations have indicated that some of the best facilities and events are often inaccessible to poor youth because of inadequate transportation, and that others within walking distance of neighborhood homes are not used because younger children would have to cross major intersections to get to them and/or because the facilities were not considered to be a part of the neighborhood "community."
RESOURCES

Nearly all of the resources needed for recreation programs -- funds, facilities, and manpower -- will be found in the community itself, and under the control of existing local public and private agencies. In addition to the city and county parks and recreation departments, these agencies would include:

- **Federal** -- National Parks, National Forest Recreation Facilities, military installations, and Job Corps Centers.

- **State** -- State Parks, State Fairgrounds, National Guard, State colleges, and State Forests.

- **Municipal** -- Boards of Education, county and special district or regional authorities, urban renewal agency, urban beautification agency, local housing authority, Fire Department, Police Department, Community Action Agency, and the Public Library System.

- **Private** -- United Fund agency, Health and Welfare Planning Council, Boy Scouts, Boys' Clubs, Girl Scouts, Community Centers, Girls' Clubs, Campfire Girls, Settlement Houses, YMCA, YMHA, YWCA, YWHA, Catholic Youth Organization, 4-H Clubs, Red Cross Youth, Little League Baseball, etc.

- **Others** -- Churches, professional athletic teams, theaters, bowling alleys, skating rinks, riding academies, swimming pools, golf courses, tennis courts, etc.

**NOTE:** For additional aid in locating recreational facilities, the Department of Interior has compiled the booklet *A Directory of Private Organizations Providing Assistance in Outdoor Recreation*. It is available for 35-cents from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.
A survey will be helpful in determining the extent of summer planning by each agency, the type of program(s) it expects to operate, availability of funds, facilities, and manpower. In the case of facilities, such a survey should indicate locations, responsible agencies, capacity, conditions for use, days and time in use, availability of light for evening programs, fees, staffing deficiencies, job opportunities, equipment, etc.

In some communities, it will be helpful to establish subcommittees to survey specific geographical areas.

The findings of the inventory of facilities can be projected on a map of the city, using colored pins to identify kinds of facilities and shaded areas to indicate concentrations of needy youth.

Some communities have used the information gathered in such surveys to prepare and distribute through the schools and recreation centers a simple directory of recreational opportunities for youth of each quadrant of the city. This has been done prior to the closing of school.

1. Funding

The survey of public and private agencies will provide much helpful information concerning project funding. Local agencies should be contacted early to make sure that they budget what they can for recreational programs. Most communities, however, will feel a need to explore other avenues for financing additional recreational projects.

Requesting funds for a specific project will frequently produce better results than general appeals. In New Brunswick, N. J., for example, four banks joined together to purchase a portable swimming pool in response to a specific request. Automobile dealers built another. Similarly, civic clubs may undertake a specific goal such as light a playground for night-time use; the local newspaper or an organization such as the Jaycees may conduct a fund drive specifically to raise money to send needy youth to camp.

Some cities have had success with listing in a publication or advertisement the specific recreational projects which require
funds from private sources. The project, number of youth to be served, cost, and sponsoring agency are listed. A department store or business can sponsor a full-page newspaper advertisement listing these projects, or the projects and costs can be prepared in booklet form as was done in 1968 by St. Louis and Philadelphia.

Federal funds to assist communities in recreational and related programs are found in many different Departments and Agencies. Major sources are the Departments of Interior, Agriculture, Housing and Urban Development, Health, Education, and Welfare, the Office of Economic Opportunity and the National Foundation for the Arts and the Humanities. (See Reference Materials section of this chapter.)

2. Major Under-utilized Resources

Many communities have found the following often under-utilized facilities to be of valuable assistance in recreational activities:

Schools -- There are an estimated 213,000 general facilities and 24,000 auditoriums within the public schools alone, many of which are not in use during the summer months. Potentially usable facilities include playgrounds, gyms, athletic fields, libraries, auditoriums, cafeterias, swimming pools, theaters, special classrooms for and crafts, mechanics, and music.

National Guard Armories -- There are currently 2,700 National Guard Armories in the United States which could be used to provide indoor recreational activities on a mass basis, or in smaller groups. Many are readily adaptable to day camping. Arrangements for use must be coordinated through the local National Guard Commander.

Military Facilities -- U.S. military installations are authorized to support youth opportunity
programs in adjoining communities as long as such support does not interfere with the regular training mission of the base. Base recreation facilities may be opened to groups of youth and, in some instances, facilities and equipment may be loaned. Contact the base commander. (See Reference Materials section of this Chapter and Appendix Item #4.)

3. Expanding the Use of Existing Facilities

A number of steps can be taken to expand the use of existing facilities or to inexpensively expand services and develop new facilities. These include:

Additional lighting -- a 1960 survey by the National Recreation and Parks Association determined that only 25 per cent of those recreational facilities that could be lighted were lighted. A follow-up survey in 1966 indicated that some progress had been made, but that much more needed to be done. The addition of lighting facilities can extend hours of operation for existing playgrounds and other facilities. A Department of Commerce publication, Lighting for Outdoor Recreation, published in 1967 is available from the President's Council on Youth Opportunity.

Fees -- If fees are charged for recreation activities, see if the fees can be waived or reduced, especially at swimming pools. A voluntary agency could "sponsor" the pool at certain hours, allowing needy youth to be admitted free.

Miniparks or tot-lots -- City-owned properties or tax-delinquent properties can be cleared and utilized as play areas for young children. Volunteers or Neighborhood Youth Corps enrollees can be employed to clear the land. Supervisory staff may be available from the Parks Department or local Community Action Agency. Volunteers from the neighborhood or Recreation Aides trained by the NYC can be utilized. Equipment can be provided by the city or donated by private sources.
Playstreets -- Streets can be blocked off after rush hours and converted to play areas by the use of portable equipment.

Parking Lot Playgrounds -- After stores close, lighted parking lots can be converted to evening hour playgrounds. Portable equipment may be moved in.

Vacant Buildings -- Neighborhood youth can be enlisted to turn a vacant building into a neighborhood center.

Mobile Recreation Units -- Mobile recreation equipment ranges from swimming pools to zoos and museums. These help expand the geographical availability of special facilities and increase neighborhood participation. A booklet, Mobile and Portable Recreation Facilities is available from the National Recreation and Park Association, 1700 Pennsylvania Avenue, N.W., Washington, D.C., 20006.

Private facilities -- Some cities have obtained the use of private facilities such as country club, apartment, or home swimming pools during limited hours of the day.

4. Manpower

Most agencies provide additional staff for their summer programs, but frequently there are staffing deficiencies which must be met before a comprehensive program can be effected. There are several existing programs through which the human resources of any agency may be supplemented.

Neighborhood Youth Corps -- NYC enrollees have been used with great success in many cities. Two crucial considerations are: (1) proper training should be provided before the start of the summer program, and (2) proper supervision must be given throughout the summer months.
VISTA Associates -- The Associates are assigned to a sponsoring agency for ten weeks of the summer. Applications for the summer VISTAs should be made as early as possible to the VISTA Regional Administrator in your area. (See Appendix Item #7.)

College Work-Study Programs -- Under contracts with institutions of higher learning, the U.S. Office of Education permits Work-Study students to work with public or non-profit agencies, if this employment is in the public interest. If there is a participating college or university in the community -- almost any college or university is eligible -- you may wish to inquire about the use of CWS students this summer. Inquiries can be made to a participating college or to Donovan J. Allen, Chief, Work-Study Branch, Bureau of Higher Education, Office of Education, 330 Independence Avenue, S.W., Washington, D.C., 20201.

Peace Corps -- Many returning Peace Corps volunteers are anxious to participate as volunteers in social programs of all types.

Teacher Corps -- The Teacher Corps is made up of dedicated teachers who receive special training in educational techniques for dealing with the disadvantaged. Although their jobs are primarily education-oriented, many Corpsmen may wish to participate in recreation, cultural and other activities as well.

In addition to utilizing personnel from these directly-funded Federal programs, a call for volunteer assistance from other agencies and from the private sector may be productive. Some suggestions along this line are as follows.

Federal Employees, Military and National Guard Personnel -- These sources can provide men and women who would donate evening and
weekend time to supervising, instructing and assisting in recreation and other community youth programs. Administrative leave may sometimes be approved for Federal employees who wish to participate in these social service activities.

**Colleges and Universities** -- Students and faculty members, many of whom have talent and expertise in areas such as education and recreation, can be asked to donate their time. Some who are not in financial need may even be able to work full-time during the summer as volunteers in the city program. Contact the schools directly for possible volunteers.

**Private Sector** -- There are many people not associated with Federal or local government who would be happy to participate as volunteers in summer youth programs. They may also be able to provide space and/or equipment for such programs. These would include members of private groups such as men's service clubs, women's service clubs, church groups, fraternal organizations, youth-serving organizations, trade and labor unions, fire and police departments, entertainers and sports personalities, businessmen's organizations.

People with professional skills -- musicians, writers, photographers, advertising or public relations personnel, electricians, etc. -- are often willing to donate time to workshops and other special activities.

Some key points in making use of these private sector human resources are:

a.) Let people know your specific needs.

b.) Establish a system to keep track of and properly utilize their talents.
c.) Don't allow adult volunteers to do all the planning and "take over" programs designed to provide heavy emphasis on youth participation.

5. **Transportation Resources**

One of the major obstacles to successful program coordination in the past has been transportation. Action in this area must be undertaken before the start of summer to insure that plans can be carried out effectively, that children and equipment are in the right place at the right time, and that resources and facilities are not unused because of inaccessibility.

School buses which are in use nine months of the year may continue to be used throughout the summer. Parochial school buses are often available where public school buses are not.

City-owned buses may be utilized on a regular schedule even if only for one or two trips a day.

Private bus companies may be willing to provide free or reduced rate fares on a regularly scheduled basis or for special excursions.

Railroad companies may be persuaded to provide reduced rates for special excursions or to transport children to and from camp.

City-owned subways or trains may be used for special transportation.

Surplus U.S. Government vehicles may be utilized. Contact OEO Regional Property Administrator. (See Appendix Item #5.)

Agency-owned automobiles or buses could be pooled to transport the greatest numbers to the same place.
Donations of cars or mini-buses may be received from private industry in return for some sort of publicity or recognition.

Defense facilities may be made available to sponsoring agencies under certain conditions. (See Regional Defense Department Contacts in Appendix.)

Job Corps Centers may sometimes have transportation facilities but this must be checked through the OEO Regional Office or with the Center Director.

Volunteers from the community can sometimes be located to drive or provide vehicles on a regular basis. Be sure to check liability problems when using volunteer drivers or vehicles.

Labor unions (check with the Community Service Representative of the Central Labor body) and fraternal or civic groups may have facilities available which can be used.

Private rentals or purchase of vehicles may be necessary if all other sources fail.

For special events and trips the following might be considered:

Commercial Airlines have cooperated in providing short trips over the city for groups of supervised youngsters.

Commercial Boat and Ferry Services might agree to the use of their facilities for a one-day excursion.

City-owned vehicles such as fire engines could provide an exciting ride for the disadvantaged child who has seen them only in times of emergency.
CAMPING

Camping can be costly and planners of camping experiences for inner-city children should thus set priorities on the types of camps to be utilized so that as many children as possible can participate. It may also be necessary to decide between camping and other recreational programs which reach more youngsters.

First priority should be given to filling the existing vacancies in organized agency and private camps. The advantages are an on-going program and an established and experienced staff. Youth Coordinators should seek to ensure quality in the camping programs offered.

Children in the target group may be unaware of the availability of camperships. Ask the Board of Education to identify children who would most benefit from the camping experience. Local Community Action Agencies or neighborhood centers can suggest children. Alert social workers could contact eligible children and their families.

Family visits by someone from the camp and/or the neighborhood to explain the camp experience and to answer any questions might be advisable. Films on camping could be shown in neighborhood centers.

There are several different kinds of camps:

Resident Camps -- Campers live in the camp for days or weeks at a time. Duration should be at least one week, preferably two.

Day Camps -- Campers spend the daylight hours in the camp returning home in the evenings. Day camp sessions should be scheduled five days a week or a minimum of three consecutive days of the week for at least a two-week period.

Family Camps -- A camping experience for the entire family with the program planned to meet the
needs of all of the participants. Can be run on a day camp basis or for short periods of over-night camping.

Wilderness Camps -- Campers spend time in wilderness areas relying on natural resources for water, food, etc.

Travel Camps -- Campers spend two or more weeks in actual mobile camping, sleeping in tents, preparing own meals, etc.

Special Camps -- Camps are planned around the needs of the physically handicapped, blind, retarded, etc. Further information is available in the Bureau of Outdoor Recreation Technical Assistance Bulletin, "Outdoor Recreation Planning for the Handicapped." Write the Bureau of Outdoor Recreation, Department of the Interior, Washington, D.C., 20240.

1. Who Operates Camps

The operation of camps is undertaken by a wide range of individuals and groups for a variety of reasons and goals. Some operators of camps are: Boys' Clubs, Boy Scouts, Campfire Girls, Churches, State and Local Government Agencies, YMCA, YWCA, Girl Scouts, Health and Welfare Councils, Settlement Houses, Schools, 4-H Clubs, and private operators.

The Federal Extension Service through its 4-H Youth Development program has access to a network of camps that serve more than 300,000 rural and urban youth. While all of these are privately-owned and operated by other non-profit organizations at or near capacity, there is usually some space which could be made available. The person best able to help coordinate available camping space in 4-H camps is the Director of the State Extension Services. In addition to camping facilities, Extension Directors may also be able to give assistance in training camp staff and in offering special educational programs to campers in such subjects as food, health, conservation, recreation, etc. State Extension Service Directors who may be contacted for assistance are listed in the Appendix.
There are approximately 120 organization camps now in use in the National Forests. The National Forests are administered by the U.S. Forest Service, U.S. Department of Agriculture; however, these organization camps are operated mainly by church youth groups, Boy Scouts, Girl Scouts, or similar organizations. The Forest Service owns some of the facilities but does not operate any of them. They are leased to these various groups under special use permit. These facilities can be made available for summer use as vacancies occur. Regional Foresters who administer the National Forests in the nine Forest Service Regions should be contacted for coordination of camping space available. The name and address of the Regional Foresters along with the States containing National Forest lands under their jurisdiction are listed in the Appendix.

Much of the land is located too far from cities to be immediately accessible. Careful planning of transportation, however, could make them available for this summer's program planning. The concentration of sites is in the West and few are located near large Eastern urban centers.

While there is no complete list of all camps in the U.S., the American Camping Association has a directory available which lists 3,000 ACA-accredited camps. It can be ordered from the American Camping Association, Bradford Woods, Martinsville, Indiana, 46151. The price is $1.50 per copy. The local Health and Welfare Council can provide information regarding existing camps in any one area.

2. Sources of Financing Camperships

Some existing sources from which funds might be obtained to provide camperships are the following:

Office of Economic Opportunity -- obtainable through local Community Action Agency. Program priorities vary, and some CAAs do not emphasize camping.

Elementary and Secondary Education Act -- obtainable through the local school board.
Health and Welfare Councils -- obtainable through the local Community Chest Agency.

Fresh Air - Summer Camp funds -- operated by local newspapers, radio stations, and clubs.

3. Potential Resources

Under certain circumstances some needs essential to good camping can be met by the utilization of the following resources:

Transportation -- The military, including National Guard and reserve organizations, may provide buses, trucks, etc. Transportation may also be available through the local school boards and commercial mediums (school buses, bus lines, train lines, and airlines).

Food -- A variety of food items can be made available by the U.S. Department of Agriculture, Surplus Food Division. This is contingent upon the nature (non-profit, groups, etc.), scope and duration of the program for which food is requested.

Equipment -- The Department of Defense, within certain limitations, may make available equipment such as tents, cots, sleeping bags, kits, etc. However, the sponsoring group or agency, in most cases, has to bear the cost of transportation for this equipment. Possibilities also exist in local business (department and sporting good stores, etc.).

Medical -- U.S. Public Health Service, through its branch facilities and various community hospitals in certain program situations, provides a variety of health services. The local health department may make arrangements for free exams. Volunteer physicians under the local Medical Society are another possibility.
4. Cost of Camperships

The cost of a camping experience for one camper per week varies greatly with the type of camp (organizations, private, Federal), length of stay, type of program offered, etc. Based on estimates made by the American Camping Association, the median range of fees paid by campers are as follows:

- Private camps........ $50 to $90 per week
- Organization camps... $ 0 to $35 per week
- Public................. Varies depending on fee requirements of sponsoring agency.

5. Camping Checklist

In order for a youth's camping experience to have some positive benefits, a number of factors should be considered. Among these factors are some of the following.

- a.) pre-camp orientation.
- b.) pre-camp medical examinations.
- c.) youth participation in planning activities.
- d.) proper clothing and supplies.
- e.) transportation to and from camp.
- f.) insurance.
- g.) post-camp follow-up.

Before a camp is activated, a detailed and well-devised plan is usually or should be completed. Such a plan should include a well-organized management system, qualified personnel, logistical support firmly established and a well-structured program schedule that will involve youth in the planning process and keep them motivated, interested, and occupied.
6. Sample Survey Form

This survey form is used by the Boys' Clubs of America. It is a good example of a device which will give you all the data you need to quickly determine the camping resources available to you in your area.

1. Last summer (1968) did you conduct a camping program?
   _____ Yes _____ No
   (This question refers to a resident or sleep-away camping activity conducted on your own or any other camp site which was staffed by your Club. In addition to organized resident camping it also includes the types of camping generally referred to as trip or travel camping. This question does not apply to day, play, weekend or other forms of camping which involved only a few days.)

2. Last season did your camping activity operate:
   _____ under capacity? _____ at capacity? _____ over capacity?

3. If your answer to question 2 was "under capacity," state briefly why, in your considered judgment, this was the case.

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

4. Last summer how many camp periods were conducted? _____
   How many days per period? _____

5. What is your best estimate as to costs per camper, per day to operate your camping program? _____ (Include costs of personnel pro-rating the time spent in camp as well as other time devoted to the camping activity.)
6. Based on last year's experience and your camp capacity, how many additional campers could you serve in 1969 without adding expensive, permanent facilities or without extending your planned camping season?_____

7. If scholarship funds were available could you extend your season?____Yes____No. If answer is yes, how many additional boys would be served?____ (This answer should be based on periods consisting of two weeks.)

8. How much are you planning to raise this year for camp scholarships? $$_____

9. So that your camp would operate at capacity throughout a full camping season, how much more scholarship money would be needed in order to send disadvantaged boys to camp? $$_____

10. Would you accept, on a matching basis, scholarship funds to be used for disadvantaged campers over and above the number you are currently planning to serve?____Yes____No

11. What is capacity for your camp.__________

_________________________ Name of Group  ________________________ Name of Camp

_________________________ Executive  ________________________ Name of Camp Director

PLEASE RETURN THIS FORM IMMEDIATELY USING THE ENCLOSED ENVELOPE.
7. Day Camping

Day camping is an inexpensive way to supplement the summer recreation program, and is particularly effective with younger children who have never enjoyed a resident camping experience. Successful large-scale day-camp programs have been run for less than $1 a day per camper.

Almost any existing facility; church building, school facility, playground, public housing facility, etc., can be utilized as the focal point from which the camp operates. Armories are especially suitable for day camp purposes. In many cases equipment will be donated by the sponsoring agency or loaned by the participating agencies. It may be available to the sponsor from the Department of Defense on a cost reimbursable basis. Some can be obtained through the donations of local businessmen or interested fraternal or civic organizations.

If the support of the community is solicited, a comprehensive day camp program can be run with the supervision of one staff member to every twelve campers. The need for training this staff is just as important as in the resident programs. Additional human resources may be obtained from the volunteer pool already enumerated. They may be needed on a daily basis or only for special events such as trips where additional adult supervision is required. All staff members should have a feeling of identity with the group and should be thoroughly versed in the regulations and the goals of the camp.

The day camp program should include special trips, some kind of regularly scheduled swimming program including a learn-to-swim program if possible, recreation and games, arts and crafts, music, drama, nature study, cook-outs, hikes, responsible and meaningful work assignments.

The children may be encouraged to bring their own lunch, a committee or fund may be set up to provide lunches, or surplus foods may be obtained from the Department of Agriculture (see the following section). Local merchants may be encouraged to provide...
soft-drinks, ice-cream, or to provide special provisions such as the hot-dogs for an all camp hot-dog roast. Public acknowledge-
ment of all contributions should be made to insure continued com-
munity support. In addition, the day camping program might in-
clude tutorial sessions, special story hours and trips to the Public
Library, health education, first aid and personal hygiene.

8. **Department of Agriculture Food Assistance**
   **for Summer Programs**

Foods acquired under Federal price support and surplus
removal operations are donated by the Department to improve the
diets of children in non-profit summer camps (including day
camps). Head Start Projects and other non-profit child care and
school feeding programs operate during the summer months. The
quantity and variety that such outlets may receive depend on the
kinds and amounts in Government stocks and on ability to use foods
effectively. Currently, fourteen items such as butter, cheese,
nonfat dry milk, flour, peanut butter, and rice are available to
add substance and variety to children's diets. The same outlets
may also be eligible to participate in the Department's Special
Milk Program, under which Federal reimbursement is made for
part of the cost of whole milk served to children.

For further information about these programs and about the
Department's year-round food help programs for low-income fami-
lies, contact USDA's Consumer Food Program District Offices
listed in the Appendix.

Within each State the Commodity Distribution Program is
directly handled by various State agencies. They can be contacted
through the U.S. Consumer and Marketing Service District Di-
rectors. A list of these agencies by State is contained in the Ap-
pendix.
SWIMMING AND WATER PROGRAMS

Poor youth have often been denied the opportunity to learn to swim because of the inaccessibility of swimming facilities. There are often too few public pools, and even then the trend has been to charge an admission fee. The child is denied access to private pools, and public beaches are frequently too far away to be used with any great frequency.

Again a survey of all existing facilities is necessary; their location, the hours in use, and any fees or restrictions regarding their use. Swimming pools which are owned by the city or State governments should be utilized to their maximum capacity. These include pools located in the public schools.

In some cases it may be possible to extend the hours in use and increase participation. The pool operator might also assume responsibility for supervision, staffing, etc., or additional staff may be found to supplement the regular staff. These additional staff may be volunteers from the groups already listed (college students, Job Corpsmen, etc.), or they may be people specially trained for the purpose.

Approach private swim clubs, country clubs, or other groups with swimming facilities about the possibility of setting aside specific times each week for the use of their pools by supervised groups of inner-city youngsters. In Washington, D.C., last summer a swimming program utilizing private facilities proved so successful that participants were allowed to continue using the facilities even after public pools became available.

Investigate the use of public beaches. However, their use often involves major transportation and supervision problems.

Portable Pools -- In the absence of available pools or swimming facilities, many cities have used portable pools. Plans could call for the pools to be relocated in school basements during the winter months, thus providing the schools with the opportunity for year-round swimming instruction. Locating portable pools adjacent to fire and police stations is also helpful.
Staffing -- The American Red Cross may prove very helpful in staffing a city's Learn to Swim program. The American Red Cross could also train selected youth to work as lifeguards in the summer programs. These youth might be identified by their high school physical education teachers and begin training in March. This would provide an additional supply of guards for the extension of any existing water programs or the development of new ones.

Sprinklers -- In those cases in which it is not possible to involve all youth in a swimming program, young children, particularly pre-schoolers, can at least be allowed to cool off and play in those areas where a sprinkler is provided. Many city playgrounds have sprinkler systems which provide recreational activities for large numbers of children with a minimum of adult supervision involved. It is often possible to enlist the aid of some of the older children in the playground to keep order. If sprinklers are to be used, they should be turned on and off on a regular schedule so that the youngsters know when to wear their bathing suits or bring towels.

Fire Hydrants -- In many cities the Fire Department has cooperated with city agencies in assuming responsibility for turning fire hydrants on for specific hours of the day. The firemen attach a spray cap to selected hydrants and youngsters from the neighborhood can splash and play for an hour or two. Parents have provided voluntary supervision. This may also be done by Neighborhood Youth Corps aides.
ARTS PROGRAMS

The arts encompass a broad, unstructured area which offers real opportunities for "reaching" disadvantaged youth when many other devices fail. Arts workshops and creative activities allowing for direct participation by youth can thus play a major role in effective youth programs.

"They work and a lot of traditional things aren't working all that well... They are more than cute, busy-work activities to keep the town from burning down. They touch close to what it means to be human."*

Because of the diversity of potential programs in the arts, there is no single blueprint for success. Major considerations, regardless of the type of activity include:

1. It is essential that arts programs be based, from their very inception, upon the involvement of disadvantaged youth themselves. Youth must be active participants, not merely observers.

2. Workshop instructors and arts activity supervisors should be professionals in their field.

3. Creative arts centers should be located close to the individuals they are designed to serve.

4. Program staff should be conversant with and sympathetic to the needs of each separate community.

Participation in arts workshops is necessarily limited, but past experience indicates that workshops are the most effective arts

* John M. Culkin, S.J., Director, Center for Communications, Fordham University.
activity. The cost of workshops can be reduced by the use of such existing facilities as schools, churches, and settlement houses, and by the use of volunteer artists and business-donated supplies.

Special Summer Arts Festivals, talent contests, free performances, mobile units, and traveling exhibits are helpful complements or conclusions to summer workshop activities. Each, however, should be closely linked with arts activities providing for direct youth participation.

Flat-bed trucks can be used as Jazzmobiles, Dancemobiles, Cinemobiles, Bookmobiles, theater stages, etc. Lights and sound equipment can often be acquired free from local businesses and installed at low cost.

The Youth Coordinator's first step in the arts program area should be to contact the Community or State Arts Council for assistance in identifying on-going programs, resources, and technical assistance available. Every State now has an Arts Council, and these are listed in the Appendix. Technical assistance is also available from the National Council on the Arts, 1300 G Street, N.W., Washington, D.C., 20520.

The public schools should also be contacted concerning the availability of Federal funds under Titles I and III of the Elementary and Secondary Education Act (ESEA), which may be used for educationally-oriented arts activities. In Fiscal Year 1968, an estimated $80 million in funds under these titles of the ESEA were used in arts and humanities projects.

Close coordination should be maintained as well with the local Community Action Agency. The CAA and its affiliated agencies can be helpful in the development and integration of summer arts activities with other summer youth programs. Some CAA funds might be available for arts programs.
PROGRAM EXAMPLES

General

1. Detroit's Project Go, a teen group which submitted its own project proposal and found its own adult advisor, now operates a teen center in a neighborhood school. The group offers discussion programs and dances, distributes community information via flyers, and has hired qualified local residents to conduct recreational programs. A total grant of $725 from the Youth Opportunity Council was used to hire teen assistants and purchase sports equipment. No "professionals" are involved in the project.

2. Also in Detroit, a confederation of volunteers assisted by Community School agents and social agency staff, formed Uplift, Inc. Uplift volunteers conduct evening activities for teens three nights a week and Saturdays. Arrangements for classroom facilities were made through the Detroit Public Schools. A total grant of $725 from the Youth Opportunity Council was used to buy equipment and supplies.

3. Offutt AFB near Omaha served 1,476 poor youth in summer 1968 through Project REC, a recreation-employment-counseling program. One thousand 9-13 year-olds participated in the 10-week recreation phase, which included the busing of 100 youth a week to the base for three days of recreation activity using Air Force facilities.

4. "Summer in the Parks," a National Parks Service program in Washington, D.C., called upon neighborhood councils to select an area park to be outfitted with temporary playground and theater equipment. The parks were visited regularly by jazzmobiles and artmobiles.

5. Atlanta's "Project Recreation Plug-In" employed 16-25 year-old slum youth as community recreation organizers. These youth were responsible for recruiting, organizing, planning, and supervising 10 other teen-agers each to provide planned summer recreation on an all-day basis.
1. A vacant Los Angeles facility, the 600-acre Saugus Rehabilitation Center was converted to a recreation facility which served 3,000 youth, age 7-21.

2. Cincinnati used the parking lot of an electric firm as a neighborhood playground after 5:30 p.m. weekdays and all-day on weekends. The company installed basketball hoops, outside electric outlets for movies and dances, and hired a recreation supervisor.

3. More than 2,000 youth participated daily in the District of Columbia's "Marathon of Fun," a seven-day-a-week recreation program financed by the Metropolitan Board of Trade and conducted at the Washington Coliseum. The Recreation Department provided staff and volunteers.

4. Memphis built 50 miniparks (vacant lots converted to playgrounds) as part of its Fix-up, Paint-up, and Clean-up Campaign. Miniparks were popular projects in countless other cities as well.

5. Dade County (Miami), Florida, businessmen converted a surplus gasoline tank truck into a mobile swimming pool.

6. Fort Worth took a surplus Air Force trailer, cut a hole in its side, added lights and sound equipment, and ended up with a portable stage touring city neighborhoods with local talent. The cost: $500.

7. Atlanta collected used backyard swings and distributed them to voluntary organizations conducting playstreet and minipark programs.

8. Eight once-a-week recreation and learning excursions were provided for 50 Trenton, New Jersey, youth by 35 volunteer housewives from nearby Hopewell Township.

Camping

1. More than 1,100 Arkansas poor youth, age 13-18, were provided a week of free camping at the National Guard's facilities at Camp Robinson near Little Rock.
2. A day camp for 800 poor youth in Springfield, Illinois, was sponsored by 14 public and private agencies and coordinated by the Springfield United Community Services.

3. The Mayor's Council on Youth Opportunity of Durham, North Carolina, helped arrange free camping for 150 poor youth at a Scout camp.

4. Camp Oak Grove, formerly a minimum security facility for juvenile boys, was turned into a year-round camp for Los Angeles youth, age 14-19.

5. The "show piece" of El Paso's summer program was a boys' camp located 130 miles north of the city at Ruidoso, New Mexico. It was donated to the El Paso Mayor's Council on Youth Opportunity by the Catholic Archdiocese of El Paso, and served 120 boys a week for eight weeks.

6. Seattle used the Army's Fort Lawton as the site of a summer camp for 1,000 poor youth.

7. The Catholic Bishop of Tucson, Arizona, made the Diocesan Seminary available as a summer camp for 800 youth.

**Special Programs**

1. The State of Vermont and the City of New York, with $410,000 in public and private funds, developed programs at several sites in Vermont for 500 Harlem youth and 500 Vermont youth to live, work, and learn together. At one site, the youth wrote and produced their own plays.

2. Buffalo, Miami, and Boston cooperated in establishment of a tri-city summer pool tournament.

3. Pittsburgh had eight story-tellers in clown suits circulating throughout the city.

**Schools**

1. Ohio State University in Columbus, Ohio, last summer opened its athletic facilities for use by hundreds of young people.
daily. Instruction was provided by college students working with the regular athletic staff. Cooperating agencies were the Mayor's Council on Youth Opportunity, City Board of Education, voluntary agencies, and the United Fund.

2. Fifty-two San Francisco schools conducted weekly outings, arts and crafts, bicycle carnivals, talent shows, and track and field days. Fourteen school gyms were open for city-wide competition.

3. Indianapolis' United Givers Fund financed and the City Recreation Department staffed a "Lighted Schoolhouse" program at 26 schools.

4. The State University of New York at Buffalo conducted a summer camp for 300 poor youth on the school campus.

5. University of Miami summer students sponsored an on-campus day camp for 150 slum youth.

Arts

1. Buffalo's summer arts program featured daily neighborhood performances by five mobile groups. The city's six workshops were run by Negro youth under the volunteer supervision of a college professor.

2. Los Angeles used mobile vans to carry puppet shows in Spanish and English to two city neighborhoods daily. The shows were written and produced by 8-15 year-olds.

3. New York City's "Sound Source" program recruited group and individual talent for summer competition ending in a city-wide talent contest.

4. The San Francisco Ballet provided free and low-cost balcony tickets for 12 performances for disadvantaged youth. As a result of the city's drama, dance, and visual arts workshops, a group of youth participants formed their own black repertory company, the Bantu Players.
5. Philadelphia's summer 1968 fashion and modeling workshop for disadvantaged girls was so successful it has been continued through the year with city funds.

6. Boston's New African Theater, comprised of 20 youth, had 11 touring productions in summer 1968. The city also had traveling arts and crafts workshops four days a week, outdoor wall murals, and a successful youth photography project.

7. Atlanta's Arts Council imported a Jamaican drummer who taught youth to make and play their own instruments. The summer participants are now teaching others to do the same.

8. In Cleveland, more than 150 individual workshop classes were conducted at 17 neighborhood settlement houses and schools in summer 1968.

9. A Black Arts Theater producing indigenous plays, including music, was developed in Milwaukee during summer 1968. The 50 youth participants performed the plays in parking lots and gave eight performances at the Wisconsin State Fair.
REFERENCE MATERIALS


3. Physical Development and Recreation Manual. This monograph, designed for Job Corps Conservation Centers, is a detailed how-to-do-it manual for sports, arts and crafts, and music programs. Reference sections on facilities, equipment, administration, procurement, construction, and care of materials and a complete recreation bibliography are included. It is available from the Job Corps Center, Office of Economic Opportunity, Washington, D.C., 20506. $6.


5. Good Camping for Children and Youth of Low-Income Families. This publication is available from the Children's Bureau, Department of Health, Education, and Welfare, 330 Independence Avenue, Washington, D.C., 20201.


8. National Guard Regulations. A 10-page discussion of the use and loan of property issued to the National Guard, particularly of Armories to be used as day camps, etc. Available from the President's Council on Youth Opportunity.


CHAPTER V: TRANSPORTATION

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V. TRANSPORTATION

Transportation is one of the most critical elements in the success of local summer youth programs. It often determines whether youth can take advantage of job openings available at some distance from inner-city areas, whether available camperships actually can be used by poor youth, and whether these youth can take advantage of cultural, training, and other educational programs carried on at some distance from their homes.

Poor youth who look for but cannot find summer jobs often find the cost of traveling regularly to educational and recreational programs to be prohibitive, even within metropolitan areas. Youth who have located jobs that are at the other end of their city similarly find travel costs high, and sometimes prohibitive. The cost of regularly traveling to a job in the suburbs has steadily risen in recent years, and often tends to outweigh the advantages of having a summer job.

Availability of transportation has other more elusive effects on inner-city youth. Many youth, especially the youngest, have little experience outside the immediate neighborhood in which they grew up. To them, a job, or a recreational or educational program outside the neighborhood tends to be forbidding to begin with. If travel becomes an added burden, their chances for successful experiences outside the ghetto are substantially diminished.

A summer 1968 survey by the President's Council on Youth Opportunity showed that 17 Youth Coordinators in the nation's 50 largest cities identified inadequate transportation as their leading problem. In one city, for example, 1,000 job openings in outlying areas were lost because of the lack of inexpensive transportation.

Consequently, Youth Coordinators will need all the foresight and persuasiveness they can muster to significantly expand the utilization of local sources of transportation for youth programs. In some cities, transportation may be an insolvable problem.
SOME PRIMARY FACTORS

1. Legal Authorization. A Youth Coordinator should advocate necessary changes in, or at least broad interpretation of, State and local regulations which affect the use of public vehicles, e.g., the use of school buses for non-school purposes, to facilitate their utilization in Youth Opportunity activities. Failure to become familiar with such problems well in advance of the summer has cost several communities an important potential resource.

2. Administrative Authority and Costs. The assignment of vehicles made available for Youth Opportunity activities should be centralized in the hands of a designated administrator to assure effective coordination and promote effective use of the vehicles. Administrative costs should be programmed in the appropriate portion of future city budgets.

3. Request Procedures. The central administrative authority should develop a simple but thorough procedure for handling all requests for transportation assistance, whether for regular or one-shot trips. This would include a rigidly enforced deadline for requests, a standard form for putting all requests in writing, a confirmation procedure to minimize slip-ups, etc.

4. Supervision. Each participating agency should be responsible for qualified supervisors in adequate numbers.

5. Evaluation. Youth program leaders should exercise discretionary authority in determining guidelines for use of available vehicles to assure (a) that the most children possible are reached and (b) that priority programs have the greatest access to transportation resources.

6. Drivers. Where possible, disadvantaged youth should be hired to drive the vehicles. Orientation is desirable for drivers unaccustomed to working with minority youth.

7. Distance. Most cities have found that excursion and outing trips of great distance are not worth the expense.
1. Vehicles. An inventory of public and other vehicles potentially available for Youth Opportunity activities should be completed well in advance of the summer. Some of the more likely possibilities in urban areas are:

   City Buses -- Modification of existing municipal transit routes may provide a relatively simple way to connect the youth of poverty areas with employment or other opportunities.

   Public and Private School Buses -- Like school buildings, these are generally underused in the summer months and could meet a major share of youth program needs in many communities if supplied on an incremental cost basis.

   Suburban Public Vehicles -- School buses belonging to neighboring jurisdictions were used in a highly successful program in Cincinnati and afford an important opportunity for suburbanites to "get involved" in a practical way with minimal cost in time and money. (Summer Bus Program, a report on Cincinnati's summer 1968 bus program, is available from the Office of Community Development, City Hall, Cincinnati, Ohio, 45202.)

   Military Transport -- A 1968 Department of Defense directive authorizes the use of military vehicles for appropriate community purposes. Early contact with the Commander of local military installations may produce assistance. However, assistance will be limited, and should not be counted on to solve the problem.

   Voluntary Organizations -- In many communities voluntary organization resources such as the Red Cross Motor Service might be available for use in activities related to the program field of the sponsoring agency.
2. **Funds.** There is no magic source of funding for transportation. It is likely to come from the same sources as other phases of the Youth Opportunity program -- the city or school budget, the United Fund, Community Action Agency, or as a part of Federal programs. However, it is important that adequate funds be earmarked at the outset of Youth Opportunity planning to guarantee that programs and activities are accessible to needy youth. There will be some contributions of transportation and many organizations may provide their own, but a really successful Youth Opportunity program will need a "pool" from which participating agencies and groups can receive assistance.
PROGRAM EXAMPLES

There are but a few notable examples of successful efforts in youth program transportation:

1. Atlanta's Recreation Department last summer devoted $45,000 to chartered bus transportation. Two-thirds of the funds came from Community Action Agencies; the remainder from city appropriations.

A portion of the funds was reserved for summer program trips of city-wide interest such as professional baseball and soccer games, campsites, and special events.

The larger share of the funds was used to purchase 1,000 eight-hour bus days from the municipally-owned Atlanta Bus Company. A concessionary rate contract was negotiated. Recreation leaders could use their bus days as they wished, and in any combination of buses and hours that added to their total allotment.

A city-wide transportation coordinator accepted bus requests. One week's advance notice was required. When a request was received, the coordinator prepared and sent to the bus company a dispatch sheet which listed the number of buses, the time of the trip, the name of the group, and the pick-up location.

2. The City of Cincinnati contracted with four suburban school districts for transportation services. Each school district provided buses and drivers as requested and available. The City reimbursed the school districts for out-of-pocket expenses, provided insurance coverage, and guaranteed the security of the buses.

A campaign directed by the City's Office of Community Commitment raised $10,000 to enable groups without funds to use the buses. The Office of Community Development provided a transportation coordinator, one professional assistant, and a summer youth employee.
This program provided approximately 400 trips and served 20,000 youth. A constant effort was made to balance the number of trips in various city areas and to minimize "dead mileage." More than half of the groups requesting trips paid no money, and only seven per cent of the trips were financed entirely by the sponsoring organization. Almost all passengers were from low-income neighborhoods.

3. One hundred eighty summer jobs in the National Aeronautics and Space Administration area 20 miles south of Houston were made available in the summer of 1968 by a special transportation project.

The Department of Housing and Urban Development provided a demonstration grant, and unemployed youth were offered low-cost transportation from a downtown gathering point to the NASA area. Nearly half of the young employees rode the bus the first week. An average of 68 rode the buses the first six weeks. About 20 youth eventually found rides with other employees. A few quit their jobs early to attend the second session of summer school.

Since a guaranteed ride to work was a prerequisite for obtaining the jobs, this project proved crucial to the summer employment aspirations of a major share of NASA's young employees from the inner city. This project is regarded by local officials as a success, although they recognize that extension of commercial bus lines to meet this need would be more convenient (the commuting time averaged 3-4 hours daily) and less costly.

4. Contract bus service opened more than 50 youth jobs last summer at a new industrial complex 30 miles outside of Cleveland. The plants paid the bus company and fares were deducted from the new employees' paychecks.

5. Detroit's Youth Opportunity Council acted as "Bus Central" in summer 1968 for more than 200 community groups, churches, and agencies taking youth on excursions, picnics, and other outings. The City Department of Street Railways provided $50,000 and the United Community Services $10,000 for the transportation effort.
APPENDIX

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POVERTY INDEX

The following table developed for the Neighborhood Youth Corps should be used for determining family income below the poverty level.

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YOUTH JOBS CRITERIA, NATIONAL ALLIANCE OF BUSINESSMEN

The criteria for eligibility to participate in the Summer Youth Jobs Program of the National Alliance of Businessmen differs somewhat from that for Federally-funded programs such as the Neighborhood Youth Corps.

The NAB criteria, as detailed in the NAB Manual, are reprinted below:

1. Criteria of individuals eligible to participate -- between the ages of 16 through 21 who are in school without suitable employment. Such individuals must meet at least one of the following criteria: (1) a youth who is a member of a family with annual income below the poverty level, (2) a member of a family receiving welfare payments, (3) a member of a family which resides within a low income area or attends a school in such an area, (4) a youth who is a ward of the court or who resides in an orphanage, (5) former NYC enrollees or Job Corps enrollees, (6) genuinely disadvantaged youths especially members of minority groups.

2. Definition of Criteria

   In-School. Regularly attending a full-time education program and expect to return to school.

   Residence Within a Low Income Area or Attends a School in Such an Area. The lowest income census tracts or such areas as determined by the NAB Metropolitan Chairman with the assistance of the Employment Service, Concentrated Employment Program and Mayor's Council on Youth Opportunity.

   Member of a Family With Annual Income Below the Poverty Level. Annual net income in relation to family size does not exceed the income criterion listed in the definition of poor person for eligibility in the Basic JOBS Program. (The NAB standard here is identical to that of the Neighborhood Youth Corps. See Appendix Item #1.)

In the certification of individuals for eligibility in the Youth JOBS Program some flexibility consonant with the goals of the program is appropriate.
A full-time Youth Coordinator or Mayor's Assistant for Youth Affairs has been appointed in each of the nation's 50 largest cities and in many smaller communities. Youth Coordinators can often be of help to each other, sharing successes and information. In Ohio, where six of the 50 largest cities are located, Youth Coordinators in the State have been meeting regularly each month to discuss mutual problems and needs. The following list of the 50-city Youth Coordinators was compiled in February 1969:

**AKRON**  
Richard Neal  
City-County Safety Building  
219 South High Street  
Akron, Ohio 44308  
Tel: 216/376-1431, Ext. 419

**ATLANTA**  
John W. Cox  
City Hall, Room 1201  
Atlanta, Georgia 30303  
Tel: 404/522-4463, Ext. 437

**BALTIMORE**  
William B. Henry  
Office of the Mayor  
City Hall  
Baltimore, Maryland 21202  
Tel: 301/752-2000, Ext. 585

**BIRMINGHAM**  
James Lewis  
City Hall  
Birmingham, Alabama 35201  
Tel: 205/328-4146

**BOSTON**  
Clarence Jones  
New City Hall  
1 City Hall Square  
Boston, Massachusetts 02201  
Tel: 617/722-4100, Ext. 515

**BUFFALO**  
Peter Fleischmann  
Office of the Mayor  
City Hall, Room 429  
Buffalo, New York 14202  
Tel: 716/854-1022

**CHICAGO**  
David Stahl, Deputy Mayor  
(Robert Breslin)  
Office of the Mayor  
City Hall  
Chicago, Illinois 60602  
Tel: 312/744-4000, Ext. 3307

**DALLAS**  
Frank Clarke  
522 Bollingtion  
Dallas, Texas 75201  
Tel: 214/R1 8-0441

**DAYTON**  
Robert D. Lewis  
Office of the City Manager  
Dayton, Ohio 45402  
Tel: 513/222-3441

**DENVER**  
Manuel Sanders  
Assistant Director  
Denver Opportunity  
1445 Cleveland Place  
Denver, Colorado 80202  
Tel: 303/297-2508

**CINCINNATI**  
June Forster and  
Barry Cholak  
Office of the City Manager  
105 City Hall  
Cincinnati, Ohio 45202  
Tel: 513/421-5700, Ext. 450,  
(Forster)  
513/421-5700, Ext. 438,  
(Cholak)

**COLUMBUS**  
Frank Cleveland  
1032 Mt. Vernon Avenue  
Columbus, Ohio 43203  
Tel: 614/461-8384

**CLEVELAND**  
Walter Beach  
Council of Economic Opportunities  
1350 West Third Street  
Cleveland, Ohio 44113  
Tel: 216/696-9077

**DADE COUNTY (MIAMI)**  
Robert Simms  
Dade County Community Relations Board  
Dade County Courthouse  
Room 1401  
Miami, Florida 33130  
Tel: 305/377-5345
HONOLULU
Andrew Chang
Honolulu Community Action Program
Room 205 Sen Building
704 Kohou Street
Honolulu, Hawaii 96817
Tel: 808/872-051

INDIANAPOLIS
John Walls
Office of the Mayor
City-County Building
Indianapolis, Indiana 46204
Tel: 317/633-3165

JERSEY CITY
Earl Byrd
Executive Director Jersey City Can Do
391 Jackson Avenue
Jersey City, New Jersey 07305
Tel: 201/433-1707

KANSAS CITY
James Buford
Office of the Mayor
25th Floor, City Hall
Kansas City, Missouri 64106
Tel: 816/443-2505

LONG BEACH
Carl Wallace, Executive Director Long Beach Commission on Economic Opportunities
339 Pacific Avenue
Long Beach, California 90812
Tel: 213/436-3227

LOS ANGELES
William Frederickson, Jr., Joe Lewis (Assistant)
505 City Hall
Los Angeles, California 90012
Tel: 213/624-5211, Ext. 1538
213/624-5211, Ext. 1503, (Lewis)

LOUISVILLE
Peter Ebbs
Louisville - Jefferson County Youth Commission
400 South 6th Street
Louisville, Kentucky 40203
Tel: 502/585-2251, Ext. 309

MEMPHIS
James Bowers
City Hall
Memphis, Tenn. 38103
Tel: 901/527-6611

MILWAUKEE
Gene Robertson
Community Relations Social Development Commission
161 Wisconsin Avenue
Milwaukee, Wisconsin 53203
Tel: 414/276-3766

MINNEAPOLIS
Otis Smith
Office of the Mayor
City Hall
Minneapolis, Minn. 55415
Tel: 612/330-3567

NEWARK
Lewis B. Perkins, Jr., Deputy Mayor
City Hall
Newark, New Jersey 07102
Tel: 201/643-6300

NEW ORLEANS
A. S. Lee Fernandez
City Hall
New Orleans, La. 70112
Tel: 504/522-6191

NEW YORK
Barry Gottehrer
Mayor's Urban Action Task Force
51 Chambers Street
New York, New York 10007
Tel: 212/566-5347

NORFOLK
Thomas F. Maxwell
City Manager
City Hall
Norfolk, Virginia 23510
Tel: 703/441-2471

OKLAHOMA CITY
Roosevelt Turner
Mayor's Action for Youth Opportunity
Center Building, 331 W. Main
Oklahoma City, Okla. 73102
Tel: 405/231-2505

OMAHA
Arthur Ragland
Office of the Mayor
City Hall
Omaha, Nebraska 68102
Tel: 402/341-8122

PHILADELPHIA
Charles Bowser, Esq., Executive Director - Urban Coalition
1401 Arch Street
Room 900
Philadelphia, Penna. 19107
Tel: 215/561-2700

PHOENIX
Carl Craig
City Manager's Office
Municipal Building
Phoenix, Arizona 85003
Tel: 602/262-6241

PITTSBURGH
David Welty
Assistant to the Mayor
City Hall - County Building
Pittsburgh, Penna. 15219
Tel: 412/281-3900

PORTLAND
Fred Markey
Metropolitan Youth Commission
Multnomah County Courthouse
Room 377
Portland, Oregon 97204
Tel: 503/CA 7-8411, Ext. 339

ROCHESTER
James E. Malone
Office of the City Manager
City Hall
Rochester, N. Y. 14614
Tel: 716/454-0000

SAN ANTONIO
Edward Koplan
P. O. Box 9326
San Antonio, Texas 78204
Tel: 512/224-7561
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<th>City</th>
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<td>SAN DIEGO</td>
<td>Henry Hodge</td>
<td>Mayor's Council on Youth Opportunity</td>
<td>714/236-5612</td>
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<td>San Diego, Calif. 92101</td>
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<td>Tel: 714/236-5612</td>
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<tr>
<td>SAN FRANCISCO</td>
<td>Edward Moose</td>
<td>Office of the Mayor</td>
<td>415/558-5930</td>
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<td>City Hall</td>
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<td>San Francisco, Calif. 94102</td>
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<tr>
<td>SEATTLE</td>
<td>Edward S. Singler</td>
<td>1700 East Cherry</td>
<td>206/JU 3-5700</td>
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<td>Seattle, Washington 98122</td>
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<tr>
<td>ST. LOUIS</td>
<td>Rev. Lucius Cervantes</td>
<td>Office of the Mayor</td>
<td>314/453-3201</td>
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<tr>
<td>ST. PAUL</td>
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<td>Charles Buckenmyer</td>
<td>Office of the Mayor</td>
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<tr>
<td>TULSA</td>
<td>Mrs. Johnnie D. Thornton</td>
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<td>918/584-2351</td>
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<tr>
<td>WASHINGTON, D. C.</td>
<td>James L. Jones, Director</td>
<td>Youth Programs Unit</td>
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USE OF AVAILABLE MILITARY RESOURCES IN SUMMER YOUTH PROGRAMS

The Department of Defense has actively contributed to summer youth programs throughout the United States for a number of years. The types of military resources that communities may request for such programs, and the procedures necessary to secure these resources when they can be provided by local military commanders, are briefly described below:

1. **Military Community Relations Programs** -- Most Department of Defense programs relevant to summer youth activities are conducted for community relations purposes, at minimal or no cost to participants. These include parades, displays, drills, tours, concerts and special ceremonies, and limited use of facilities such as swimming pools, gymnasiums, and playing fields. When community use of a defense recreation facility is arranged, equipment such as baseballs and bats, volleyballs, nets, etc., may or may not be available from the defense installation, depending on the local situation. Similarly, military transportation may be provided to transport participants to, from and on military installations for the purpose of taking part in these activities, depending on availability and subject to military needs, which take precedence.

Information on local military community relations programs that may be associated with youth programs may be obtained directly from the local base commander or the action officer he has designated to deal with such requests. A list of Department of Defense Regional contacts for the major U.S. cities is attached.

2. **Use of Military Facilities for Extended Camping, Recreation or Other Programs** -- Where the use of Department of Defense property is desired for Youth Opportunity Programs other than as a part of a Department of Defense Community Relations Program, the Defense Department and the Office of Economic Opportunity have agreed on procedures whereby military personal property (mess equipment, tents, blankets, etc.) and facilities on installations may be loaned on a reimbursable basis to the OEO, for the purpose of making these resources available for local community youth programs operated by non-Federal organizations. The Office of Economic Opportunity may serve, in effect, as the Federal sponsor or intermediary, to permit the Department of Defense to lend these facilities to Community Action Agencies or their delegate agencies. As with the Department's Community Relations Program, use of these resources depends on their availability for non-
Appendix Item #4 (continued)

military purposes. The military commanders reserve the right to determine if, when and what resources can be made available in support of the President's Youth Opportunity Program.

In cities that have a Mayor's Council on Youth Opportunity, local military base commanders have designated a liaison officer or officers to the Council to facilitate military cooperation in local youth programs. Where no such Council exists, the Commanders of military installations often have designated action officers to deal with youth program matters. Organizations interested in securing use of military resources in their programs on a loan, cost-reimbursable basis, should first contact the agency. Where neither of these bodies exist, contact should be made with the local government, which will determine the priority of local organization requests. Local military commanders will determine availability of resources requested.

When it has been established that the resource is available, the interested organization should present a fully detailed plan for its use, including a statement that it has sufficient financial resources to defray necessary expenses, and that necessary insurance has been secured, to the local Community Action Agency, through the local Mayor's Council on Youth Opportunity or its equivalent. Local Community Action Agencies have been informed of the procedures necessary for securing loan of the military resources in question, and will act as the local OEO contact in these matters. Questions may also be referred to the Summer Youth Program Specialist at the OEO Regional Office serving the locality or the youth program action officer at the local military installation.

The Department of Defense has designated each local commanding officer, or his designee, as its official agent in the loan of such resources, and the OEO has designated the local Community Action Agency director as its administering agent for this purpose. Mayors' Councils on Youth Opportunity and local base commanders will receive reference copies of a Department of Defense Directive to be issued concerning Department of Defense Support of the President's Youth Opportunity Programs for 1969.
## Department of Defense Regional Contacts

<table>
<thead>
<tr>
<th>City</th>
<th>Contact Person</th>
<th>Office/Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AKRON</strong></td>
<td>Commander M. E. Frellson</td>
<td>Navy Plant Representative</td>
<td>216/794-2482</td>
</tr>
<tr>
<td></td>
<td>Navy Plant Representative</td>
<td>Goodyear Air Space Corporation</td>
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<tr>
<td></td>
<td>Tel: 216/794-2482</td>
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<tr>
<td><strong>ATLANTA</strong></td>
<td>Mr. Ray Wiles</td>
<td>Assistant Special Services Officer</td>
<td>404/752-3767</td>
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<tr>
<td></td>
<td>Fort McPherson, Georgia</td>
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<tr>
<td></td>
<td>Tel: 301/327-2225</td>
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<tr>
<td><strong>BALTIMORE</strong></td>
<td>Major Eleanor L. McGaffick</td>
<td>Post S-1</td>
<td>205/325-3840</td>
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<td></td>
<td>Fort Holabird</td>
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<tr>
<td></td>
<td>Tel: 312/297-4100, Ext. 300</td>
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<tr>
<td><strong>BOSTON</strong></td>
<td>RAdmiral J. C. Wylie</td>
<td>Commandant, 1st Naval District</td>
<td>617/542-5100, Ext. 300</td>
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<tr>
<td></td>
<td>Tel: 312/297-4100, Ext. 300</td>
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<tr>
<td><strong>BUFFALO</strong></td>
<td>Lt. Colonel Robert Knapp</td>
<td>4621st Air Base Group</td>
<td>317/546-9211, Ext. 3139</td>
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<tr>
<td></td>
<td>Niagara Falls, International Airport</td>
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<tr>
<td></td>
<td>Tel: 716/297-4100, Ext. 301</td>
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<td><strong>CHICAGO</strong></td>
<td>Captain W. H. Glye</td>
<td>Commanding Officer</td>
<td>312/657-1000</td>
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<td></td>
<td>Naval Reserve Training Center</td>
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<td>Tel: 312/657-1000</td>
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<td><strong>CINCINNATI</strong></td>
<td>Commander M. G. Rethlake</td>
<td>Commanding Officer</td>
<td>513/221-0138</td>
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<td>Navy and Marine Corps</td>
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<td><strong>CLEVELAND</strong></td>
<td>Captain K. L. Woodfin</td>
<td>Commanding Officer</td>
<td>216/552-5511</td>
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<td>U. S. Navy Finance Center</td>
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<td>Tel: 216/552-5511</td>
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<tr>
<td><strong>COLUMBUS, OHIO</strong></td>
<td>Mr. Raymond Keane</td>
<td>Civilian Personnel Officer</td>
<td>614/236-2236</td>
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<td></td>
<td>Defense Supply Construction Agency</td>
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<tr>
<td><strong>DADE COUNTY, FLA.</strong></td>
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<td></td>
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<td><strong>DETROIT</strong></td>
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<td></td>
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<tr>
<td><strong>FAYETTEVILLE, N. C.</strong></td>
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<td>Chief, Sports and Recreation Division</td>
<td>919/396-4531 or 396-1736</td>
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<tr>
<td></td>
<td>Headquarters, Fort Bragg</td>
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<tr>
<td><strong>FORT WORTH</strong></td>
<td>Major J. J. Vernon</td>
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<td>817/TE8-3511, Ext. 8711</td>
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<td></td>
<td>Carswell AFB</td>
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<tr>
<td><strong>GARY</strong></td>
<td>Lt. Commander H. W. Harris</td>
<td>Navy and Marine Corps</td>
<td>219/938-2541</td>
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<td>Reserve Training Center</td>
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<td>Tel: 219/938-2541</td>
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<tr>
<td><strong>HAWAII</strong></td>
<td>Captain Daniel J. O'Connell</td>
<td>District Inspector General</td>
<td>27138 or 32225</td>
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<td></td>
<td>Headquarters, 14th Naval District</td>
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<td>FPO San Francisco 98770</td>
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<td>Tel: 27138 or 32225</td>
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<td><strong>HOUSTON</strong></td>
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<tr>
<td><strong>INDIANAPOLIS</strong></td>
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<tr>
<td><strong>JERSEY CITY/NEWARK</strong></td>
<td>Captain C. P. Dellinger</td>
<td>Commanding Officer</td>
<td>201/858-7301</td>
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<td></td>
<td>Navy International Logistics Control Office</td>
<td>Bayonne, New Jersey</td>
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<tr>
<td><strong>KANSAS CITY</strong></td>
<td>Colonel Thomas A. Personett</td>
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<td>Richards-Gebaur AFB</td>
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<td>Kansas City, Missouri</td>
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<td>Tel: 816/345-4400, Ext. 3631</td>
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</table>
Appendix Item #4 (continued)

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ST. PAUL
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Marine Corps Reserve Training Center
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TULSA
Commander J. Miller
Commanding Officer
Navy and Marine Corps Reserve Training Center
Tel: 918/932-2341

WASHINGTON, D. C.
Major George Raunam
Office, Deputy Chief of Staff Personnel
Military District of Washington
Tel: 202/OX 6-6083
ACQUISITION AND USE OF GOVERNMENT-OWNED EXCESS PERSONAL PROPERTY IN SUMMER YOUTH PROGRAMS

The General Services Administration and the Office of Economic Opportunity have established procedures whereby local communities may apply for use of government-owned excess personal property in summer youth programs. Briefly, the procedures necessary for the securing of these resources, when they are available, include:

1. The Office of Economic Opportunity has allocated funds for summer youth programs through its Regional Offices and local Community Action Agencies. As a Federal agency, the OEO is permitted to acquire government-owned excess personal property for use in congressionally-authorized activities. The OEO has determined that, in the interest of program quality and efficiency, the personal property requirements of those local Community Action Agencies carrying on summer youth activities should be fulfilled through the use of government-owned excess personal property to the extent possible. The OEO uses local Community Action Agencies as the vehicles by which these facilities will be made available to local communities.

2. Procedure -- In order to facilitate the acquisition of excess personal property for these purposes, the OEO permits local Community Action Agencies or delegate agencies to notify the appropriate Regional Office of the General Services Administration of its personal property needs. The GSA Regional Offices and the name of the GSA official who may be contacted are listed below. Contacts may be made by letter, visit, or phone. The GSA Regional Offices will review excess personal property that is currently available and advise the local Community Action Agency or designate agency of needed items which are found to be immediately available and the locations of each item. It thereupon becomes the obligation of the applicant local organization to either (1) prepare an official Excess Property Transfer Order, Standard Form 122,
or (2) request the appropriate Regional Property Administrator of the OEO to initiate a Standard Form 122. OEO Regional Property Administrators are also listed below. Physical inspection of the property by the applicant is urged prior to submission of a Standard Form 122.

The field official of the OEO will review the application for excess personal property submitted by the local Community Action Agency and, if the requirements are considered justified, he will approve the order by signing the Standard Form 122 as an authorized Federal official of the OEO. The GSA Regional Offices cannot accept a Standard Form 122 for excess personal property in this connection unless it carries the signature of a Federal officer authorized to order such property on behalf of his Agency.

The GSA Regional Office will approve the Standard Form 122, unless the property is allocated for some other Federal need, and the approved Standard Form 122 will be sent to the OEO official who signed the document. Any costs of packing, shipping, and transportation involved are the responsibility of the OEO.

3. Accountability for Acquired Excess Property -- Excess property acquired by the OEO for use in summer youth activities remains the property of the Federal Government, and accountability will be maintained by OEO, depending on the contract or grant involved. The OEO has published procedures and requirements (CAP Guide, Volume V, Chapter III) which must be followed by local operating organizations in acquiring, using, and returning government-owned excess personal property obtained from excess sources.

4. Excess Property Availability -- The volume, types, and condition of personal property determined excess by Federal agencies vary from month to month. To save time and effort at a local level, it should be noted that certain types of items very seldom are available in serviceable condition in excess inventory. These scarce items include blankets, sports, and game equipment, sleeping bags, cots, mattresses, and food service equipment.
Appendix Item #5 (continued)

OEQ Regional Property Administrators

Northeast: Mr. Anthony Cervo, 72 West 45th Street, New York, New York 10036.

Mid-Atlantic: Mr. James L. Lamm, 1832 M Street, N. W., Washington, D. C. 20506.
States Served: Delaware, Pennsylvania, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, Kentucky, Puerto Rico.

Southeast: Mr. Willard O'Berry, 730 Peachtree Street, NE, Atlanta, Georgia 30308.
States Served: Tennessee, South Carolina, Georgia, Florida, Alabama, Mississippi.

Great Lakes: Mr. John Jacewicz, 623 South Wabash Avenue, Chicago, Illinois 60605.
States Served: Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota.

Southwest: Mr. William E. Farmer, 314 West 11th Street, Austin, Texas 78701.
States Served: Louisiana, Arkansas, Oklahoma, Texas, New Mexico.

North Central: Mr. Cecil F. Powers, 911 Walnut Street, Kansas City, Missouri 64106.
States Served: Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Montana, Idaho, Wyoming, Utah, Colorado.

West: Mr. Dale Neilson, 100 McAllister Street, San Francisco, California 94102.

Chiefs, Utilization Branches

GSA Regional Offices

Region 1: Mr. Joseph P. Kelley, Chief, Utilization Branch, Post Office and Courthouse, Boston, Massachusetts. Tel: 617/223-2686.
States Served: Maine, New Hampshire, Vermont, Connecticut, Massachusetts, Rhode Island.


Region 3: Mr. Vincent L. Evans, Chief, Utilization Branch, GSA Region 3, Washington, D. C. 20407. Tel: 202/803-2337.
States Served: District of Columbia, Maryland, Virginia, West Virginia.
Appendix Item #5 (continued)

Region 4: Mr. Joseph A. Meyer, Chief, Utilization Branch, 1776 Peachtree Street, NW, Atlanta, Georgia 30309. Tel: 404/526-5952.
States Served: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee.

Region 5: Mr. Joseph Burkhardt, Chief, Utilization Branch, 219 South Dearborn Street, Chicago, Illinois 60604. Tel: 312/828-6062.
States Served: Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin.

Region 6: Mr. Howard T. Adkison, Chief, Utilization Branch, 1500 E. Bannister Road, Kansas City, Missouri 64131. Tel: 816/361-7585.
States Served: Iowa, Kansas, Minnesota, Missouri, North Dakota, South Dakota, Nebraska.

Region 7: Mr. Max Perkins, Chief, Utilization Branch, 819 Taylor Street, Fort Worth, Texas 76102. Tel: 817/334-2341.
States Served: Arkansas, Texas, Louisiana, Oklahoma.

Region 8: Mr. Edward H. Lowe, Chief, Utilization Branch, Building 41, Denver Federal Center, Denver, Colorado 80225. Tel: 303/233-8859.
States Served: Colorado, Utah, New Mexico, Wyoming, Arizona.

Region 9: Mr. A. W. Kirby, Chief, Utilization Branch, 450 Golden Gate Avenue, Box 36084, San Francisco, California 94102. Tel: 415/556-5846.
States Served: California, Hawaii, Nevada.

Region 10: Mr. Herndon K. Guinn, Chief, Utilization Branch, GSA Center, Auburn, Washington 98002. Tel: 206/833-5481.
COMMUNITY RELATIONS SERVICE, DEPARTMENT OF JUSTICE

The Community Relations Service (CRS) of the U. S. Department of Justice is a valuable source of information and assistance in community relations. CRS field representatives with specific city assignments (as listed below) can help resolve racial difficulties, identify critical program-related problems within the community, and aid the Youth Coordinator in assessing community attitudes.

CRS Regional Offices

Midwest: Richard A. Salem, Regional Director, Community Relations Service, 810 Consumers Building, 220 South State Street, Chicago, Illinois 60604. Tel: 312/353-4391.

States Served: West Virginia, Ohio, Kentucky, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Oklahoma.


Southeast: Donald W. Jones, Acting Regional Director, Community Relations Service, 845 Piedmont-Cain Building, 148 Cain Street, N. E., Atlanta, Georgia 30303. Tel: 404/526-6883.

States Served: Virginia, Tennessee, North Carolina, South Carolina, Arkansas, Louisiana, Mississippi, Alabama, Georgia, Florida.

West: Edward Howden, Regional Director, Community Relations Service, Box 36123, Federal Building, 450 Golden Gate Avenue, San Francisco, California 94102. Tel: 415/556-2485.


CRS Field Representatives

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BIRMINGHAM
James Mills
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2121 Eighth Avenue North
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Tel: 205/325-3168

BOSTON
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Apartment #29
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BUFFALO
Frederick G. Gray III
(See Pittsburgh)

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Appendix Item #6 (continued)

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Clemith J. Houston
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Niathan Allen
(See Cincinnati)

MEMPHIS
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MIAMI
Donald W. Jones
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MOBILE
James Mills
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Eugene Brown
(See San Francisco)
REGIONAL CONTACTS, OFFICE OF ECONOMIC OPPORTUNITY PROGRAMS

The Regional Offices of the Office of Economic Opportunity can provide information on overall planning, coordination, and funding of Community Action Programs, Head Start, VISTA, Upward Bound, etc. Each Regional Office also has designated a Summer Youth Program Specialist.

**Northeast:** Josephine Nieves, Regional Director, 72 W. 45th Street, New York, New York 10036. Tel: 212/573-6411.

- **CAP** -- Frank Ferro, 212/573-6413.
- **VISTA** -- Theodore F.X. Higgins, 212/573-6531.
- **Summer** -- Ruth Cubero, 212/573-6369.


**Mid-Atlantic:** Leveo Sanchez, Regional Director, 1834 M Street, N.W., Washington, D. C. 20506. Tel: 202/382-1284.

- **CAP** -- David Weinman, 202/382-6383.
- **VISTA** -- Peggy Wohlgemuth, 202/382-2981.
- **Summer** -- Paul Royston, 202/382-2637.

States Served: Delaware, Pennsylvania, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, Kentucky.

**Southeast:** Frank K. Sloan, Regional Director, 730 Peachtree Street, N.E., Atlanta, Georgia 30308. Tel: 404/526-6901.

- **CAP** -- John Dean, 404/526-4558.
- **VISTA** -- Ross Coggins, 404/526-6233.
- **Summer** -- Joel Jacobsen, 404/526-4508.

States Served: Tennessee, South Carolina, Georgia, Florida, Alabama, Mississippi.

**Great Lakes:** Alan Beals, Acting Regional Director, 623 S. Wabash, Chicago, Illinois 60656. Tel: 312/353-5562.

- **CAP** -- Lynn Kirk, 312/353-5786.
- **VISTA** -- Charles Henderson, 312/352-7244.
- **Summer** -- Gene Turner, 312-353-6123.

-128-
States Served: Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota.

Southwest: Walter Richter, Regional Director, Lowich Building, 314 West 11th Street, Austin, Texas 78701. Tel: 512/GR6-6325.
CAP -- Fred Baldwin, 512/GR6-6530.
VISTA -- Norman Humon, 512/475-5595.
Summer -- William J. Wise, 512/475-5844.
States Served: Louisiana, Arkansas, Oklahoma, Texas, New Mexico.

North Central: Don Thomason, Regional Director, 911 Walnut Street, Kansas City, Missouri 64106. Tel: 816/374-3761.
CAP -- Wayne Thomas, 816/374-3861.
VISTA -- Willard L. Hoing, 816/374-2267.
Summer -- John Wandless, 816/374-2393.
States Served: Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Montana, Idaho, Wyoming, Utah, Colorado.

Western: Laurence Horon, Regional Director, 100 McAllister Street, San Francisco, California 94102. Tel: 415/556-5400.
CAP -- Zane Meckler, 415/556-7716.
VISTA -- Carl Ehmann, 415/556-8970.
Summer -- Ray Auker, 415,556-8911.
The State Technical Action Panels (TAPs) of the U. S. Department of Agriculture may be particularly valuable contacts for smaller communities and rural areas planning summer youth programs. In certain instances, they may also be able to provide information on the use of rural resources for urban youth opportunity programs.

The TAPs are composed of the heads of U. S. Department of Agriculture agencies -- Farmers Home Administration, Soil Conservation Service, Agricultural Stabilization Conservation Service, Cooperative Extension Service -- and other Federal and State agencies whose programs benefit rural people.

The addresses of these State TAPs are listed below. All correspondence should be directed to "Director, U. S. Department of Agriculture, State Technical Action Panel."

<table>
<thead>
<tr>
<th>State</th>
<th>Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>Room 717, Aronov Building 474 South Court Street, Montgomery, Alabama 36104</td>
</tr>
<tr>
<td>ALASKA</td>
<td>Rooms 146 and 148, Arctic Bowl Building 954 Cowies Street, Fairbanks, Alaska 99701</td>
</tr>
<tr>
<td>ARIZONA</td>
<td>Room 6040, Federal Building 230 North First Avenue, Phoenix, Arizona 85025</td>
</tr>
<tr>
<td>ARKANSAS</td>
<td>5503 Federal Office Building 700 West Capitol, Little Rock, Arkansas 72201</td>
</tr>
<tr>
<td>CALIFORNIA</td>
<td>2020 Milvia Street, Berkeley, California 94704</td>
</tr>
<tr>
<td>COLORADO</td>
<td>New Federal Building Room 13417, 1961 Stout Street, Denver, Colorado 80202</td>
</tr>
<tr>
<td>CONNECTICUT</td>
<td>Old Bookstore Building Route 195, Storrs, Connecticut</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>Room 215, Federal Building 401 E. 1st Avenue, Gainesville, Florida 32601</td>
</tr>
<tr>
<td>GEORGIA</td>
<td>Room 255, Peachtree-Seventh Building 50 Seventh Street, N. E., Atlanta, Georgia 30323</td>
</tr>
<tr>
<td>HAWAII</td>
<td>P. O. Box 1840, Honolulu, Hawaii 96805</td>
</tr>
<tr>
<td>IDAHO</td>
<td>Room 350, Sonna Building 910 Main Street, Boise, Idaho 83702</td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>14 Federal Building Champaign, Illinois 61820</td>
</tr>
<tr>
<td>INDIANA</td>
<td>Room 202, 311 West Washington Street, Indianapolis, Indiana 46204</td>
</tr>
<tr>
<td>IOWA</td>
<td>413 Iowa Building 505 Sixth Avenue, Des Moines, Iowa 50309</td>
</tr>
<tr>
<td>KANSAS</td>
<td>Room 430, New England Bldg, 5th and Kansas, Topeka, Kansas 66603</td>
</tr>
<tr>
<td>KENTUCKY</td>
<td>1409 Forbes Road, Lexington, Kentucky 40505</td>
</tr>
<tr>
<td>LOUISIANA</td>
<td>3727 Government Street, Alexandria, Louisiana 71301</td>
</tr>
<tr>
<td>MAINE</td>
<td>USDA Office Building Orono, Maine 04473</td>
</tr>
<tr>
<td>MASSACHUSETTS</td>
<td>27-29 Cottage Street, Amherst, Mass. 01002</td>
</tr>
<tr>
<td>MICHIGAN</td>
<td>1405 South Harrison Road East Lansing, Michigan 48823</td>
</tr>
<tr>
<td>MINNESOTA</td>
<td>203 Federal Courts Building St. Paul, Minnesota 55102</td>
</tr>
<tr>
<td>MISSISSIPPI</td>
<td>Room 528, Milner Building Jackson, Mississippi 39201</td>
</tr>
<tr>
<td>MISSOURI</td>
<td>812 Cherry Street Columbia, Missouri 65201</td>
</tr>
<tr>
<td>MONTANA</td>
<td>Room 469, Federal Building Box 850, Bozeman, Montana 59715</td>
</tr>
<tr>
<td>NEBRASKA</td>
<td>Room 428, Post Office Building Lincoln, Nebraska 68508</td>
</tr>
<tr>
<td>NEVADA</td>
<td>Associate Director of Extension Service University of Nevada Reno, Nevada 89507</td>
</tr>
<tr>
<td>NH HAMPSHIRE</td>
<td>Federal Building Durham, New Hampshire 03824</td>
</tr>
</tbody>
</table>
NEW JERSEY, MARYLAND, DELAWARE, and D. C.
Room 220, Post Office Building 402 E. State Street Trenton, New Jersey 08608

NEW MEXICO
Room 6323, Federal Building 517 Gold Avenue, S. W. Albuquerque, New Mexico 87101

NEW YORK
Room 412, Midtown Plaza 700 East Water Street Syracuse, New York 13210

NORTH CAROLINA
Room 319 1330 St. Mary's Street Raleigh, North Carolina 27605

NORTH DAKOTA
2nd Floor, Federal Building 220 East Rosser Avenue Bismarck, North Dakota 58501

OHIO
Room 316, Old Post Office Bldg. Columbus, Ohio 43215

OKLAHOMA
Agricultural Center Office Bldg. Farm Road Stillwater, Oklahoma 74074

OREGON
1218 S. W. Washington Street Portland, Oregon 97205

PENNSYLVANIA
208 Central Industrial Bldg. 100 North Cameron Street Harrisburg, Pennsylvania 17101

PUERTO RICO and VIRGIN ISLANDS
Fifth Floor, Segarra Building 1409 Ponce de Leon Avenue Stop 20 Santurce, Puerto Rico 00907

RHODE ISLAND
320A Federal Building U. S. Post Office Providence, Rhode Island 02901

SOUTH CAROLINA
Federal Office Building 901 Sumter Street Columbia, S. C. 29201

SOUTH DAKOTA
Christen and Hohm Bldg. 239 Wisconsin Ave., S. W. Huron, South Dakota 57350

TENNESSEE
538 U. S. Court House Bldg. 801 Broadway Nashville, Tenn. 37203

TEXAS
3910 South General Bruce Drive Temple, Texas 76501

UTAH
Room 5311 Federal Building 125 S. State Street Salt Lake City, Utah 84111

VERMONT
19 Church Street Burlington, Vermont 05401

VIRGINIA
Room 8526, Federal Bldg. 400 N. Eight Street Richmond, Virginia

WASHINGTON
127 S. Mission Street Wenatchee, Wash. 98801

WEST VIRGINIA
209 Prairie Avenue Morgantown, W. Va. 26505

WISCONSIN
4601 Hammersley Road Madison, Wisconsin 53711

WYOMING
Post Office Federal Building 1st and Wolcott Casper, Wyoming 82601
Voluntary organizations have been especially valuable partners in summer youth programs for the President's Council on Youth Opportunity and for Mayor's Councils on Youth Opportunity at the local level. These organizations engage in a wide range of activities and social services and represent a vast pool of resources, specialists, and goodwill.

The President's Council on Youth Opportunity maintains close working relationships with the national headquarters of approximately 200 voluntary organizations. The national headquarters of these organizations use their own house organs to inform their leadership and membership, discuss possible cooperation in staff and board meetings, and suggest to their local affiliates that they offer their services to the local Mayor's Council on Youth Opportunity.

The Youth Coordinator should actively seek the cooperation of local chapters and affiliates of large voluntary and civic organizations as well as local organizations which may have no national affiliation.

Below is a partial list of the national organizations the President's Council has worked with during the past two years. Youth Coordinators may use this list to check whether there is a local affiliate in their community and then ask the local group for specific support.

Altrusa International, Inc.
American Association of Retired Persons
American Association of University Women
American Bankers Association
American Bowling Congress
American Bridge Association, Inc.
American Camping Association
American Farm Bureau Federation
American Federation of Teachers
AFL-CIO
AFL-CIO Women's National Auxiliary
American Friends Service Committee
American Home Economics Association
American Jewish Committee
American Legion
American Library Association
American National Red Cross
American Personnel and Guidance Association
American Public Welfare Association
American Social Health Association
American Society for Personnel Administration
American Women's Voluntary Services
American Youth Hostels
Association of the Junior Leagues of America
Benevolent and Protective Order of Elks
Big Brothers of America
B'nai B'rith
Boys' Clubs of America
Boy Scouts of America
Camp Fire Girls, Inc.
Catholic Youth Organization
Child Study Association of America
Child Welfare League of America
Circle K International

Civitan International
Cooperative League of the U.S.A.
Delta Sigma Theta Sorority
Family Services Association of America
General Federation of Women's Clubs
Girl Scouts of the U.S.A.
Girls' Clubs of America
Improved Benevolent and Protective Order of the Elks
Institute of Life Insurance
International Brotherhood of Teamsters
Jack and Jill of America
Junior Achievement
Junior Chamber of Commerce
Key Club International
Kiwanis International
Knights of Columbus
Labor Community Action Committee
Lawyers Committee on Civil Rights
League of Women Voters
Lifetime Sports Foundation
Lions International
Little League Baseball
Loyal Order of Moose
Mexican-American Opportunity Foundation
National Association for the Advancement of Colored People
National Assembly for Social Policy and Development, Inc.
National Association of Colored Women's Clubs
National Association of Intercollegiate Athletics
Appendix Item #9 (continued)

National Association of Intergroup Relations Officials
National Association for Mental Health
National Association of Negro Business and Professional Women's Clubs, Inc.
National Association of Social Workers
National Audubon Society
National Collegiate Athletic Association
National Committee on Employment of Youth
National Conference of Catholic Bishops
National Conference of Christians and Jews
National Conference on Social Welfare
National Congress of Parents and Teachers
National Council of Catholic Women
National Council of Churches
National Council of Jewish Women
National Council of Negro Women
National Council of Women
National Council on Crime and Delinquency
National Council on the Aging, Inc.
National Education Association
National Exchange Club
National Federation of Business and Professional Women's Clubs
National Federation of Settlements and Neighborhood Centers
National 4-H Club Foundation
National Guild of Community Music Schools
National Industrial Recreation Association
National Jewish Welfare Board
National Links, Inc.
National Recreation and Park Association
National Service Secretariat
National Urban League
Optimist International
Order of DeMolay
Pilot Club International
Rotary International
Quota International
Sertoma International
Soroptimist Federation of the Americas, Inc.
Sports Foundation
United Automobile Workers
United Community Funds and Councils of America
United Police Association
United States Catholic Conference
United States Collegiate Sports Council
United States Chamber of Commerce
United States Youth Council
Veterans of Foreign Wars
Women in Community Service
Young Men's Christian Association
Young Women's Christian Association
Zonta International
**LOCAL CONTACTS, LABOR UNIONS**

In each city the central labor body is the spokesman for the affiliated AFL-CIO local unions, and can serve as an action group on a city-wide basis for these unions. The participation of labor union representatives on a Mayor's Council on Youth Opportunity can be of great value in all phases of a community's summer youth program. The following list of key contacts in the largest cities was compiled for the President's Council on Youth Opportunity by the Department of Urban Affairs of the AFL-CIO national headquarters:

<table>
<thead>
<tr>
<th>City</th>
<th>Contact Person</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron</td>
<td>Leo E. Dugan</td>
<td>Exec. Sec. - Treas., Akron Labor Council, AFL-CIO 672 South Main Street Akron, Ohio 44311</td>
</tr>
<tr>
<td>Atlanta</td>
<td>R. J. Butler</td>
<td>President, Atlanta Labor Council, AFL-CIO 250 - 10th Street, N. E. Room 202 Atlanta, Georgia 30309</td>
</tr>
<tr>
<td>Baltimore</td>
<td>Dominic N. Fornaro</td>
<td>President, Baltimore Council of AFL-CIO Unions 305 West Monument Street Baltimore, Maryland 21201</td>
</tr>
<tr>
<td>Birmingham</td>
<td>Clarence E. Lowery</td>
<td>Secretary-Treasurer, Birmingham Labor Council, AFL-CIO 930 Palmer Avenue Benssemer, Alabama 35020</td>
</tr>
<tr>
<td>Boston</td>
<td>Lawrence C. Sullivan</td>
<td>Exec. Sec. - Treas., Greater Boston Labor Council, AFL-CIO 44 Bromfield Street Room 305 Boston, Massachusetts 02198</td>
</tr>
<tr>
<td>Buffalo</td>
<td>George L. Wessel</td>
<td>President, Buffalo AFL-CIO Council 1334 Prudential Building 28 Church Street Buffalo, New York 14202</td>
</tr>
<tr>
<td>Chicago</td>
<td>William A. Lee</td>
<td>President, Chicago Federation of Labor and Industrial Union Council, AFL-CIO 300 N. State Street, 16th Floor Chicago, Illinois 60610</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>William P. Sheehan</td>
<td>Exec. Sec. - Treasurer, Cincinnati AFL-CIO Council 1015 Vine Street, Room 520 Cincinnati, Ohio 45202</td>
</tr>
<tr>
<td>Columbus</td>
<td>Robert W. Greer</td>
<td>Exec. Sec. - Treas., Columbus-Franklin County AFL-CIO 33 N. High Street, Suite 911 Columbus, Ohio 43217</td>
</tr>
<tr>
<td>Cleveland</td>
<td>Sebastian Lupica</td>
<td>Executive Secretary, Cleveland AFL-CIO Federation of Labor Suite 411, Manager Hotel 1802 E. 13th Street Cleveland, Ohio 44114</td>
</tr>
<tr>
<td>Dade County (Miami)</td>
<td>Ed Stephenson</td>
<td>President, Dade County Federation of Labor, AFL-CIO Suite 301, Everglades Hotel 244 Biscayne Boulevard Miami, Florida 33140</td>
</tr>
<tr>
<td>Dallas</td>
<td>Gene C. Freeland</td>
<td>Secretary-Treasurer, Dallas AFL-CIO Council 1727 Young Street Dallas, Texas 75201</td>
</tr>
<tr>
<td>Dayton</td>
<td>Conrad Grimes</td>
<td>Executive Secretary, Dayton-Miami Valley AFL-CIO 2307 Embury Park Road Dayton, Ohio 45414</td>
</tr>
<tr>
<td>Denver</td>
<td>Cleatus E. Ludden</td>
<td>President, Denver Area Labor Federation, AFL-CIO 360 Acoma Street Room 108 Denver, Colorado 80223</td>
</tr>
<tr>
<td>Detroit</td>
<td>John F. Williams</td>
<td>Secretary-Treasurer, Wayne County AFL-CIO 2310 Cass Avenue Detroit, Michigan 48201</td>
</tr>
<tr>
<td>El Paso</td>
<td>J. D. Givens</td>
<td>Secretary-Treasurer, El Paso Center Labor Union, AFL-CIO P. O. Box 561 223 S. Oregon El Paso, Texas 79901</td>
</tr>
<tr>
<td>Fort Worth</td>
<td>James E. Richards</td>
<td>President, Tarrant County Central Labor Council, AFL-CIO 2914 E. Rosedale Room 202 Fort Worth, Texas 76105</td>
</tr>
<tr>
<td>Gary</td>
<td>Peter Calacci</td>
<td>President, Lake and Porter Counties AFL-CIO Central Labor Union 4801 White Oak Avenue E. Chicago, Indiana</td>
</tr>
</tbody>
</table>
Appendix Item #10 (continued)

HONOLULU
Francis J. Kennedy
President
Hawaii State Federation of Labor, AFL-CIO
2305 S. Beretania Street
Honolulu, Hawaii 96814

HOUSTON
Don A. Horn
Secretary-Treasurer
Harris County AFL-CIO Council
2704 Sutherland Street
Houston, Texas 77023

INDIANAPOLIS
Max E. Brydenthal
President
Marion County AFL-CIO Central Labor Council
803 S. Meridan Street
Indianapolis, Indiana 46225

JERSEY CITY
Nicholas L. Feola
Exec. Sec. - Treas.
Hudson County Central Labor Council, AFL-CIO
99 Montgomery Street
Room 1
Jersey City, N. J. 07302

KANSAS CITY
William J. Dressman
Exec. Sec. - Treas.
Greater Kansas City Central Labor Council, AFL-CIO
9th & Walnut Streets
Kansas City, Missouri 64106

LOS ANGELES
Sigmund Arywitz
Executive Secretary
Los Angeles County Federation of Labor, AFL-CIO
2130 West 9th Street
Los Angeles, California 90006

LOUISVILLE
Herbert Hale
Secretary-Treasurer
Greater Louisville Central Labor Council, AFL-CIO
Room 401, YWCA Building
604 S. 3rd Street
Louisville, Kentucky 40202

MEMPHIS
W. T. Ross, Jr.
Executive Secretary
Memphis AFL-CIO Labor Council
136 - 1/2 South 2nd Street
Memphis, Tennessee 38103

MILWAUKEE
Fred A. Erchul
Secretary-Treasurer
Milwaukee County Labor Council, AFL-CIO
1012 North 3rd Street
Milwaukee, Wisconsin 53203

MINNEAPOLIS
Jerome Froehlig
President
Minneapolis Center Labor Union Council, AFL-CIO
117 Southeast 4th Street
Minneapolis, Minnesota 55414

NEWARK
Matthew J. Stephens
Exec. Sec. - Treas.
Essex-West Hudson Labor Council, AFL-CIO
45 Branford Place
Newark, N. J. 07102

NEW ORLEANS
A. P. Stoddard
President
Greater New Orleans AFL-CIO Council
1016 Carondelet Building
New Orleans, Louisiana 70130

NEW YORK CITY
Morris Tushewitz
Secretary
New York City Central Labor Council, AFL-CIO
386 S. Park Avenue
Rooms 601-607
New York, New York 10016

NORFOLK
O. J. Pennell
Recording Secretary
Norfolk Union Labor Council, AFL-CIO
3513 Duke Street
Portsmouth, Virginia 23707

OAKLAND
Richard K. Groulx
Executive Secretary
Central Labor Council of Alameda County AFL-CIO
2315 Valdez Street
Oakland, California 94612

OKLAHOMA CITY
H. Parker "Whitey" Sneed
President
Oklahoma County AFL-CIO Council
1404 Northwest First Street
Oklahoma City, Okla. 73106

OMAHA
Robert J. Danze
President
Omaha Central Labor Union, AFL-CIO
1821 California Street
Omaha, Nebraska 68102

PHILADELPHIA
Edward F. Toohey
President
Philadelphia Council of the AFL-CIO
SE Corner Broad & Vine Streets, Room 304

PHOENIX
R. C. "Tommy" Holt
President
Phoenix and Maricopa County Federation of Labor, AFL-CIO
512 W. Adams Street
Phoenix, Arizona 85003

PITTSBURGH
Anthony J. Luttey
Executive Secretary
Allegheny County Labor Council, AFL-CIO
566 Penn-Sheraton Hotel
William Penn Place
Pittsburgh, Pa. 15230

PORTLAND
Thomas J. Bakur
Secretary-Treasurer
Multnomah County Labor Council AFL-CIO
223 Labor Center
201 S. W. Arthur Street
Portland, Oregon 97201
Appendix Item #10 (continued)

ROCHESTER
Benedict J. Bazaar
Recording Secretary
Rochester & Vicinity Labor Council
98 Melrose Street
Rochester, New York 14619

SAN ANTONIO
George Eichler
President
San Antonio AFL-CIO Council
109 Lexington Avenue
San Antonio, Texas 78205

SAN DIEGO
R. R. Richardson
Secretary-Treasurer
San Diego County Labor Council AFL-CIO
339 W. Broadway
San Diego, California 92101

SAN FRANCISCO
George W. Johns
Secretary-Treasurer
San Francisco Labor Council, AFL-CIO
2940 16th Street
Room 301
San Francisco, California 94103

SEATTLE
C. W. Ramage
Exec. Sec.-Treas.,
King County Labor Council of Washington, AFL-CIO
2800 First Avenue
Seattle, Washington 98121

ST. LOUIS
Oscar A. Ehrhardt
President
St. Louis Labor Council AFL-CIO
1401 Hampton Avenue
Room 103
St. Louis, Missouri 63139

ST. PAUL
E. D. McKinnon
Secretary-Treasurer
St. Paul AFL-CIO Trades and Labor Assembly
Room 509, Labor Temple
418 Auditorium Street
St. Paul, Minnesota 55102

TAMPA
Mrs. Glatys D. Harsin
Secretary
Hillsborough County Central Labor Union, AFL-CIO
6603 East Chelsea Street
Tampa, Florida 33610

TOLEDO
Clarence H. Borgelt
Exec. Sec.-Treas.
Toledo Area AFL-CIO
425 Winthrop Street
Toledo, Ohio 43620

TULSA
C. E. Wilson
Financial Sec.-Treas.,
Tulsa Labor Council, AFL-CIO
P. O. Box 504
Tulsa, Oklahoma 74101

WASHINGTON
George W. Apperson
Secretary
Greater Washington Central Labor Council, AFL-CIO
1126 16th Street, N. W.
Washington, D. C. 20036
Appendix Item #11

LOCAL CONTACTS FOR FEDERAL GOVERNMENT HIRING, RESOURCES

There are two major sources of information concerning the employment of disadvantaged youth in local Federal agencies and the use of local resources. These are:

**Federal Executive Board or Association Chairman** -- For information on broad questions of policy related to the employment of disadvantaged youth in local Federal agencies, or for information on the use of Federal resources in his community, the Youth Coordinator should contact the chairman of the Federal Executive Board of Federal Executive Association. Only the larger cities have an FEB or FEA chairman. These are listed below.

**Civil Service Commission Liaison Officials** -- For information relating to the administration of youth opportunity employment programs in Federal agencies or for information on Civil Service Commission (CSC) regulations, the Youth Coordinator should contact the designated CSC liaison for his city or the CSC liaison official in the nearest city.

Chairmen, Federal Executive Boards, Associations

<table>
<thead>
<tr>
<th>CITY</th>
<th>CHAIRMAN NAME</th>
<th>POSITION</th>
<th>OFFICE ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABERDEEN</td>
<td>Mr. Rolf Wallenstrom</td>
<td>President</td>
<td>Aberdeen Federal Executive Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor, U. S. Fish and Wildlife Service</td>
<td>115 5th Avenue, S. E. Aberdeen, S. D. 57401</td>
</tr>
<tr>
<td>ALBANY</td>
<td>Comdr. Clarence J. Strzeminski</td>
<td>President</td>
<td>Federal Executive Council of the Capital District</td>
</tr>
<tr>
<td></td>
<td></td>
<td>U. S. Naval &amp; Marine Training Center</td>
<td>780 Washington Avenue Albany, New York 12203</td>
</tr>
<tr>
<td>ALBUQUERQUE</td>
<td>Col. James H. Hottenroth</td>
<td>President</td>
<td>Albuquerque-Santa Fe Federal Executive Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>District Engineer</td>
<td>P. O. Box 1580 Albuquerque, N. Mexico 87103</td>
</tr>
<tr>
<td>ALEXANDRIA</td>
<td>Mr. J. B. Earle</td>
<td>President</td>
<td>Rapides Parish Federal Executive Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State Conservationist, Soil Conservation Service</td>
<td>3737 Government Street Alexandria, Louisiana 71301</td>
</tr>
<tr>
<td>ALTOONA</td>
<td>Mr. Robert W. Anthony</td>
<td>President</td>
<td>Blair County Federal Executive Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Postmaster</td>
<td>U. S. Post Office Altoona, Pa. 16603</td>
</tr>
<tr>
<td>ANCHORAGE</td>
<td>Mr. Lewis J. Conrad</td>
<td>Chairman</td>
<td>Anchorage Federal Executive Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>District Director</td>
<td>Internal Revenue Service Anchorage, Alaska 99501</td>
</tr>
<tr>
<td></td>
<td></td>
<td>540 Fifth Avenue</td>
<td></td>
</tr>
<tr>
<td>ANN ARBOR</td>
<td>Mr. Richard Schneeberger</td>
<td>President</td>
<td>Ann Arbor Area Federal Officials Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistant Postmaster</td>
<td>Ann Arbor, Michigan 48105</td>
</tr>
<tr>
<td>ATLANTA</td>
<td>Mr. James G. Rogers</td>
<td>President</td>
<td>Atlanta FEB Director, Southern Region</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Atlanta FEB</td>
<td>Federal Aviation Administration</td>
</tr>
<tr>
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<td>P. O. Box 20636</td>
<td>Atlanta, Georgia 30320 Tel: 404/526-7222</td>
</tr>
<tr>
<td>ATLANTIC CITY</td>
<td>Mr. Jack Webb</td>
<td>Chairman</td>
<td>Federal Executives Assn. of Central &amp; Southern New Jersey</td>
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<tr>
<td></td>
<td></td>
<td>Director, National Aviation Facilities Experimental Center</td>
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<td>Atlantic City, N. J. 08405</td>
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<tr>
<td>AUSTIN</td>
<td>Mr. Robert L. Phinney</td>
<td>President</td>
<td>Austin Federal Executive Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>District Director</td>
<td>Internal Revenue Service P. O. Box 250 Austin, Texas 78767</td>
</tr>
<tr>
<td>BAKERSFIELD</td>
<td>Mr. George Chartrand</td>
<td>President</td>
<td>Bakersfield Federal Executive Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Audit Supervisor</td>
<td>Internal Revenue Service Room 120 800 Truxtun Avenue Bakersfield, Calif. 93301</td>
</tr>
<tr>
<td>BALTIMORE</td>
<td>Mr. Rufus Wilson</td>
<td>President</td>
<td>Federal Executive Assn. of Maryland</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager, VA Regional Office</td>
<td>31 Hopkins Plaza - FOB Baltimore, Md. 21201</td>
</tr>
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<table>
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<th>Appendix Item #11 (continued)</th>
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<tr>
<td><strong>BEEVILLE</strong></td>
</tr>
<tr>
<td>Mr. Clyde Wheeler</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>South Texas Federal</td>
</tr>
<tr>
<td>Business Association</td>
</tr>
<tr>
<td>Industrial Relations Ofcr.</td>
</tr>
<tr>
<td>Naval Auxiliary Air Station</td>
</tr>
<tr>
<td>Chase Field</td>
</tr>
<tr>
<td>Beeville, Texas 78102</td>
</tr>
<tr>
<td><strong>CASPER</strong></td>
</tr>
<tr>
<td>Mr. William M. Jack</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>Casper Federal Executives Council</td>
</tr>
<tr>
<td>Regional Director</td>
</tr>
<tr>
<td>Small Business Adm.</td>
</tr>
<tr>
<td>300 North Center Street</td>
</tr>
<tr>
<td>Casper, Wyoming 82601</td>
</tr>
<tr>
<td><strong>CHARLESTON</strong></td>
</tr>
<tr>
<td>Mr. J. Gorman Thomas</td>
</tr>
<tr>
<td>Chairman</td>
</tr>
<tr>
<td>Federal Executive Council of the Greater Charleston Area</td>
</tr>
<tr>
<td>Postmaster</td>
</tr>
<tr>
<td>Charleston, S. C. 29401</td>
</tr>
<tr>
<td><strong>CHARLESTON</strong></td>
</tr>
<tr>
<td>Mr. Kermit Kiser</td>
</tr>
<tr>
<td>Chairman</td>
</tr>
<tr>
<td>Federal Executive Assn. of W. Virginia</td>
</tr>
<tr>
<td>Acting Superintendent of Mails</td>
</tr>
<tr>
<td>Charleston Post Office</td>
</tr>
<tr>
<td>Charleston, W. Va. 25301</td>
</tr>
<tr>
<td><strong>CHARLOTTE</strong></td>
</tr>
<tr>
<td>Mr. Jarvis L. Brewer</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>Charlotte Council of Federal Agencies</td>
</tr>
<tr>
<td>Supervisor in Charge, Alcohol &amp; Tobacco Tax</td>
</tr>
<tr>
<td>R-200-B, BSR Building</td>
</tr>
<tr>
<td>316 E. Morehead Street</td>
</tr>
<tr>
<td>Charlotte, N. C. 28202</td>
</tr>
<tr>
<td><strong>CHEYENNE</strong></td>
</tr>
<tr>
<td>Mr. Richard L. Hutt</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>Cheyenne Federal Executives Council</td>
</tr>
<tr>
<td>Internal Revenue Service</td>
</tr>
<tr>
<td>308 West 21st Street</td>
</tr>
<tr>
<td>Cheyenne, Wyoming 82001</td>
</tr>
<tr>
<td><strong>CLEVELAND</strong></td>
</tr>
<tr>
<td>Mr. Frank S. Turbett, Jr.</td>
</tr>
<tr>
<td>Chairman</td>
</tr>
<tr>
<td>Cleveland FEB</td>
</tr>
<tr>
<td>District Director</td>
</tr>
<tr>
<td>Internal Revenue Service</td>
</tr>
<tr>
<td>Federal Office Building</td>
</tr>
<tr>
<td>1240 East 9th Street</td>
</tr>
<tr>
<td>Cleveland, Ohio 44199</td>
</tr>
<tr>
<td>Tel: 216/522-3320</td>
</tr>
<tr>
<td><strong>CINCINNATI</strong></td>
</tr>
<tr>
<td>Mr. Paul A. Schuster</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>Federal Business Assn. of Greater Cincinnati</td>
</tr>
<tr>
<td>District Director of Internal Revenue Service</td>
</tr>
<tr>
<td>5112 Federal Office Bldg.</td>
</tr>
<tr>
<td>P. O. Box 1818</td>
</tr>
<tr>
<td>Cincinnati, Ohio 45201</td>
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<tr>
<td><strong>DALLAS</strong></td>
</tr>
<tr>
<td>Capt. W. G. Normile</td>
</tr>
<tr>
<td>Chairman</td>
</tr>
<tr>
<td>Dallas-Ft. Worth FEB</td>
</tr>
<tr>
<td>Commander, Defense Contract Administration Services Region</td>
</tr>
<tr>
<td>5th Floor, Merchandise Mart</td>
</tr>
<tr>
<td>500 South Ervay Street</td>
</tr>
<tr>
<td>Dallas, Texas 75201</td>
</tr>
<tr>
<td>Tel: 214/RI 9-2373</td>
</tr>
<tr>
<td><strong>DENVER</strong></td>
</tr>
<tr>
<td>Dr. William T. Van Orman</td>
</tr>
<tr>
<td>Chairman</td>
</tr>
<tr>
<td>Denver FEB</td>
</tr>
<tr>
<td>Regional Director</td>
</tr>
<tr>
<td>Dept. of Health, Education, and Welfare</td>
</tr>
<tr>
<td>Room 9017, Federal Bldg.</td>
</tr>
<tr>
<td>Denver, Colorado 80202</td>
</tr>
<tr>
<td>Tel: 303/297-3373</td>
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<tr>
<td><strong>DES MOINES</strong></td>
</tr>
<tr>
<td>Mr. Walter Ferguson</td>
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<tr>
<td>President</td>
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<tr>
<td>Federal Executive Council of Greater Des Moines State Executive Directeur, ASCS</td>
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<tr>
<td>U. S. Dept. of Agriculture</td>
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<tr>
<td>Room 931, Federal Office Building</td>
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<tr>
<td>Des Moines, Iowa 50309</td>
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<tr>
<td><strong>DETROIT</strong></td>
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<tr>
<td>Mr. Jerome H. Brooks</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>Federal Executive Assn. of Detroit</td>
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<tr>
<td>Regional Director</td>
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<tr>
<td>Nat'l. Labor Relations Board</td>
</tr>
<tr>
<td>500 Book Building</td>
</tr>
<tr>
<td>Detroit, Michigan 48226</td>
</tr>
</tbody>
</table>
EL CENTRO
Mr. Earl Myers
President
Imperial Valley Federal
Executive Association
Technical Director
6511th Test Group
(Parachute) (AFSC)
Naval Air Facility
El Centro, Calif. 92243

EL PASO
Mr. R. H. Dwigans
President
El Paso Federal Business
Association
District Director
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El Paso, Texas 79985

EUGENE
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Federal Executive Assn. of
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Assistant District Manager
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FAIRBORN
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Federal Executive Association
Local Coordinator
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Fargo
Mr. Roger B. Phelps
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Fargo-Moorhead Federal Executive
Association
Regional Director, Small Business Adm. American Life
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Fargo, North Dakota 58102

FORT BENNING
Mr. T. A. Barefoot
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Columbus Federal Executive
Association
Civilian Personnel Officer
Fort Benning, Ga. 31905

FORT JACKSON
Maj. Gen. Gines Perez
Columbia Federal Exec.
Council
Fort Jackson, S. C. 29200

FORT MEADE
Ben S. Wells, M.D.
President
Federal Business Assn.
of South Dakota (West)
Director, Veterans Adm.
Hospital
Fort Meade, S. D. 57741

FORT STEWART
Mr. O. C. Martin
President
Savannah Federal Executive
Association
Civilian Personnel Officer
Fort Stewart, Ga. 31313

FORT SAM HOUSTON
Maj. Gen. Chester A. Dahlen
President
San Antonio Federal Executive
Association
P. O. Sam Houston, Tex. 77002

FRESNO
Mr. Douglas E. Geren
President
County Supervisor
Farmers Home Administration
Room 3009, Federal Bldg.
1130 "O" Street
Fresno, Calif. 93721

GRANITE CITY
Col. Charles H. Hoskin III
Chairman
St. Louis FEB
Commanding Officer
Granite City Army Depot
Granite City, Ill. 62040

GREENSBORO
Mr. R. E. Sharp
President
Greensboro Federal Executive
Association
Postmaster
Greensboro, N. C. 27420

GREENVILLE
Maj. J. C. Click
President
Greenville Federal Executive
Association
Marine Corps Reserve
57 Rifle Company
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Greenville, S. C. 29601

HARTFORD
Mr. Thomas E. Higgins
Chairman
Greater Hartford Federal Executive Council
Regional Director
Small Business Adm.
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Hartford, Conn. 06510

PUERTO RICO
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President
Director's Representative
Office of Internal Operations
Internal Revenue Service
4th Floor
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Hato Rey, Puerto Rico 09177

HELENA
Dr. J. H. Slack
President
Helena Federal Business Association
Veterinarian in Charge
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Helena, Montana 59601

Mr. Raymond G. Hoffeller
President
Helena Federal Business Association
District Director
Immigration & Naturalization Service
P. O. Box 1742
Helena, Montana 59601

HOMewood
Mr. Fred B. Farrell
Chairman
Chicago FEB
Regional Administrator
Federal Highway Adm.
18209 Dixie Highway
Homewood, Ill. 60430
Tel: 312/799-6300
<table>
<thead>
<tr>
<th>City</th>
<th>President/Chairman</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honolulu</td>
<td>Rear Adm. Benjamin F. Engel</td>
<td>Honolulu FEB, 677 Ala Moana, Honolulu, Hawaii 96813</td>
<td>808/588-531</td>
</tr>
<tr>
<td>Houston</td>
<td>Mr. Claude McLarty</td>
<td>Houston Federal Business Assn., Area Manager, GSA, 515 Rusk Avenue</td>
<td></td>
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<tr>
<td>Idaho Falls</td>
<td>Mr. William L. Ginkel</td>
<td>Idaho Operations Ofc. Atomic Energy Commission, P. O. Box 2108, Idaho Falls, Idaho 83401</td>
<td></td>
</tr>
<tr>
<td>Indianapolis</td>
<td>Mr. J. Douglas Heckle</td>
<td>Indianapolis Council of Federal Agencies, Social Security Administration, 200 North Meridian, Indianapolis, Indiana 46202</td>
<td></td>
</tr>
<tr>
<td>Jackson</td>
<td>Mr. T. B. Fatherree</td>
<td>Jackson Federal Executive Association, Farmers Home Administration, 400 Milner Building, Jackson, Mississippi 39201</td>
<td></td>
</tr>
<tr>
<td>Kansas City</td>
<td>Mr. Robert L. Larson</td>
<td>Kansas City FEB, P. O. Box 2509, Kansas City, Mo. 64142</td>
<td>816/FR 4-3623</td>
</tr>
<tr>
<td>Klamath Falls</td>
<td>Mr. F. Lee Flink</td>
<td>Klamath Falls Federal Executive Council, Chief, Air Traffic Controller, P. O. Box 1420, Klamath Falls, Ore. 97601</td>
<td></td>
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<tr>
<td>Lansing</td>
<td>Mr. Roger Seamon</td>
<td>Federal Executive Assn., District Manager, Social Security Adm., Room 201 Federal Bldg., Lansing, Michigan 98414</td>
<td></td>
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<tr>
<td>Long Beach</td>
<td>Mr. Cecil Dubussion</td>
<td>Mississippi Coast Association of Federal Administrators, Postmaster, 400 Jeff Davis Avenue, Long Beach, Miss. 39560</td>
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<tr>
<td>Los Angeles</td>
<td>Mr. H. Mort Webster</td>
<td>Los Angeles FEB, Manager, Veterans Adm., Regional Office, 1380 S. Sepulveda Boulevard, Los Angeles, Calif. 90025, Tel: 213/476-3711 X 3309</td>
<td></td>
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<tr>
<td>Little Rock</td>
<td>Mr. Fred W. Johnson</td>
<td>Federal Executive Association, District Director, Internal Revenue Service, P. O. Box 3778, Little Rock, Arkansas 72203</td>
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<tr>
<td>Louisville</td>
<td>Mr. Ilen E. Wilson</td>
<td>Rapides Parish Federal Executive Association, Manager, Social Security Adm., 620 South Fifth Street, Louisville, Ky. 40202</td>
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<tr>
<td>McChord AFB</td>
<td>Mr. Eddie C. Crow</td>
<td>Tacoma Area Federal Executive Association, Chief, Radar Approach Control Center, Federal Aviation Adm., P. O. Box 4188, McChord AFB, Wash. 98438</td>
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<tr>
<td>Medford</td>
<td>Mr. Donald J. Schofield</td>
<td>Southern Oregon Federal Business Association, Federal Building &amp; U. S. Court House, 6th &amp; Holly Streets, Medford, Oregon 97501</td>
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<tr>
<td>Memphis</td>
<td>Mr. George W. Harrison</td>
<td>Memphis Federal Executive Association, Officer in Charge, Transportation &amp; Warehouse Division, 418 Federal Office Bldg., USDA, Memphis, Tennessee 38103</td>
<td></td>
</tr>
<tr>
<td>Miami</td>
<td>Mr. James H. Stover</td>
<td>Greater Miami Federal Executive Council, Regional Commissioner, Bureau of Customs, Room 1694, Federal Office Building, Miami, Florida 33130</td>
<td></td>
</tr>
</tbody>
</table>
MILWAUKEE
Mr. Carl L. Buchholz
President
Federal Officials Association
District Manager
Social Security Administration
342 North Water Street
Milwaukee, Wisconsin 53202

MINNEAPOLIS
Mr. John Wenn, Jr.
Chairman
Minneapolis - St. Paul FEB
Director, Commodity Office
Agriculture Stabilization & Conservation Service
U. S. Dept. of Agriculture
6400 France Avenue South
Minneapolis, Minn. 55435
Tel: 612/334-3201

MISSOULA
Mr. Dave Stellegren
President
Federal Business Association
Federal Aviation Administration
Missoula County Airport
Missoula, Montana 59801

MOBILE
Mr. Martin J. Johnson
President
Federal Executives Association
Social Security Administration
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P. O. Box 1150
Mobile, Alabama 36601

MONTGOMERY
Mr. Alexander Susha
President
Montgomery Assn. of Federal Administrators
Financial Manager (Adm. Mgr.)
Bureau of Public Roads
441 High Street
Montgomery, Alabama 36104

NASHVILLE
Mr. John C. Cobb
President
Middle Tennessee Federal Executive Association
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Nashville, Tennessee 37219

NEwARK
Mr. John J. Cuneo
President
Federal Executive Assn. of Northern New Jersey
Regional Director
National Labor Relations Board
744 Broad Street
Newark, New Jersey 07102

NEW HAVEN
Mr. Charles E. Weeks
President
Greater New Haven Federal Executives Association
Special Agent in Charge, FBI
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New Haven, Connecticut 06510

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New Orleans Federal Executive Association
Area Director, Equal Employment Opportunity Commission
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NEW YORK
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Regional Administrator
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NORTH BEND
Mr. E. Wallace Knight
President
Federal Executive Association of Coos County
Chief, Flight Service Station
Federal Aviation Administration
Minicipal Airport
North Bend, Oregon 97459

NORFOLK
Rear Adm. J. C. Dempsey, USN
President, Federal Executive Assn. of the Greater Tide Water Area of Virginia
Commandant, Fifth Naval Dist.
Norfolk, Virginia 23511

OKLAHOMA CITY
Mr. Clyde L. Bickerstaff
President
The Metropolitan Oklahoma City Federal Executive Council
District Director
Internal Revenue Service
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Oklahoma City, Okla. 73102

OMAHA
Col. William H. McKenzie III
President
Omaha-Lincoln Federal Executives Association
District Engineer
U. S. Army Corps of Engineers
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President
Central Florida Federal Management Association
Personnel Officer, Underwater Sound Reference Division
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Orlando, Florida 32806

OTEEN
Dr. Linus A. Zink
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Asheville Federal Executive Association
Director, Veterans Adm. Hospital
Oteen, N. Carolina 28805

PAtRICK AFB
Mrs. Mary B. Fouraker
President
Canaveral Federal Management Association
Air Traffic Representative
Records Management Ofcr.
P. O. Box 4888
Patrick AFB, Florida 32925
Appendix Item #11 (continued)

PENSACOLA
Rear Adm. H. H. Eighmy
President
Pensacola Federal Executive Association
Commanding Officer
Naval Aerospace Medical Center, Building 488
Naval Air Station Pensacola, Florida 32508

PHILADELPHIA
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Regional Administrator
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PHOENIX
Mr. Robert L. Jarratt
President
Phoenix Federal Executive Association
District Director
Immigration & Naturalization Service
Phoenix, Arizona 85025

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President
Pittsburgh Federal Executive Association
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4800 Forbes Street
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Portland Federal Council
Civil Service Representative
U. S. Civil Service Commission
388 Multnomah Building
Portland, Oregon 97204

PROVIDENCE
Mr. Harry Kizirian
Chairman
Greater Providence Federal Executive Council
Postmaster, U. S. Post Office
Providence, Rhode Island 02904

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Mr. Nolan F. Keil
President
Reno Area Federal Executive Council
Director, Nevada State Office
Bureau of Land Management
300 Booth Street
Reno, Nevada 89502

RICHMOND
Brigadier Gen. John D. Hines
President
Richmond Federal Executive Association
Commander, Defense General Supply Center
Richmond, Virginia 23219

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Mr. J. Marker Dem
President
Roanoke Area Federal Executive Association
Administrative Hearing Examiner
Bureau of Hearing and Appeals
Social Security Administration
920 S. Jefferson Street
Roanoke, Virginia 24016

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Mr. John G. Bittner
President
Rochester Federal Executive Association
Postmaster, U. S. Post Office
Rochester, N. Y. 14603

SALT LAKE CITY
Mr. L. C. Romney
President
Federal Executives Association for Utah
Director, Federal Housing Adm.
P. O. Box 11009
Salt Lake City, Utah 94111

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Mr. John W. Quimby
Chairman
Federal Executive Association
Regional Director
Small Business Administration
110 West C Street, Suite 705
San Diego, California 92101

SAN FRANCISCO
Mr. Robert B. Strauss
Chairman
San Francisco FEB
Regional Director
Small Business Adm.
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San Francisco, Calif. 94102
Tel: 415/556-5033

SEATTLE
Mr. Sidney Laurens
Chairman
Seattle FEB
District Manager
Social Security Adm.
230 Fairview Avenue
Seattle, Washington 98109
Tel: 206/583-7463

SHREVEPORT
Col. John P. Moore
President
Shreveport-Bossier City Federal Executive Assn.
Commander, Barksdale AFB
Shreveport, Louisiana 71110

SIOUX FALLS
Mr. Roy Potas
President
Sioux Falls Federal Executive Association
Crop Reporting Service
312 South Minneapolis Ave.
Sioux Falls, S. D. 57102

SPOKANE
Mr. Kenneth J. Doming
President
Spokane Federal Executive Association
District Manager
Social Security Adm.
Room 140, U. S. Court House
Spokane, Washington 99201

SYRACUSE
Lt. Com. J. T. Boehret
President
Syracuse Federal Executive Association
Commanding Officer
Defense Contract Adm.
Hunter Plaza
Syracuse, N. Y. 13202
Appendix Item #11 (continued)

TAMPA
Mr. Gerald E. Cooper
President
Tampa Bay Area Association
of Federal Administrators
Buildings Manager
General Services Administration
500 Zack Street
Tampa, Florida 33602

TOPEKA
Mr. Ernest A. Kjorlie
President
Federal Business Association
Chief, Personnel Division
Veterans Administration Hospital
2200 Gage Boulevard
Topeka, Kansas 66614

WICHITA
Mr. Warren P. Hurst
President
Wichita Federal Executive Assn.
Chief, Flight Service Station
Federal Aviation Administration
Municipal Airport
Wichita, Kansas 67209

WILKES BARRE
Mr. Thomas V. Tinsley
President
Wilkes-Barre Federal Officials
Association
Field Audit Group Supervisor
Internal Revenue Service
P. O. Box 477
Wilkes-Barre, Pennsylvania 16603

YAKIMA
Mr. Warren Hoit
President
Federal Executive Association of
Yakima County
Chief, Combined Station/Tower
Federal Aviation Administration
Municipal Airport
Yakima, Washington 98902
### Civil Service Commission Liaison Officials
**For the 50 Largest Cities**

<table>
<thead>
<tr>
<th>City</th>
<th>Executive Officer/Position</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron</td>
<td>Aleck Halvorsen</td>
<td>1909 E. 13th Street, Cleveland, OH 44114</td>
<td>216/522-4234</td>
</tr>
<tr>
<td>Atlanta</td>
<td>Gladys H. Gunter</td>
<td>230 Peachtree St., N.W., Atlanta, GA 30303</td>
<td>404/526-4541</td>
</tr>
<tr>
<td>Baltimore</td>
<td>James Edman</td>
<td>701 Walter Street, Baltimore, MD 21202</td>
<td>301/685-3322</td>
</tr>
<tr>
<td>Birmingham</td>
<td>Richard C. Hoppers</td>
<td>806 Governors Drive, Huntsville, AL 35801</td>
<td>205/842-4442</td>
</tr>
<tr>
<td>Boston</td>
<td>Robert J. Power</td>
<td>1114 Commerce Street, Dallas, TX 75202</td>
<td>214/749-3935</td>
</tr>
<tr>
<td>Buffalo</td>
<td>Thomas F. Frawley</td>
<td>121 Ellicott Street, Buffalo, NY 14205</td>
<td>716/842-2190</td>
</tr>
<tr>
<td>Chicago</td>
<td>Eugene C. Jirak</td>
<td>219 South Dearborn, Chicago, IL 60604</td>
<td>312/353-5140</td>
</tr>
<tr>
<td>Cincinatti</td>
<td>James C. Taylor</td>
<td>Post Office &amp; Courthouse Building, Cincinnati, OH 45202</td>
<td>513/684-3714</td>
</tr>
<tr>
<td>Cleveland</td>
<td>Aleck Halvorsen</td>
<td>1909 E. 13th Street, Cleveland, OH 44114</td>
<td>216/522-4234</td>
</tr>
<tr>
<td>Columbus</td>
<td>Glenn W. Kolleda</td>
<td>7 E. Fourth Street, Dayton, OH 45402</td>
<td>513/461-5540</td>
</tr>
<tr>
<td>Dallas</td>
<td>Richard C. Hoppers</td>
<td>1114 Commerce Street, Dallas, TX 75202</td>
<td>214/749-3935</td>
</tr>
<tr>
<td>Dayton</td>
<td>Glenn W. Kolleda</td>
<td>7 E. Fourth Street, Dayton, OH 45402</td>
<td>513/461-5540</td>
</tr>
<tr>
<td>Denver</td>
<td>Harvey E. Ramsey</td>
<td>Denver Federal Center Building 20, Denver, CO 80225</td>
<td>303/233-6793</td>
</tr>
<tr>
<td>Detroit</td>
<td>Donald G. Brauer</td>
<td>144 W. Lafayette Street, Detroit, MI 48226</td>
<td>313/226-6953</td>
</tr>
<tr>
<td>El Paso</td>
<td>Verdon R. Adams</td>
<td>411 N. Stanton Street, El Paso, TX 79901</td>
<td>915/533-5393</td>
</tr>
<tr>
<td>Ft. Worth</td>
<td>Richard C. Hoppers</td>
<td>1114 Commerce Street, Dallas, TX 75202</td>
<td>214/749-3935</td>
</tr>
<tr>
<td>Honolulu</td>
<td>Harold C. Johnson</td>
<td>Federal Building, Honolulu, HI 96813</td>
<td>588-827</td>
</tr>
<tr>
<td>Houston</td>
<td>Harry H. Jones</td>
<td>702 Caroline Street, Houston, TX 77002</td>
<td>713/228-4711</td>
</tr>
</tbody>
</table>
Appendix Item #11 (continued)

INDIANAPOLIS
Robert E. Shuck
Executive Officer
Indianapolis IAB
36 S. Pennsylvania Street
Indianapolis, Indiana 46204
Tel: 317/633-8870

JERSEY CITY
Michael J. O'Keefe
Executive Officer
Newark IAB
1006 Broad Street
Newark, New Jersey 07102
Tel: 201/645-2285

KANSAS CITY
Paul C. Ronning
Executive Officer
Kansas City IAB
601 E. 12th Street
Kansas City, Missouri 64106
Tel: 816/374-5704

LONG BEACH
James R. Davis
Executive Officer
Los Angeles IAB
851 S. Broadway
Los Angeles, California 90014
Tel: 213/688-3351

LOS ANGELES
James R. Davis
Executive Officer
Los Angeles IAB
851 S. Broadway
Los Angeles, California 90014
Tel: 213/688-3351

LOUISVILLE
Richard Lyons
Executive Officer
Louisville IAB
721 S. Fourth Street
Louisville, Kentucky 40202
Tel: 502/582-5345

MEMPHIS
John Clarke, Executive Officer
Memphis IAB
167 N. Main Street
Memphis, Tennessee 38103
Tel: 901/534-3958

MIAMI
Raymond Czachowski
Civil Service Representative
51 S. W. First Avenue
Miami, Florida 33130
Tel: 305/350-5189

MILWAUKEE
Kenneth G. Dane
Executive Officer
Milwaukee IAB
161 W. Wisconsin Avenue
Milwaukee, Wisconsin 53203
Tel: 414/272-3761

MINNEAPOLIS
Peter Bann, Executive Officer
St. Paul IAB
Building 57 Ft. Snelling
St. Paul, Minnesota 55111
Tel: 612/334-2095

NEWARK
Michael J. O'Keefe
Executive Officer
Newark IAB
1006 Broad Street
Newark, New Jersey 07102
Tel: 201/645-2285

NEW ORLEANS
Cyrus Lohfink
Executive Officer
New Orleans IAB
600 South Street
New Orleans, La. 70130
Tel: 504/527-2764

NEW YORK
Virginia Armstrong
Executive Officer
New York City IAB
220 E. 42nd Street
New York, New York 10017
Tel: 212/573-6145

NORFOLK
William Ginnodo, Jr.
Executive Officer
Norfolk IAB
415 St. Paul Boulevard
Norfolk, Virginia 23510
Tel: 703/625-6515

OAKLAND
Justice Kashevaroff
Executive Officer
San Francisco IAB
450 Golden Gate Avenue
San Francisco, Calif. 94102
Tel: 415/556-8942

OKLAHOMA CITY
William N. Bobbitt
Executive Officer
Oklahoma City IAB
210 N. W. Sixth Street
Oklahoma City, Okla. 73102
Tel: 405/236-2545

OMAHA
Thomas E. Mason
Executive Officer, Omaha IAB
215 N. 17th Street
Omaha, Nebraska 68102
Tel: 402/221-3673

PHILADELPHIA
Howard C. Jackson
Executive Officer
Philadelphia IAB
128 N. Broad Street
Philadelphia, Pa. 19102
Tel: 215/597-7671

PHOENIX
Norris Johnson
Executive Officer, Phoenix IAB
44 W. Adams Street
Phoenix, Arizona 85003
Tel: 602/261-4736

PITTSBURGH
Marion Hocker
Executive Officer
Pittsburgh IAB
1000 Liberty Avenue
Pittsburgh, Pa. 15222
Tel: 412/644-2757

PORTLAND
Donald E. Hoffman
Executive Officer
Portland IAB
315 S. W. Pine Street
Portland, Oregon 97204
Tel: 503/226-2405
Appendix Item #11 (continued)

ROCHESTER
Thomas F. Frawley
Civil Service Representative
Federal Office Building
121 Elicott Street
Buffalo, New York 14205
Tel: 716/842-2190

SAN ANTONIO
Francis B. Roser
Executive Officer
San Antonio IAB
Post Office & Courthouse Bldg.
San Antonio, Texas 78205
Tel: 512/225-4344

SAN DIEGO
Mary M. McGregor
Executive Officer
San Diego IAB
1400 Fifth Avenue
Suite 100
San Diego, California 92101
Tel: 714/293-6190

SAN FRANCISCO
Justice Kashevaroff
Executive Officer
San Francisco IAB
450 Golden Gate Avenue
San Francisco, Calif. 94102
Tel: 415/556-8942

SEATTLE
Robert W. Dolan
Executive Officer
Seattle IAB
First Avenue & Madison St.
Seattle, Washington 98104
Tel: 206/583-7600

ST. LOUIS
Lee R. Shearin
Executive Officer
St. Louis IAB
1520 Market Street
St. Louis, Missouri 63103
Tel: 314/622-4341

ST. PAUL
Peter Bann
Executive Officer
St. Paul IAB
Building 57, Ft. Snelling
St. Paul, Minnesota 5511

TAMPA
Frederick P. Heath, Jr.
Executive Officer
Orlando IAB
123 S. Court Avenue
Orlando, Florida 32801
Tel: 305/377-2275

TOLEDO
Aleck Halvorsen
Executive Officer
Cleveland IAB
1909 E. 13th Street
Cleveland, Ohio 44114
Tel: 216/522-4234

TULSA
William N. Bobbitt
Executive Officer
Oklahoma City IAB
210 N. W. Sixth Street
Oklahoma City, Okla. 73102
Tel: 405/236-2545

WASHINGTON
William C. Driscoll
Executive Officer
Washington IAB
1900 E Street, N. W.
Washington, D. C. 20415
Tel: 202/343-6276
MINIMUM WAGE STANDARDS

In general, most employees engaged in, or producing goods for, interstate commerce or those employed in certain large enterprises, must receive the minimum wage in accord with the Fair Labor Standards Act. However, there are some exceptions for learners, apprenticeships, messengers, handicapped workers, and full-time students employed in retail or service establishments.

For specific answers to employers' questions regarding the applicability of minimum wage standards in the hiring of young people for summer jobs, Youth Coordinators should contact the official representative of the Wage and Hour and Public Contacts Division of the U.S. Department or Labor. These representatives for the largest cities are:

AKRON
John V. Soppett
District Director
Room 813 Federal Bldg.
1240 E. 9th Street
Cleveland, Ohio 44199
Tel: 216/522-3865

ATLANTA
LeRoy Reid
Investigation Supervisor
401 Home Federal Savings and Loan Building
75 Forsyth Street, N. W.
Atlanta, Georgia 30303
Tel: 404/525-6396

BALTIMORE
Hillard Curland
Investigation Supervisor
1022 Federal Office Bldg.
31 Hopkins Plaza, Charles Center
Baltimore, Maryland 21201
Tel: 301/932-2265

BIRMINGHAM
Hansel J. Hunter
Investigation Supervisor
McCauley Building
1917 Fifth Ave., South
Birmingham, Ala. 35233
Tel: 205/325-3352

BUFFALO
Edward J. McNamara
Investigation Supervisor
431 Federal Office Bldg.
121 Ellicott Street
Buffalo, N. Y. 14203
Tel: 716/842-3210

CHICAGO
Alfred J. Anderson
Investigation Supervisor
306 Devon Plaza
3601 W. Devon Ave.
Chicago, Illinois 60645
Tel: 312/539-8622

CINCINNATI
Richard W. Green
Investigation Supervisor
9405 Federal Office Bldg.
550 Main Street
Cincinnati, Ohio 45202
Tel: 513/684-2942

COLUMBUS
Karl A. Jemison
Investigation Supervisor
213 Bryson Building
700 Bryden Road
Columbus, Ohio 43215
Tel: 614/469-5677

Cleveland
Robert F. Piotrkowski
Investigation Supervisor
17021 Lorain Avenue
Cleveland, Ohio 44111
Tel: 216/522-3892

CLEVELAND
Lawson A. Wood
Investigation Supervisor
1416 Commerce Building
1416 Commerce Street
Dallas, Texas 75201
Tel: 214/749-3324, Ext. 3325

DENVER
Charles G. Fitzpatrick
Investigation Supervisor
379 New Customs House
721 - 19th Street
Denver, Colorado 80202
Tel: 303/297-4405

DETROIT
Frank C. Modetz
Investigation Supervisor
2nd Floor
15732 W. Grand River Ave.
Detroit, Michigan 48227
Tel: 313/272/5660

EL PASO
John A. Lake, Jr.
Investigation Supervisor
1661 East Warren Avenue
Detroit, Michigan 48224
Tel: 313/881-9755

FORT WORTH
L. C. Chandler
Investigation Supervisor
Room 7A12
819 Taylor Street
Fort Worth, Texas 76102
Tel: 817/335-4211, Ext. 2678
Appendix Item #12 (continued)

HONOLULU
Thomas N. Moriki
Investigation Supervisor
Room 614
1833 Kalakaua Avenue
Honolulu, Hawaii 96815
Tel: 588-264

HOUSTON
William H. Lemons
Investigation Supervisor
7624 New Federal Building
515 Rusk Avenue
Houston, Texas 77002
Tel: 713/228-0611, Ext. 4303

INDIANAPOLIS
Kenneth J. Graue
Investigation Supervisor
423 Federal Building
Indianapolis, Indiana 46204
Tel: 317/633-8425

INDEPENDENCE
Frank B. Mercurio
Regional Director
907 U. S. Parcel Post Bldg.
341 Ninth Ave.
New York, N. Y. 10001
Tel: 212/971-5451

KANSAS CITY
G. Truman Hall
Investigation Supervisor
241 U. S. Court House
811 Grand Avenue
Kansas City, Mo. 64106
Tel: 816/374-5721

LONG BEACH
James L. Murray
Investigation Supervisor
4134 Atlantic Ave.
Long Beach, Calif. 90807
Tel: 213/426-3381

LOS ANGELES
Carl M. Oelrich
Investigations Supervisor
2207 Federal Building
300 N. Los Angeles St.
Los Angeles, Calif. 90012
Tel: 213/638-4957

LOUISVILLE
Henry T. Chambers
Investigation Supervisor
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Fifth and Walnut Sts.
Louisville, Kentucky 40202
Tel: 502/582-5226

MIAMI
Clem J. Denicke
Investigation Supervisor
1527 Federal Office Bldg.
51 S. W. 1st Ave.
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Tel: 305/350-5767

MINNEAPOLIS
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117 Federal Building
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Minneapolis, Minnesota 55401
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NEW ORLEANS
John T. Radovich, Jr.
Investigation Supervisor
1015 Federal Bldg.
600 South Street
New Orleans, La. 70130
Tel: 504/527-6171

NEW YORK
Benjamin Rothstein
Investigation Supervisor
3rd Floor
346 Broadway
New York, N. Y. 10013
Tel: 212/264-6185

NORFOLK
Patrick M. Meloan
Regional Director
U. S. Court House Bldg.
801 Broad Street
Nashville, Tenn. 37202
Tel: 615/242-5456

OAKLAND
Earl L. Henderson
Investigation Supervisor
Room 412
354 – 21st Street
Oakland, Calif. 94612
Tel: 415/834-3164

OKLAHOMA CITY
Patrick W. Carney
Investigation Supervisor
232 Commerce Exchange Bldg.
130 West Sheridan St.
Oklahoma City, Okla. 73102
Tel: 405/236-2587

OMAHA
Floyd L. Wilson
Investigation Supervisor
2118 Federal Building
215 N. 17th St.
Omaha, Nebraska 68102
Tel: 402/221-4682

PHILADELPHIA
Thomas J. Finucane
District Director
Room 1516 Jefferson Bldg.
1015 Chestnut Street
Philadelphia, Pa. 19107
Tel: 215/597-2360

PHOENIX
John Breen
Investigation Supervisor
Park Plaza Bldg.
1306 N. 1st St.
Phoenix, Arizona 85004
Tel: 602/261-4224
Appendix Item #12 (continued)

PITTSBURGH
Hyman Richman
Investigation Supervisor
702 Federal Building
1000 Liberty Avenue
Pittsburgh, Pa. 15222
Tel: 412/644-2996

PORTLAND
Francis B. Reeder
Investigation Supervisor
317 U.S. Court House, Old
520 S. W. Morrison
Portland, Oregon 97204
Tel: 503/226-3724

SAN ANTONIO
Harry B. Nunn, Jr.
Investigation Supervisor
403 Kallison Building
434 S. Main Ave.
San Antonio, Tex. 78204
Tel: 512/225-5511, Ext. 4304

SAN DIEGO
Milton K. Hedberg
Regional Director
Room 10431
450 Golden Gate Ave.
Box 36018
San Francisco, Calif. 94102
Tel: 415/556-0486

SAN FRANCISCO
Charles D. Haas
Investigation Supervisor
Federal Office Building
50 Fulton Street (Rm. 170)
San Francisco, Calif. 94102
Tel: 415/556-6815

SEATTLE
Howard J. Peterson
Investigation Supervisor
1821 Smith Tower Bldg.
506 - 2nd Ave.
Seattle, Washington 98104
Tel: 206/583-4482

ST. LOUIS
Jack R. Younce
Investigation Supervisor
2925 Federal Office Bldg.
1520 Market St.
St. Louis, Missouri 63103
Tel: 314/622-4706

ST. PAUL - REGIONAL OFFICE
Gerald J. Mitchell
Regional Director
United States Courthouse &
Federal Office Bldg. (7th Floor)
219 S. Dearborn St.
Chicago, Illinois 60604

ROCHESTER - REGIONAL OFFICE
Frank B. Mercurio
Regional Director
907 U.S. Parcel Post Bldg.
341 Ninth Ave.
New York, N.Y. 10001
Tel: 212/971-5451

SAN FRANCISCO
Charles D. Haas
Investigation Supervisor
Federal Office Building
50 Fulton Street (Rm. 170)
San Francisco, Calif. 94102
Tel: 415/556-6815

TAMPA
Delbert L. Coleman
Investigation Supervisor
505 New Federal Bldg.
500 Zack St.
Tampa, Florida 33602
Tel: 813/228-7101

TOLEDO - REGIONAL OFFICE
Gerald J. Mitchell
Regional Director
United States Courthouse &
Federal Office Bldg. (7th Floor)
219 S. Dearborn St.
Chicago, Illinois 60604
Tel: 312/353-7280

TULSA
Samuel H. Bond
Investigation Supervisor
Room 307, Federal Bldg.
333 W. Fourth St.
Tulsa, Oklahoma 74103
Tel: 918/584-7161, Ext. 7696

WASHINGTON, D. C.
Charles M. Angell
Regional Director
Room 1524, Jefferson Bldg.
1015 Chestnut St.
Philadelphia, Pa. 19107
Tel: 215/597-7550
Appendix Item #13

REGIONAL MANPOWER ADMINISTRATORS, U.S. DEPARTMENT OF LABOR

Youth Coordinators may obtain information and further reference contacts on Federally-funded manpower programs from the Regional Manpower Administrators of the U.S. Department of Labor listed below:

Region 1: Mr. William B. Lewis, Regional Manpower Administrator, John F. Kennedy Federal Building, Boston, Massachusetts 02203. Tel: 617/223-7248.

States Served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

Region 2: Mr. J. Terrell Whitsitt, Regional Manpower Administrator, 341 9th Avenue, New York, New York 10001. Tel: 212/971-7564.

States Served: New Jersey, New York, Puerto Rico, Virgin Islands.

Region 3: Mr. Morris Riger, Regional Manpower Administrator, 1111 20th Street, N.W., Vanguard Building, Washington, D.C. 20036. Tel: 202/386-6016.

States Served: Delaware, Maryland, North Carolina, Virginia, West Virginia.

Region 4: Mr. William U. Norwood, Regional Manpower Administrator, 1371 Peachtree Street, NE, Atlanta, Georgia 30309. Tel: 404/526-3267.

States Served: Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee.

Region 5: Mr. Lewis F. Nicolina, Regional Manpower Administrator, 219 S. Dearborn Street, Federal Building, Chicago, Illinois 60604. Tel: 312/353-4258.

States Served: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.

Region 6: Mr. William S. Harris, Regional Manpower Administrator, 9th Street, Federal Office Building, Kansas City, Missouri 64106. Tel: 816/374-3796.

States Served: Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming.

Region 7: Mr. William T. Bailey, Regional Manpower Administrator, 411 N. Akard Street, Mayflower Building, Dallas, Texas 75201. Tel: 214/749-3671.

States Served: Arkansas, Louisiana, New Mexico, Oklahoma, Texas.

Region 8: Mr. Kenneth C. Robertson, Regional Manpower Administrator, 10064 Federal Office Building, 450 Golden Gate Avenue, San Francisco, California 94102. Tel: 415/556-7414.


Region 9: Mr. Horace Holmes, District of Columbia Manpower Administrator, District Building, 14th and E Streets, N.W., Washington, D.C. 20004. Tel: 202/629-3663.

States Served: District of Columbia.
WELFARE AGENCY PARTICIPATION

The U. S. Department of Health, Education, and Welfare (HEW) is expected to again contact State Public Welfare Directors administering public assistance programs to urge their cooperation in summer youth opportunity programs. The 1969 HEW letter would be similar to that of 1968, in which it was suggested that state agencies:

1. Waive income restrictions for summer employed youth whose families are public welfare recipients.
2. Add a coordinator of training and employment to the staff of the State Public Welfare Agency.
3. Hire Aid to Families with Dependent Children (AFDC) youth in public welfare agencies.
4. Conduct a summer demonstration project.

Instructions as to how these suggestions can be implemented would also be outlined.

To support this Federal action, Youth Coordinators should contact the Director of Public Welfare in their community and utilize the additional contribution they can make in this area. These local contacts for the largest cities are listed below:

<table>
<thead>
<tr>
<th>City</th>
<th>Contact Person</th>
<th>Address/Location</th>
<th>State/Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKRON</td>
<td>C. V. Kibler</td>
<td>695 S. Main Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acting Director</td>
<td>Akron, Ohio 44311</td>
<td></td>
</tr>
<tr>
<td>ATLANTA</td>
<td>Welborn R. Ellis</td>
<td>165 Central Avenue, S. W.</td>
<td>Atlanta, Georgia 30303</td>
</tr>
<tr>
<td>BALTIMORE</td>
<td>Esther Lazarus</td>
<td>1500 Greenmount Avenue</td>
<td>Baltimore, Maryland 21202</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2400 Payne Avenue</td>
<td></td>
</tr>
<tr>
<td>BIRMINGHAM</td>
<td>A. H. McDaniel</td>
<td>2020 8th Avenue, N</td>
<td>Birmingham, Alabama 35201</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td>P. O. Box 1970</td>
<td></td>
</tr>
<tr>
<td>BOSTON</td>
<td>Robert F. Ott</td>
<td>600 Washington Street</td>
<td>Boston, Massachusetts 02111</td>
</tr>
<tr>
<td>BUFFALO</td>
<td>George G. Sipprell</td>
<td>210 Pearl Street Building</td>
<td>Buffalo, New York 14202</td>
</tr>
<tr>
<td></td>
<td>Commissioner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHICAGO</td>
<td>William H. Robinson</td>
<td>318 S Adams Street</td>
<td>Chicago, Illinois 60606</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CINCINNATI</td>
<td>Frederick A. Breyer</td>
<td>628 Sycamore Street</td>
<td>Cincinnati, Ohio 45202</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLEVELAND</td>
<td>Eugene F. Burns</td>
<td>2400 Payne Avenue</td>
<td>Cleveland, Ohio 44114</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMBUS</td>
<td>Thomas G. Brittenham</td>
<td>46 E. Fulton Street</td>
<td>Columbus, Ohio 43215</td>
</tr>
<tr>
<td>DALLAS</td>
<td>G. R. Coker</td>
<td>4917 Harry Hines Boulevard</td>
<td>Dallas, Texas 75235</td>
</tr>
<tr>
<td>DAYTON</td>
<td>Adam P. Kurpiel</td>
<td>23 North Sears Street</td>
<td>Dayton, Ohio 45402</td>
</tr>
<tr>
<td></td>
<td>Commissioner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DENVER</td>
<td>Orlando Romero</td>
<td>777 Cherokee Street</td>
<td>Denver, Colorado 80204</td>
</tr>
<tr>
<td>DETROIT</td>
<td>Paul G. Conlan</td>
<td>640 Temple</td>
<td>Detroit, Michigan 48201</td>
</tr>
<tr>
<td>EL PASO</td>
<td>Arthur J. Reardon</td>
<td>145 N. Reynolds Boulevard</td>
<td>El Paso, Texas 79905</td>
</tr>
<tr>
<td>FORT WORTH</td>
<td>Mr. Paul V. Reed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HONOLULU</td>
<td>William G. Among</td>
<td>P. O. Box 339</td>
<td>Honolulu, Hawaii 96809</td>
</tr>
<tr>
<td>HOUSTON</td>
<td>Charles W. Leavens</td>
<td>1225 Elder Street</td>
<td>Houston, Texas 77007</td>
</tr>
<tr>
<td>INDIANAPOLIS</td>
<td>Wayne A. Stanton</td>
<td>1501 City-County Building</td>
<td>Indianapolis, Indiana 46202</td>
</tr>
</tbody>
</table>
Appendix Item #14 (continued)

JERSEY CITY
James Frederick Young
Director
46 Mercer Street
Jersey City, N. J. 07302

KANSAS CITY
Edward I. Dunkin, Director
313 E. 16th Street
Kansas City, Mo. 64108

LONG BEACH
(Same as Los Angeles)

LOS ANGELES
Ellis P. Murphy, Director
P. O. Box 2229
Los Angeles, Calif. 90022

LOUISVILLE
Dorothy Wherley, Director
800 Fiscall Court Building
Louisville, Kentucky 40202

MEMPHIS
George C. Latham
County Director
198 S. Main Street
Memphis, Tenn. 38103

MIAMI
Hazel L. Adams
P. O. Box 634
Biscayne Annex
Miami, Florida 33152

MILWAUKEE
O. H. Guenther, Director
8731 Watertown Plank Road
Milwaukee, Wisconsin 53226

MINNEAPOLIS
Arnold E. Gruber, Director
400 South Fifth Street
Minneapolis, Minn. 55415

NEW JERSEY
Mrs. Grace E. Malone
Director
218-220 Market Street
Newark, New Jersey 07102

NEW ORLEANS
Mrs. Doris D. Culver
Director
325 Loyola Avenue
P. O. Box 51870
New Orleans, La. 70150

NEW YORK
Mitchell L. Ginsberg
Commissioner
250 Church Street
New York, New York 10013

NORFOLK
Paul Canady, Director
801 City Hall
Norfolk, Virginia 23510

OAKLAND
Hrayr Terzian, Director
401 Broadway
Oakland, California 94607

OKLAHOMA CITY
Mrs. Irene Bohannon
Director
1010 No. Broadway
Oklahoma City, Okla. 73102

OMAHA
Carl A. Peterson
Administrator
1101 S. 42nd Street
Omaha, Nebraska 68105

PHILADELPHIA
William P. Sculler
Executive Director
State Office Building
1400 Spring Garden Street
Philadelphia, Pa. 19130

PHOENIX
George Crane, Director
1209 West Madison Street
Phoenix, Arizona 85007

PITTSBURGH
Frank J. Setcavage
Executive Director
State Office Building
300 Liberty Avenue
Pittsburgh, Pa. 15222

PORTLAND
Gordon Gilbertson
Administrator
508 S. W. Mill Street
Portland, Oregon 97207

ROCHESTER
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Acting Administrator
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Rudolph Spoto, Director
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Tampa, Florida 33602

TOLEDO
William J. Ensign, Director
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Toledo, Ohio 43624

TULSA
Mrs. Nora Nicholson
Director
Courthouse, 312 W. 5th
Tulsa, Oklahoma 74103

WASHINGTON
Winifred G. Thompson
Director
499 Pennsylvania Ave., N. W.
Washington, D. C. 20001

WASHINGTON
State Coordinators for Title I of the Elementary and Secondary Education Act can provide information and assistance in reallocation of unused fiscal 1969 funds to assist Title I summer programs, involvement of the community in Title I program planning, and program suggestions.

ALABAMA
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C. E. Morris
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Dept. of Public Instruction
Kansas State Education Bldg.
120 E. 10th St.
Topeka, Kansas 66612
Tel: 913/296-3458
<table>
<thead>
<tr>
<th>State</th>
<th>Name</th>
<th>Title/Position</th>
<th>Address</th>
<th>Phone</th>
</tr>
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<tr>
<td>KENTUCKY</td>
<td>Fred Williams</td>
<td>Title I ESEA Coordinator</td>
<td>Frankfort, Ky. 40601</td>
<td>502/564-3301</td>
</tr>
<tr>
<td>LOUISIANA</td>
<td>E. E. Davis, Jr.</td>
<td>Director Federally Assisted Programs</td>
<td>Baton Rouge, La. 70804</td>
<td>504/289-5291</td>
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<tr>
<td>MAINE</td>
<td>Joseph J. Devitt</td>
<td>Title I ESEA Coordinator</td>
<td>Augusta, Maine 04330</td>
<td>207/289-2475</td>
</tr>
<tr>
<td>MARYLAND</td>
<td>Dr. Percy Williams</td>
<td>Title I ESEA Coordinator</td>
<td>Baltimore, Md. 21201</td>
<td>301/383-3010, Ext. 475</td>
</tr>
<tr>
<td>MASSACHUSETTS</td>
<td>Robert Jeffery</td>
<td>Title I ESEA Coordinator</td>
<td>Boston, Mass. 02116</td>
<td>617/727-5754</td>
</tr>
<tr>
<td>MICHIGAN</td>
<td>Louis Kocsis</td>
<td>Chief Administrator Compensatory Education</td>
<td>Lansing, Mich. 48902</td>
<td>517/373-3666</td>
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<tr>
<td>MINNESOTA</td>
<td>Jack Hanson</td>
<td>Title I ESEA Coordinator</td>
<td>St. Paul, Minnesota 55101</td>
<td>612/221-2181</td>
</tr>
<tr>
<td>MISSOURI</td>
<td>W. L. Hearne</td>
<td>Title I ESEA Coordinator</td>
<td>Jefferson City, Mo. 65101</td>
<td>314/635-8125</td>
</tr>
<tr>
<td>MONTANA</td>
<td>Herman Tushous</td>
<td>Title I ESEA Supervisor</td>
<td>Helena, Montana 59601</td>
<td>406/442-3260, Ext. 331</td>
</tr>
<tr>
<td>NEBRASKA</td>
<td>Robert E. Dyke</td>
<td>Title I ESEA Coordinator</td>
<td>Lincoln, Nebraska 68509</td>
<td>402/473-1212</td>
</tr>
<tr>
<td>NEVADA</td>
<td>James Riley</td>
<td>Director Federal Relations</td>
<td>Carson City, Nevada 89701</td>
<td>702/882-7324 or 7329</td>
</tr>
<tr>
<td>NEW HAMPSHIRE</td>
<td>William C. Sterling</td>
<td>Title I ESEA Coordinator Division of Instruction</td>
<td>64 N. Main St. Concord, N. H. 03301</td>
<td>603/271-2717</td>
</tr>
</tbody>
</table>

-154-
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REGIONAL CONTACTS, DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

For information on overall matters of legislation, programs, and funding by the U.S. Department of Health, Education, and Welfare, Youth Coordinators should contact the Regional HEW Directors listed below. Each HEW Regional Office has designated a Youth Opportunity Coordinator to provide information and assistance to communities in identifying resources and further reference contacts in State and Federal agencies.

**Region I:** Walter W. Mode, John F. Kennedy Federal Bldg., Government Center, Boston, Mass. 02203. Tel: 617/223-6831.

*States Served:* Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.


*States Served:* Delaware, New Jersey, New York, Pennsylvania.

**Region III:** Bernard V. McCusty, 220-7th St., N. W., Charlottesville, Va. 22901. Tel: 703/296-1221.

*States Served:* Kentucky, Maryland, North Carolina, Virginia, Washington, D. C., West Virginia

**Region IV:** William J. Page, Jr., Peachtree-Seventh Bldg., 50-7th St., N. W. Atlanta, Ga. 30323. Tel: 404/526-5817.

*States Served:* Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee.

**Region V:** James G. Brawley, New Post Office Bldg., 433 W. Van Buren St., Chicago, Ill. 60607. Tel: 312/353-5160.

*States Served:* Ohio, Illinois, Michigan, Indiana, Wisconsin.

**Region VI:** James W. Doarn, Federal Office Bldg., 601 E. 12th St., Kansas City, Mo. 64106. Tel: 816/374-3436

*States Served:* Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota.

**Region VII:** James H. Bond, 1114 Commerce St., Dallas, Tex. 75202. Tel: 214/749-3396

*States Served:* Arkansas, Louisiana, New Mexico, Oklahoma, Texas.

**Region VIII:** William T. Van Orman, Federal Office Bldg., 19th and Stout Streets, Denver, Colo. 80202. Tel: 303/297-3373.

*States Served:* Colorado, Idaho, Montana, Utah, Wyoming.

**Region IX:** Charles H. Shreve, Federal Office Bldg., 50 Fulton St., San Francisco, Calif. 94102. Tel.: 415/556-6746.

*States Served:* Alaska, Arizona, California, Hawaii, Nevada, Oregon, Washington.

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For information on programs funded by the U.S. Department of Housing and Urban Development, Youth Coordinators should consult the following:

1. **Urban Transportation Administration** -- This office in Washington, D.C., administers a demonstration grant program and a capital grant program for studies and projects on the transportation needs for employment. Local public transportation authorities are the official grant recipients in the programs. Contacts are:
   a. Mr. Robert H. McManus, Director, Division of Project Development (capital grants). Tel: 202/382-5374.
   b. Miss Hartley Campbell, Division of Demonstration Programs and Studies. Tel: 202/382-3783.

2. **Other HUD Programs** -- The Department of Housing and Urban Development makes grants and loans to localities for a number of different specific purposes, including Urban Renewal, Community Renewal, Urban Planning Assistance, Neighborhood Facilities, Rehabilitation Aid, Open Space and Urban Beautification, Public Facilities, Comprehensive Planning.

Many of these programs have potential use in summer youth programs. For information on such potential uses, Youth Coordinators should contact the following regional representatives of HUD:

**Region 1:** Judah Gribetz, 26 Federal Plaza, New York, New York 10007.


**Region 2:** Warren P. Phelan, Widener Building, 1339 Chestnut Street, Philadelphia, Pennsylvania 19107.

States Served: Delaware, District of Columbia, Maryland, New Jersey, Virginia, Pennsylvania, West Virginia.

**Region 3:** Edward H. Baxter, Peachtree-Seventh Building, Atlanta, Georgia 30323.

States Served: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee.

**Region 4:** Francis D. Fisher, 360 N. Michigan Avenue, Chicago, Illinois 60601.

States Served: Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

**Region 5:** William W. Collins, Jr., Federal Office Building, 819 Taylor Street, Fort Worth, Texas 76102.

States Served: Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, Texas.

**Region 6:** Robert B. Pitts, P. O. Box 36003, San Francisco, California 94102.

RECREATION AND PARKS CONSULTANTS

The National Recreation and Park Association has established a series of Service Centers, each of which is staffed with a regional director. For information on these service centers, Youth Coordinators should write: The Director, Field Service, National Recreation and Park Association, 1700 Pennsylvania Avenue, N.W., Washington, D.C. 20006.

Additionally, many State and local governments have employed recreation and park consultants to provide service to local communities. For information on this consultant service, Youth Coordinators should contact:

**CALIFORNIA**
Mervyn L. Filipponi
California Department of Parks and Recreation
P.O. Box 2390
Sacramento, California 95811

**COLORADO**
Stewart G. Case
Div. of Community Services
Colorado State University
Fort Collins, Colorado 80521

**FLORIDA**
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Florida Development Comm.
Tallahassee, Florida 32304

**GEORGIA**
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Georgia Recreation Comm.
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Atlanta, Georgia 30309

James Cully
Georgia Recreation Comm.
1655 Peachtree Street, N.E.
Atlanta, Georgia 30309

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Idaho State University
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Indianapolis, Indiana

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Chairman,
Leadership Program
University of Iowa
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Iowa City, Iowa

**KANSAS**
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Lawrence, Kansas 66044

**LOUISIANA**
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**MISSISSIPPI**
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Ralph Andrews, Director
N.C. Recreation Comm.
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Community Service
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Kenneth K. Keudell, Chief
Community Services
USDA - Farmers Home Admin.
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Wm. K. Riesland, Asst.
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Bureau of Governmental
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Cooperative Extension Ser.
Oregon State University
Corvallis, Oregon 97331

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Office of the Governor
State Capitol
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P. Jerry Orrick
Executive Secretary
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Harrisburg, Penn. 17120

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College Station, Texas 77843

Les Reid
Dept. of Rec. & Parks
Texas A&M University
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Pullman, Wash. 99163

W. Jerry Webster, Chief
Consultant and Education
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State Dept. of Welfare
Room 385 - State Office
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Madison, Wisconsin

Fred Lengfeld
University of Wisconsin
Extension
Suite 1020 - The Towers
606 State Street
Madison, Wisconsin

Gerald Smith, Recreation
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University of Wisconsin
Extension Services
Courthouse
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Donald Brick
Recreation Agent
University of Wisconsin
Extension Services
Courthouse
Elkhorn, Wisconsin

Ralph B. Hovind
Director
Bureau of Recreation
Division of Economic Develop.
1 West Wilson Street
Madison, Wisconsin 53702

Wyoming
Richard H. Castle
Chief
Development Division
Wyoming Recreation
Commission
Box 309
Cheyene, Wyoming
**Appendix Item #19**

**BUREAU OF OUTDOOR RECREATION STATE LIAISON OFFICERS**

(Where an asterisk appears, copies of all correspondence are to be sent to those persons.)

The State Liaison Officer of the Bureau of Outdoor Recreation, U. S. Department of Interior, is designated by the Governor and is responsible for reviewing State or local recreation proposals to determine whether these proposals are in accord with the statewide recreation plan and to decide whether the proposals should receive matching grants from the Department of the Interior’s Land and Water Conservation Fund Program. These State Liaison Officers are:

<table>
<thead>
<tr>
<th>State</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>Joe W. Graham, Director</td>
<td>Department of Conservation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administrative Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Montgomery, Alabama 36104</td>
</tr>
<tr>
<td>ALASKA</td>
<td>F. J. Keenan, Director</td>
<td>Division of Lands</td>
</tr>
<tr>
<td></td>
<td></td>
<td>344 Sixth Avenue</td>
</tr>
<tr>
<td></td>
<td>*Theodore G. Smith, Chief</td>
<td>Parks and Recreation</td>
</tr>
<tr>
<td></td>
<td>*Burke Riley</td>
<td>Regional Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alaska Field Committee</td>
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<tr>
<td></td>
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<td>Department of the Interior</td>
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<tr>
<td></td>
<td></td>
<td>P. O. Box 70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Juneau, Alaska 99801</td>
</tr>
<tr>
<td>ARIZONA</td>
<td>Roger Gruenewald</td>
<td>Outdoor Recreation Coordinating Commission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2211 West Greenway Road</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phoenix, Arizona 85023</td>
</tr>
<tr>
<td>ARKANSAS</td>
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<td>Game &amp; Fish Commission Bldg.</td>
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<td>Capitol Mall</td>
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<tr>
<td></td>
<td></td>
<td>Little Rock, Arkansas 72201</td>
</tr>
<tr>
<td>CALIFORNIA</td>
<td>William Penn Mott, Jr., Dir.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>1416 - 9th Street, Room 1311</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sacramento, California 95814</td>
</tr>
<tr>
<td>COLORADO</td>
<td>Larry R. Woodward, Dir.</td>
<td>Division of Game, Fish &amp; Parks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Natural Resources</td>
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<tr>
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<td>6060 Broadway</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denver, Colorado 80216</td>
</tr>
<tr>
<td>CONNECTICUT</td>
<td>Joseph N. Gill, Commissioner</td>
<td>Dept. of Agriculture and</td>
</tr>
<tr>
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<td>Natural Resources</td>
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<td></td>
<td></td>
<td>Hartford, Connecticut 06100</td>
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<tr>
<td>DELAWARE</td>
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<td>State Planning Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thomas Collins Building</td>
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<tr>
<td></td>
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<td>530 S. DuPont Highway</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dover, Delaware 19901</td>
</tr>
<tr>
<td>DISTRICT OF COLUMBIA</td>
<td>Joseph H. Cole, Supt.</td>
<td>D. C. Recreation Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3149 - 16th Street, N. W.</td>
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<tr>
<td></td>
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<td>Washington, D. C. 20010</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>Ney C. Landrum, Director</td>
<td>Florida Outdoor Recreational</td>
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<tr>
<td></td>
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<td>Planning Council</td>
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<tr>
<td></td>
<td></td>
<td>1543 Thornasville Road</td>
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<tr>
<td></td>
<td></td>
<td>Tallahassee, Florida 32303</td>
</tr>
<tr>
<td>GEORGIA</td>
<td>John L. Gordon, Director</td>
<td>Dept. of State Parks</td>
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<tr>
<td></td>
<td></td>
<td>Seven Hunter Street, S. W.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Atlanta, Georgia 30334</td>
</tr>
<tr>
<td>HAWAII</td>
<td>Shelley M. Mark, Dir.</td>
<td>Dept. of Planning and</td>
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<td>Wilhelm M. Beckert, Dir.</td>
<td>Idaho Dept. of Parks</td>
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<td>Boise, Idaho 83707</td>
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<td>*Ernest E. Day, Chairman</td>
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<td>420 Crestline Drive</td>
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<td>Gene Graves, Director</td>
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<td>E. B. Speaker, Director</td>
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<tr>
<td>KANSAS</td>
<td>Lynn Burris, Jr., Director</td>
<td>801 Harrison, Topexa, Kansas 66612</td>
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<tr>
<td>KENTUCKY</td>
<td>Frank J. Groschelle, Special Assistant to</td>
<td>Office of the Governor, Frankfort, Kentucky</td>
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<tr>
<td></td>
<td>the Governor</td>
<td>40601</td>
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<td>LOUISIANA</td>
<td>Lamar Gibson, Dir.</td>
<td>State Parks &amp; Recreation Comm., Old State</td>
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<td></td>
<td></td>
<td>Capitol Building, Baton Rouge, Louisiana 70821</td>
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<tr>
<td>MAINE</td>
<td>Lawrence Stuart, Dir.</td>
<td>State Parks and Recreation Commission,</td>
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<tr>
<td></td>
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<td>Statehouse, Augusta, Maine 04301</td>
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<td>MARYLAND</td>
<td>Spencer P. Ellis, Director</td>
<td>Director, Dept. of Forest and Parks</td>
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<td>State Office Building, Annapolis, Maryland</td>
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<tr>
<td>MISSISSIPPI</td>
<td>Robert L. Dunkesoon</td>
<td>Executive Secretary, Mississippi Park System</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1102 Woolfolk Building, Jackson, Mississippi</td>
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<td>MISSOURI</td>
<td>Robert F. Cooney, Assistant Chief</td>
<td>Recreation &amp; Parks Division, Mitchell</td>
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<td>Building, Helena, Montana 59601</td>
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<td>MONTANA</td>
<td>Melvin O. Steen, Dir.</td>
<td>Recreation &amp; Parks Commission, State Capitol</td>
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<td>Building, Lincoln, Nebraska 68509</td>
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<td>NEBRASKA</td>
<td>Ralph J. Andrews, Dir.</td>
<td>North Carolina Recreation Commission</td>
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<tr>
<td></td>
<td></td>
<td>436 North Harrington St., Raleigh, North</td>
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<td>Carolina 27603</td>
</tr>
<tr>
<td>NEVADA</td>
<td>Elmo J. De Ricco, Dir.</td>
<td>Dept. of Conservation and Natural Resources,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nye Building, Room 214, Carson City, Nevada</td>
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<tr>
<td></td>
<td>*Eric Crosswhite, Administrator</td>
<td>Division of State Parks, Nye Building, Room</td>
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<tr>
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<td>221, Carson City, Nevada</td>
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<td>NEW HAMPSHIRE</td>
<td>Roger J. Crowley, Jr., Commissioner</td>
<td>Dept. of Conservation and Economic Development</td>
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<td>NEW JERSEY</td>
<td>Robert A. Roe, Commissioner</td>
<td>Dept. of Conservation and Economic Development</td>
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<td>Trenton, New Jersey 08625</td>
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<td>NEWMEXICO</td>
<td>Arthur L. Ortiz, State Planning Officer</td>
<td>State Planning Office, New Capitol Bldg.,</td>
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<td></td>
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<td>Room 406, Santa Fe, New Mexico 87501</td>
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<tr>
<td>NEW YORK</td>
<td>R. Stewart Kilborne, Commissioner</td>
<td>Dept. of Conservation, 1220 Washington Ave.,</td>
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<td>Albany, New York 12206</td>
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<tr>
<td>NORTH CAROLINA</td>
<td>Wayne Corpening, Dir.</td>
<td>State Administration, State of North Carolina</td>
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<td>Raleigh, North Carolina 27602</td>
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<tr>
<td>NORTH DAKOTA</td>
<td>John Greenslit, Coordinator</td>
<td>State Outdoor Recreation Agency, 900 E.</td>
</tr>
<tr>
<td></td>
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<td>Boulevard, Bismark, North Dakota 58501</td>
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<tr>
<td>OHIO</td>
<td>Fred E. Morr, Dir.</td>
<td>Dept. of Natural Resources, 907 Ohio Depts. Bldg.</td>
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<td>Columbus, Ohio 43215</td>
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<tr>
<td>OKLAHOMA</td>
<td>Robert H. Breeden, Dir.</td>
<td>Industrial Development &amp; Park Department</td>
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<td>Oklahoma City, Okla. 73105</td>
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<tr>
<td>OREGON</td>
<td>Forrest Cooper, State Highway Engineer</td>
<td>State Highway Department, Salem, Oregon 97310</td>
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<td>State Parks Superintendent, 301 Highway</td>
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<td>Building, Salem, Oregon 97310</td>
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Appendix Item #19 (continued)

*Kessler R. Cannon  
Executive Secretary  
Natural Resources Committee  
State Capitol Bldg., Room 124  
Salem, Oregon 97310  

PENNSYLVANIA  
Irving Hand, Exec. Dir.  
State Planning Board  
Box 191, Finance Bldg.  
Harrisburg, Pa. 17120  

RHODE ISLAND  
Charles E. Boyd, Dir.  
Dept. of Natural Resources  
Veterans Memorial Bldg.  
83 Park Street  
Providence, R. I. 02903  

SOUTH CAROLINA  
John A. May (Col.)  
Dept. of Parks, Recreation and Tourism  
P. O. Box 1358  
Columbia, S. C. 29202  

SOUTH DAKOTA  
Robert Hodgins, Dir.  
Dept. of Game, Fish & Parks  
State Office Building  
Pierre, South Dakota 57501  

TENNESSEE  
E. Boyd Garrett, Commissioner  
Dept. of Conservation  
2611 West End Avenue  
Nashville, Tenn. 37203  

TEXAS  
Will Odom, Chairman  
Parks & Wildlife Comm.  
Dept. of Parks & Wildlife  
Perry-Brooks Building  
Austin, Texas 78701  

UTAH  
Gordon E. Harmston  
Executive Director  
Dept. of Natural Resources  
319 State Capitol Building  
Salt Lake City, Utah 84114  

VERMONT  
Forrest E. Orr  
Executive Director  
Interagency Committee on Natural Resources  
Statehouse  
Montpelier, Vermont 05602  

VIRGINIA  
Elbert Cox, Director  
Commission of Outdoor Recreation  
Ninth St. Office Bldg.  
Ninth & Grace Sts.  
Richmond, Va. 23219  

WASHINGTON  
Lewis A. Bell, Chairman  
Interagency Committee for Outdoor Recreation  
P. O. Box 1489  
Olympia, Wash. 98501  

WEST VIRGINIA  
Angus E. Peyton  
Commissioner  
Dept. of Commerce  
State Capitol  
Charleston, W. Va. 25303  

WISCONSIN  
John A. Beale  
Depty Secretary  
Dept. of Natural Resources  
P. O. Box 450  
Madison, Wisconsin 53701  

WYOMING  
Charles E. Rodermel, Director  
Wyoming Recreation Comm.  
Box 309, State Office Bldg.  
Cheyenne, Wyoming 82001  

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NATIONAL FOREST CAMPS

For information on available camping space at National Forests, Youth Coordinators should contact the Regional Foresters listed below:

Regional Foresters


Region 2: Mr. David S. Nordwall, U.S. Forest Service, Federal Center, Building 85, Denver, Colorado 80201. Tel: 303/233/3611.

States Served: Colorado, Nebraska, South Dakota, Wyoming.


States Served: Arizona, New Mexico, Texas, Oklahoma.

Region 4: Mr. Floyd Iverson, U.S. Forest Service, 324-25th Street, Ogden, Utah 84401. Tel: 801/399-6011.


States Served: California.


States Served: Oregon, Washington.

Region 7: Mr. Theodore Schlapfer, U.S. Forest Service, 50 Seventh Street, N.E., Atlanta, Georgia 30323. Tel: 404/526-5177.

States Served: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia.

Region 8: Mr. George S. James, Greyhound Building, 633 West Wisconsin Avenue, Milwaukee, Wisconsin. Tel: 414/272-8606.


States Served: Alaska.
Appendix Item #21

4-H YOUTH CAMPS

For information on coordination of available camping space at 4-H camps and for technical assistance in camping programs, Youth Coordinators should contact State Extension Service Directors as listed below:

State Extension Service Directors

**ALABAMA**
Dr. Fred R. Robertson  
Director of Extension  
Auburn University  
Auburn, Alabama 36830

**ALASKA**
Dr. Arthur S. Buswell  
Director of Extension  
University of Alaska  
College, Alaska 99735

**ARIZONA**
Dr. George E. Hull  
Director of Extension  
University of Arizona  
Tucson, Arizona 85721

**ARKANSAS**
C. A. Vines  
Director of Extension  
P. O. Box 391  
Little Rock, Arkansas 72203

**CALIFORNIA**
Dr. George B. Alcorn  
Director of Extension  
University of California  
2200 University Avenue  
Berkeley, California 94720

**COLORADO**
Carl J. Hoffman  
Acting Director of Extension  
Colorado State University  
Fort Collins, Colorado 80521

**CONNECTICUT**
Dr. Edwin J. Kersting  
Director of Extension  
University of Connecticut  
Storrs, Connecticut 06268

**DELAWARE**
Dr. Samuel M. Gwinn  
Director of Extension  
University of Delaware  
Newark, Delaware 19711

**DISTRICT OF COLUMBIA**
Dr. Eugene Wiegman  
Director of Extension  
Federal City College  
425 Second Street, N. W.  
Washington, D. C. 20001

**FLORIDA**
Dr. M. O. Watkins  
Director of Extension  
University of Florida  
Gainesville, Florida 32601

**GEORGIA**
I. W. Eberhardt, Jr.  
Director of Extension  
University of Georgia  
Athens, Georgia 30601

**HAWAII**
Dr. C. Peairs Wilson  
Director of Extension  
University of Hawaii  
Honolulu, Hawaii 96822

**IDAHO**
Dr. James E. Kraus  
Director of Extension  
University of Idaho  
Moscow, Idaho 83843

**ILLINOIS**
Dr. J. B. Claar  
Director of Extension  
University of Illinois  
Urbana, Illinois 61801

**INDIANA**
Dr. Howard G. Diesalin  
Director of Extension  
Purdue University  
Lafayette, Indiana 47907

**IOWA**
Dr. Marvin A. Anderson  
Director of Extension  
Iowa State University  
Ames, Iowa 50010

**KANSAS**
Dr. Robert A. Bohannon  
Director of Extension  
Kansas State University  
Manhattan, Kansas 66502

**KENTUCKY**
Dr. William A. Seay  
Director of Extension  
University of Kentucky  
Lexington, Kentucky 40506

**LOUISIANA**
John A. Cox  
Director of Extension  
Louisiana State University  
Baton Rouge, Louisiana 70803

**MAINE**
Edwin H. Bates  
Director of Extension  
University of Maine  
Orono, Maine 04473

**MARYLAND**
Dr. Robert E. Wagner  
Director of Extension  
University of Maryland  
College Park, Maryland 20742

**MASSACHUSETTS**
Dr. Arless A. Spielman  
Director of Extension  
University of Massachusetts  
Amherst, Massachusetts 01002

**MICHIGAN**
George S. McIntyre  
Director of Extension  
Michigan State University  
East Lansing, Michigan 48823

**MINNESOTA**
Dr. Roland Abraham  
Director of Extension  
University of Minnesota  
St. Paul, Minnesota 55101
<table>
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<th>State</th>
<th>Director of Extension</th>
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<tr>
<td>MISSISSIPPI</td>
<td>W. M. Bost Mississippi State Univ.</td>
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<td>MISSOURI</td>
<td>Dr. C. Brice Ratchford University of Missouri</td>
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<td>Torlief S. Aasheim Montana State University</td>
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<td>Dr. Dale W. Bohmont University of Nevada</td>
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<td>NEW HAMPSHIRE</td>
<td>Samuel W. Hoitt University of New Hampshire</td>
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<td>NEW JERSEY</td>
<td>Dr. John L. Gerwig Rutgers - The State Univ.</td>
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<tr>
<td>NEW MEXICO</td>
<td>Dr. D. P. Leyendecker New Mexico State Univ.</td>
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<td>NEW YORK</td>
<td>Dr. Edward H. Smith New York State College of Agriculture</td>
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<tr>
<td>NORTH CAROLINA</td>
<td>Dr. George Hyatt, Jr. North Carolina State Univ.</td>
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<td>NORTH DAKOTA</td>
<td>Arthur H. Schulz North Dakota State Univ.</td>
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<td>Dr. Roy M. Kottman Ohio State University</td>
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<td>OKLAHOMA</td>
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<td>OREGON</td>
<td>Gene M. Lear Oregon State Univ.</td>
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<td>PENNSYLVANIA</td>
<td>Thomas H. Patton The Pennsylvania State Univ.</td>
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<td>RHODE ISLAND</td>
<td>Dr. James W. Cobble University of Rhode Island</td>
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<td>SOUTH CAROLINA</td>
<td>George B. Nutt Clemson University</td>
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<td>SOUTH DAKOTA</td>
<td>Dr. John T. Stone South Dakota State Univ.</td>
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<td>TENNESSEE</td>
<td>Dr. Vernon W. Darter University of Tennessee</td>
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<td>TEXAS</td>
<td>John E. Hutchison Texas A&amp;M Univ.</td>
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<td>UTAH</td>
<td>Dr. W. H. Bennett Utah State Univ.</td>
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<td>VERMONT</td>
<td>R. P. Davison University of Vermont</td>
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<td>VIRGINIA</td>
<td>Dr. W. E. Skelton Va. Polytechnic Institute</td>
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<tr>
<td>WASHINGTON</td>
<td>John P. Miller Washington State Univ.</td>
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<td>WEST VIRGINIA</td>
<td>Dr. B. L. Coffindaffer West Virginia Univ.</td>
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<tr>
<td>WISCONSIN</td>
<td>Dr. Donald R. McNeil University of Wisconsin</td>
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<tr>
<td>WYOMING</td>
<td>Dr. Neal W. Hilston University of Wyoming</td>
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CONSUMER FOOD PROGRAM

For information on food assistance which may be available for summer youth activities, Youth Coordinators should first contact the District Offices of the U. S. Department of Agriculture Consumer Food Program. Within each State the Commodity Distribution Program is directly handled by various agencies. Individuals to contact at both the District and State levels are listed below:

District Offices, USDA Consumer Food Program

**Northeast:** Philip B. Hearn, Director, Consumer Food Programs, 1611 Federal Building, 26 Federal Plaza, New York, N. Y. 10007.


**Southeast:** Russell H. James, 1795 Peachtree Road, N. E., Room 302, Atlanta, Georgia 30309

*States Served:* Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia.

**Midwest:** Dennis M. Doyle, 536 South Clark Street, Chicago, Illinois 60605.

*States Served:* Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

**Southwest:** John J. Slaughter, 500 South Ervay Street, Room 3-127, Dallas, Texas 75201.

*States Served:* Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, Texas.

**Western:** Charles M. Ernst, Appraisers' Building, Room 734, 630 Sansome Street, San Francisco, California 94111.


List of State Distributing Agencies starts on next page.
# Appendix Item #22 (continued)

## State Distributing Agencies, Commodity Distribution Program

(Address correspondence to Director, Commodity Distribution Division)

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<th>State</th>
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<tbody>
<tr>
<td>ALABAMA</td>
<td>State Dept. of Education 1st Floor, State Office Bldg. Montgomery, Ala. 36100</td>
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<tr>
<td>ALASKA</td>
<td>Dept. of Administration P. O. Box 2420 Juneau, Alaska 99801</td>
</tr>
<tr>
<td>AMERICAN SAMOA</td>
<td>Department of Education Pago Pago, Tutuila American Samoa</td>
</tr>
<tr>
<td>ARIZONA</td>
<td>State Dept. of Public Welfare 11 - 15 East Buchanan Phoenix, Arizona 85004</td>
</tr>
<tr>
<td>ARKANSAS</td>
<td>State Dept. of Public Welfare 615 Magnolia Street P. O. Box 254 North Little Rock, Ark. 72200</td>
</tr>
<tr>
<td>CALIFORNIA</td>
<td>State Educational Agency for Surplus Property 721 Capitol Mall - Room 314 Sacramento, Calif. 95814 County of Los Angeles County of Los Angeles Purchasing &amp; Stores Dept. 2011 North Soto Street Los Angeles, California 90032</td>
</tr>
<tr>
<td>COLORADO</td>
<td>State Dept. of Public Welfare Capitol Life Center 1600 Sherman Street Denver, Colorado 80200</td>
</tr>
<tr>
<td>CONNECTICUT</td>
<td>Dept. of Finance &amp; Control 460 Silver Street Middletown, Conn. 06457</td>
</tr>
<tr>
<td>DELAWARE</td>
<td>State of Delaware Surplus Food Agency Delaware State Hospital, Box 299 Delaware City, Delaware 19706</td>
</tr>
<tr>
<td>DISTRICT OF COLUMBIA</td>
<td>Board of Education 2000 Adams Place, N. E. Washington, D. C.</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>State Dept. of Public Welfare 227 Park Street P. O. Box 2050 Jacksonville, Florida 32200</td>
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<tr>
<td>GEORGIA</td>
<td>State Dept. of Education 211 State Office Building Atlanta, Georgia 30300</td>
</tr>
<tr>
<td>HAWAII</td>
<td>State Dept of Education Business Division P. O. Box 2360 Honolulu, Hawaii</td>
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<tr>
<td>IDAHO</td>
<td>State Dept. of Education Room 205, Statehouse Boise, Idaho 83700</td>
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<tr>
<td>ILLINOIS</td>
<td>Dept. of Public Instruction Room 501, State Capitol Springfield, Illinois 62700</td>
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<tr>
<td>INDIANA</td>
<td>State Dept. of Public Instruction State House Indianapolis, Indiana 46200</td>
</tr>
<tr>
<td>IOWA</td>
<td>State Dept. of Public Instruction State Office Bldg, Room 535 Des Moines, Iowa 50319</td>
</tr>
<tr>
<td>KANSAS</td>
<td>State Dept. of Social Welfare State Office Building Topeka, Kansas 66600</td>
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<tr>
<td>KENTUCKY</td>
<td>State Dept. of Agriculture Capitol Annex Frankfort, Kentucky 40601</td>
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<tr>
<td>LOUISIANA</td>
<td>Louisiana Dept. of Education State Capitol Baton Rouge, Louisiana 70800</td>
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<tr>
<td>MAINE</td>
<td>State Dept. of Education 33 Powhattan Street Augusta, Maine 04301</td>
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<tr>
<td>MARYLAND</td>
<td>Department of Budget and Procurement 318 Light Street Baltimore, Maryland 21200</td>
</tr>
<tr>
<td>MASSACHUSETTS</td>
<td>State Department of Education 600 Washington Street, Rm. 611 Boston, Massachusetts 02100</td>
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<tr>
<td>MICHIGAN</td>
<td>State Dept. of Social Welfare Lewis Cass Bldg. 4th Floor Lansing, Michigan 48913</td>
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<tr>
<td>MINNESOTA</td>
<td>State Dept. of Education State Centennial Bldg, 4th Floor St. Paul, Minnesota 55101</td>
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<tr>
<td>MISSISSIPPI</td>
<td>Board of Trustees of Mental Institutions 1404 Woolfolk State Office Bldg. Jackson, Mississippi 39205</td>
</tr>
<tr>
<td>MISSOURI</td>
<td>State Department of Education Jefferson Building, 6th Floor Jefferson City, Missouri 65102</td>
</tr>
<tr>
<td>MONTANA</td>
<td>State Dept. of Administration State Capitol Building Helena, Montana 59601</td>
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<tr>
<td>NEBRASKA</td>
<td>State Dept. of Public Welfare State Capitol Bldg, Room 358 Lincoln, Nebraska 68509</td>
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<tr>
<td>State</td>
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</table>
| NEVADA                    | State Dept. of Education
                            | Heroes Memorial Bldg.                                                                 |
                            | Room 208                                                                             |
                            | Carson City, Nevada 89701                                                            |
| NEW HAMPSHIRE             | Dept. of Administration and Control                                                    |
                            | 31 South Maine Street                                                                |
                            | Concord, N. H. 03300                                                                 |
| NEW JERSEY                | Division of Purchase and Property                                                      |
                            | State Dept. of Treasury                                                               |
                            | 2926 Brunswick Pike, Rt. 1                                                            |
                            | Trenton, New Jersey 08600                                                            |
| NEW MEXICO                | State Dept. of Public Welfare                                                         |
                            | P. O. Box 1391                                                                        |
                            | Santa Fe, New Mexico 87501                                                            |
| NEW YORK                  | Office of General Services                                                             |
                            | 143 Washington Avenue                                                                 |
                            | Albany, New York 12200                                                                |
| NORTH CAROLINA            | State Dept. of Agriculture                                                            |
                            | 465 Agriculture Building                                                              |
                            | Raleigh, North Carolina 27600                                                         |
| NORTH DAKOTA              | Dept. of Public Instruction                                                           |
                            | State Capitol Building                                                                |
                            | Bismarck, N. D. 58501                                                                 |
| OHIO                      | Dept. of Public Welfare                                                               |
                            | 408 East Town Street                                                                 |
                            | Columbus, Ohio 43215                                                                  |
| OKLAHOMA                  | State Dept. of Public Welfare                                                         |
                            | State Capitol Station                                                                 |
                            | P. O. Box 3161                                                                        |
                            | Oklahoma City, Okla. 73100                                                             |
| OREGON                    | Dept. of Finance & Administration                                                     |
                            | 1361 Madison Street, N. E.                                                            |
                            | Salem, Oregon 97301                                                                   |
| PENNSYLVANIA              | Dept. of Property and Supplies                                                        |
                            | 2221 Forster Street                                                                   |
                            | P. O. Box 3361                                                                        |
                            | Harrisburg, Pa. 17100                                                                 |
| PUERTO RICO               | Dept. of Health Government of the Commonwealth of Puerto Rico                        |
                            | Ponce De Leon Avenue                                                                  |
                            | Sanurce, Puerto Rico                                                                  |
| RHODE ISLAND              | State Dept. of Administration                                                         |
                            | Howard, R. I. 02834                                                                   |
| SOUTH CAROLINA            | State Dept. of Education                                                               |
                            | Columbia, S. C. 29200                                                                  |
| SOUTH DAKOTA              | State Dept of Public Instruction                                                       |
                            | Capitol Building                                                                      |
                            | Pierre, South Dakota 57501                                                           |
| TENNESSEE                 | Tennessee Dept of Agriculture                                                         |
                            | Melrose Station                                                                       |
                            | P. O. Box 9039                                                                        |
                            | Nashville, Tenn. 37200                                                                 |
| TEXAS                     | State Dept. of Public Welfare                                                         |
                            | Tribute Tower                                                                         |
                            | Austin, Texas 78700                                                                   |
| TRUST TERRITORIES OF THE PACIFIC | Office of the High Commissioner of the Trust Territory of the Pacific Islands    |
                            | Saipan, Mariana Islands 96950                                                        |
| UTAH                      | State Dept. of Public Welfare                                                         |
                            | State Capitol Bldg. Room 220                                                          |
                            | Salt Lake City, Utah 84100                                                            |
| VERMONT                   | Dept. of Administration                                                                |
                            | State Office Building                                                                  |
                            | Montpelier, Vermont 05601                                                             |
| VIRGINIA                  | State Dept. of Agriculture                                                             |
                            | 203 North Governor Street                                                              |
                            | Richmond, Virginia 23200                                                              |
| VIRGIN ISLANDS            | Dept. of Education                                                                     |
                            | Charlotte Amalie                                                                      |
                            | St. Thomas, Virgin Islands 00801                                                      |
| WASHINGTON                | Dept. of General Administration                                                       |
                            | 4140 East Marginal Way So.                                                            |
                            | Seattle, Washington 98134                                                             |
| WEST VIRGINIA             | State Dept. of Welfare                                                                 |
                            | 1723 - A Washington St. E.                                                            |
                            | Charleston, W. Va. 25300                                                              |
| WISCONSIN                 | Dept. of Public Instruction                                                            |
                            | Room 49 North, State Capitol                                                          |
                            | Madison, Wisconsin 53702                                                              |
| WYOMING                   | State Dept. of Education                                                               |
                            | State Capitol Building                                                                |
                            | Cheyenne, Wyoming 82000                                                                |
Appendix Item #23

STATE COUNCILS ON THE ARTS

The Youth Coordinator should contact the following individual in his State for assistance in identifying on-going arts programs in his community, and in obtaining resources and advice in development of local arts programs for youth:

ALABAMA
Charles Liner
Executive Director
Council on the Arts
P. O. Box 6523
Mobile, Ala. 36606

Alaska
Mrs. Mary Hale
Chairman
State Council on the Arts
Office of the Governor
MacKay Bldg.
4th and Denali
Anchorage, Alaska 99501
Tel: 907/272-1478

Arizona
Ralph Rizzolo
Executive Director
Commission on the Arts & Humanities
18 E. First St., Rm. 207
Scottsdale, Arizona 85251
Tel: 602/949-3996

Arkansas
Ellis Doyle Herron
Executive Director
State Commission on the Arts
436 Natl. Old Line Bldg.
Little Rock, Ark. 72201
Tel: 501/FR 6-3841

California
James L. Lyons
Executive Secretary
Arts Commission
1108 14th Street
Sacramento, Calif. 95814
Tel: 916/445-1530

Colorado
Robert N. Sheets
Executive Director
Council on the Arts & Humanities
600 State Services Bldg.
Denver, Colorado 80203
Tel: 303/892-2205

Connecticut
Anthony S. Keller
Executive Director
Commission on the Arts
One Niles Street
Hartford, Conn. 06105
Tel: 203/552-9311

District of Columbia
Gerard Boesgaard
Recreation Board
3069 Mt. Pleasant St., N.W.
Washington, D. C. 20010
Tel: 202/629-7473

Florida
James W. Wilson
Actg. Exec. Director
Development Commission
107 West Gaines Street
Tallahassee, Florida 32304
Tel: 904/224-1215

Georgia
George Beattie
Executive Director
Art Commission
90 Fairlie Street, N. W.
Atlanta, Georgia 30303
Tel: 404/524-6672

Hawaii
Alfred Preis
Executive Director
State Foundation on Culture and the Arts
567 South King Street
Honolulu, Hawaii 96813
Tel: 808/567-081

Idaho
Mrs. Jo Ann Bensinger
Executive Secretary
State Commission on the Arts & Humanities
P. O. Box 577
Boise, Idaho 83701
Tel: 208/342-4347

Illinois
S. Leonard Pas, Jr.
Exec. Director
Arts Council
Chicago, Illinois 60604
Tel: 312/427-8470

Indiana
Mrs. Hertha Duemling
Arts Commission
750 West Fairfax
Fort Wayne, Indiana 45807
Tel: 219/456-4141

Iowa
Jack E. Olds
Executive Director
State Arts Council
State Capitol Bldg.
Des Moines, Iowa 50319
Tel: 515/281-5297

Kansas
Maurice D. Coats
Executive Director
Cultural Arts Commission
352 N. Broadway, Suite 204
Wichita, Kansas 67202
Tel: 316/AM 2-1704

Kentucky
William Hull
Executive Director
Arts Commission
Frankfort, Kentucky 40601
Tel: 502/564-3757

Louisiana
Mrs. Edwin H. Blum
President
Council for Music and Performing Arts
7524 St. Charles Ave.
New Orleans, La. 70118
Tel: 504/861-8777
Appendix Item #23 (continued)

MAINE
Richard D. Collins
Executive Director
Commission on the Arts & Humanities
State House
146 State Street
Augusta, Maine 04330
Tel: 207/623-4511, x312

MARYLAND
Robert Marchand
Executive Director
Arts Council
III North Charles Street
Baltimore, Maryland 21201
Tel: 301/685-7470

MASSACHUSETTS
Louise G. Tate
Executive Secretary
Council on the Arts & Humanities
15 Ashburton Place
Boston, Mass. 02108
Tel: 617/727-3668

MICHIGAN
E. Ray Scott
Executive Director
State Council on the Arts
7310 Woodward Avenue
Detroit, Michigan 48202
Tel: 313/TR 2-2212

MINNESOTA
Dean A. Myhr
Executive Director
State Arts Council
The McColl Bldg.
366 Jackson Street
St. Paul, Minn. 55101
Tel: 612/221-2059

MISSISSIPPI
Mrs. Shelby R. Rogers
Executive Director
State Council on the Arts
Woodland Hills Bldg.
Room 355
P. O. Box 4713
Jackson, Mississippi 39216
Tel: 601/366-8521

MISSOURI
Mrs. Frances T. Potter
Actg. Executive Director
State Council on the Arts
8011 Clayton Road, Suite 316
St. Louis, Missouri 63117
Tel: 314/531-8988

MONTANA
Charles W. Bolen
Chairman
Arts Council
School of Fine Arts
University of Montana
Missoula, Montana 59801
Tel: 406/243-0211, x4971

NEBRASKA
Leonard Thiessen
Executive Secretary
Arts Council
P. O. Box 1536
Omaha, Nebraska
Tel: 402/345-2542

NEVADA
Merle Snider
Chairman
State Council on the Arts
124 West Taylor
P. O. Box 208
Reno, Nevada 89504
Tel: 702/323-2116

NEW HAMPSHIRE
Marlow G. Burt
Executive Director
Commission on the Arts
922 Elm Street
Manchester, N. H. 03101
Tel: 603/669-3095

NEW JERSEY
Byron R. Kelley
Executive Director
State Council on the Arts
134 West State Street
Trenton, New Jersey 08625
Tel: 609/292-6130

NEW MEXICO
Mrs. Scott Mabry
Chairman
Arts Commission
1318 Alvarado, N. W.
Albuquerque, N. Mexico 87110
Tel: 505/256-1396

NEW YORK
John Hightower
Executive Director
State Council on the Arts
250 W. 57th Street
New York, New York 10019
Tel: 212/JU 6-2040

NORTH CAROLINA
Edgar B. Marston
Executive Director
North Carolina Arts Council
101 North Person Street
Room 245
Raleigh, N. C. 27601

NORTH DAKOTA
Steve A. Ward
Executive Director
Council on the Arts & Humanities
N. Dakota State University
Fargo, North Dakota 58102
Tel: 701/237-7143

OHIO
Donald R. Streibig
Executive Director
Arts Council
50 West Broad St., Room 1975
Columbus, Ohio 43215
Tel: 614/469-2613

OKLAHOMA
Curt Schwartz
Executive Director
Arts & Humanities Council
122 N. W. 3rd Street
Oklahoma City, Oklahoma 73102
Tel: 405/JA 1-2660

-170-
OREGON
Anthony Reid
Executive Director
Arts Commission
State Library
Salem, Oregon 97310
Tel: 503/364-2171, x474

PENNSYLVANIA
Vincent R. Artz
Executive Director
400 North Third Street
Room 506
Harrisburg, Penn. 17101
Tel: 717/787-6883

RHODE ISLAND
Barnet Fain, Chairman
State Council on the Arts
265 Melrose Street
Providence, R.I. 02907
Tel: 401/331-5260

SOUTH CAROLINA
David C. Sennema
Executive Director
Arts Commission
1001 Main Street
Room 202-A
Columbia, S. C. 29201
Tel: 803/758-3442

SOUTH DAKOTA
Mrs. Charlotte Carver
Executive Director
State Fine Arts Council
233 South Phillips Avenue
Sioux Falls, S. D. 57102
Tel: 605/334-9541

TENNESSEE
Norman Worrell
Executive Director
Arts Commission
605 State Office Bldg.
Nashville, Tennessee 37219
Tel: 615/741-3380

TEXAS
J. Pat O'Keefe
Executive Director
Fine Arts Commission
711 Brown Bldg.
Austin, Texas 78701
Tel: 512/GR 2-8237

UTAH
Wilburn C. West
Director
State Institute of Fine Arts
609 East South Temple
Salt Lake City, Utah 84102
Tel: 801/328-5561

VERMONT
Frank G. Hensel
Executive Director
Council on the Arts, Inc.
136 State Street
Montpelier, Vermont 05602
Tel: 223-2311, x367

WYOMING
James M. Boyle
Chairman
Council on the Arts
P. O. Box 3301
University Station
Laramie, Wyoming 82070

WASHINGTON
James L. Haseltine
Executive Director
State Arts Commission
H407 Public Health Bldg.
Olympia, Washington 98501
Tel: 753-6594

WEST VIRGINIA
Norman L. Fagan
Executive Director
Arts & Humanities Council
Room E-404, State Capitol
Charleston, W. Virginia 25305
Tel: 304/348-3711

WISCONSIN
George M. Richard
Executive Director
Arts Foundation and Council
750 N. Lincoln Memorial Drive
Room 308
Milwaukee, Wisconsin 53202
Tel: 414/271-8119