

Note: 6-12-69 F. Gee returned this letter to the Mayor's office & stated that he could not approve these payments. Mr. Lander suggested I go to CLO through Jay Fountain which was done & bills were paid - esp to Pennebaker contractor for \$646.00 who was waiting.

Geo Berry
CITY OF ATLANTA



June 12, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

Mr. Forrest Gee
Purchasing Agent
City of Atlanta
Atlanta, Georgia

Dear Forrest:

I am attaching several invoices, bills, etc. which have been forwarded to this office by the Atlanta Urban Corps for payment. These bills total \$1,610.79.

These obligations were incurred by the Urban Corps prior to its budget being established within the City budget. As a result, these invoices did not receive prior approval by your office or by the Department of Finance.

The 1969 Urban Corps budget will be approved by the Finance Committee on Monday, June 16. Provisions will be made in that budget to meet these expenditures. Funds sufficient to meet the attached expenditures are available from private contributions that have been made to the Urban Corps. Even so, we recognize that these obligations have not been incurred in accordance with the accepted City procedures. We are taking steps to see that the Urban Corps follows City procedures hereafter.

It would be appreciated, therefore, if you would review these invoices, approve them for payment, and forward to Mr. Jay Fountain, Deputy Director of Finance.

Very truly yours,

George J. Berry
Administrative Coordinator

cc: Mr. Jay Fountain
Mr. Sam Williams ✓

CITY OF ATLANTA



June 12, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

Mr. Forrest Gee
Purchasing Agent
City of Atlanta
Atlanta, Georgia

Dear Forrest:

I am attaching several invoices, bills, etc. which have been forwarded to this office by the Atlanta Urban Corps for payment. These bills total \$1,610.79.

These obligations were incurred by the Urban Corps prior to its budget being established within the City budget. As a result, these invoices did not receive prior approval by your office or by the Department of Finance.

The 1969 Urban Corps budget will be approved by the Finance Committee on Monday, June 16. Provisions will be made in that budget to meet these expenditures. Funds sufficient to meet the attached expenditures are available from private contributions that have been made to the Urban Corps. Even so, we recognize that these obligations have not been incurred in accordance with the accepted City procedures. We are taking steps to see that the Urban Corps follows City procedures hereafter.

It would be appreciated, therefore, if you would review these invoices, approve them for payment, and forward to Mr. Jay Fountain, Deputy Director of Finance.

Very truly yours,

George Berry

George J. Berry
Administrative Coordinator

cc: Mr. Jay Fountain
Mr. Sam Williams

June 12, 1969

Mr. Forrest Gee
Purchasing Agent
City of Atlanta
Atlanta, Georgia

Dear Forrest:

I am attaching several invoices, bills, etc. which have been forwarded to this office by the Atlanta Urban Corps for payment. These bills total \$1,610.79.

These obligations were incurred by the Urban Corps prior to its budget being established within the City budget. As a result, these invoices did not receive prior approval by your office or by the Department of Finance.

The 1969 Urban Corps budget will be approved by the Finance Committee on Monday, June 16. Provisions will be made in that budget to meet these expenditures. Funds sufficient to meet the attached expenditures are available from private contributions that have been made to the Urban Corps. Even so, we recognize that these obligations have not been incurred in accordance with the accepted City procedures. We are taking steps to see that the Urban Corps follows City procedures hereafter.

It would be appreciated, therefore, if you would review these invoices, approve them for payment, and forward to Mr. Jay Fountain, Deputy Director of Finance.

Very truly yours,

George J. Berry
Administrative Coordinator

cc: Mr. Jay Fountain
Mr. Sam Williams

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

I N T E R - O F F I C E M E M O R A N D U M

TO: Sam Williams

Date: June 11, 1969

FROM: Dave Whelan

SUBJECT: Alvin Dollar

Alvin Dollar reported to Judge Jones of the City Municipal Court for an interview as assigned by the Atlanta Urban Corps. Judge Jones did not approve Alvin at that time for an internship as a baliff, and he told Alvin that he would call in in the next couple of days.

Mr. Dollar subsequently came to the Atlanta Urban Corps office and spoke with me concerning the position at the Courts. He stated that he had received a call from Judge Jones and was told that he could work if he would cut his hair. It was at that time in an "afro" hair cut. Mr. Dollar felt he was being denied his rights and had reported the incident to the Community Relations Commission.

To assure Alvin received a job, I then placed him in the Crime Commission. After telling Alvin this, I called Judge Jones. He stated that he had no personal objection to Alvin's hair, but one of the 5 judges said that he would not allow Mr. Dollar in his court unless he got his hair cut. Judge Jones said that since he had no power over the other judges, he could not accept Mr. Dollar because the job of baliff required that he work in the courts of all five judges. Judge Jones was very sorry, but he did not see how he could accept Mr. Dollar under those circumstances.

Judge Jones did, however, laud Mr. Dollar's qualifications, and expressed an interest in using other Atlanta Urban Corps interns.

June 5, 1969

ATLANTA URBAN CORPS BUDGET

Newsletter	\$ 500.00
Rental & Furniture	\$ 400.00
Telephone.	\$ 600.00
Printing & Supplies.	\$1,500.00
Office Renovation.	\$ 600.00
Postage.	\$ 150.00
	<u>\$3,750.00</u>

Staff	<u>Gross Income</u>	<u>Actual Cost to AUC</u>
1 Executive Director - 12 months @ \$725	\$ 8,700.00	\$ 8,700.00
1 Executive Assistant - 11 months @ \$525	\$ 5,775.00	\$ 5,775.00
1 Special Projects Director - 6 months @ \$450	\$ 2,700.00	\$ 2,700.00
1 Fiscal Director - 5 months @ \$450	\$ 2,250.00	\$ 2,250.00
2 Payroll Auditors - Clerks 14 weeks @ \$88.00 (Paid by City Finance)	\$ 2,500.00 *interns	\$ -----
1 Education & Evaluation Director-3 months @ \$1,000	\$ 3,000.00--VISTA paid	\$ -----
5 Field Evaluation Staff - 14 weeks @ \$100	\$ 7,000.00--2 paid by VISTA	\$ 5,000.00
2 Public Relations - 14 weeks @ \$100	\$ 2,800.00 interns	\$ 2,800.00
2 Secretaries - 14 weeks @ \$88.00	\$ 2,500.00 *interns	\$ 1,500.00
1 Clerk - 14 weeks @ \$88.00	\$ 1,250.00	\$ 750.00
1 Secretary - 6 months @ \$400 month (fall-spring)	\$ 2,400.00	\$ 2,400.00
5 Educational Advisors (College Professors) @ \$1000 ea.	\$ 5,000.00	\$ 5,000.00
(Staff) Total	<u>\$45,875.00</u>	<u>\$36,875.00</u>
(Operations) Total	3,750.00	3,750.00
	<u>\$49,625.00</u>	<u>\$40,625.00</u>

Note: * Intern position will be filled by work-study interns (we pay 20%).
 Non-Asterisk intern positions will be paid by us at full cost.

June 5, 1969

NON-ADMINISTRATIVE URBAN CORPS INTERN BUDGET

City Government	88 CWSP @ \$200	\$ 17,600
	37 Full cost @ \$1000	\$ 37,000
	5 Urban Corps financed 80% @ \$800	\$ 4,000*
	<u>5 VISTA financed 100%</u>	<u>\$ 5,000</u>
Non-City	$\frac{135}{106}$ 321 8 Agency 100%	\$ 8,000
	55 CWSP @ \$200	\$ 11,000
	12 Urban Corps financed 20% @ \$200	\$ 2,400*
	5 Urban Corps financed 80% @ \$800	\$ 4,000*
	8 Urban Corps financed 100%	\$ 8,000*
	$\frac{106}{106}$ 18 VISTA financed 100%	<u>\$ 18,000</u>

*indicates funds Urban Corps must pay
Grand Total* \$18,400

Source of Urban Corps Funding

S.R.E.B.	\$20,000
Stern Foundation	\$ 1,000
Atlanta University Grant	\$ 9,000
	<u>30,000</u>

June 4, 1969

CITY INTERN FINANCING

	<u>INTERNS REQUESTED</u>	<u>20%</u>	<u>100%</u>	<u>VISTA</u>	<u>CWSP AGENCY-20%</u>	<u>CWSP AUC-20%</u>	<u>AGENCY-100%</u>	<u>AUC-80% AGENCY-20%</u>	<u>AUC-100%</u>	<u>VOL \$200</u>
1. <u>Aviation</u>	3		3				3			
2. <u>Atlanta Public Library</u>	12	12			6 (4)			2		
3. <u>Atlanta Youth Council</u>	32	32			25 (5)			2		
4. <u>City Attorney</u>	1	1						1		
5. <u>Community Relations Committee</u>	1	1			1					
6. <u>Courts</u>	3	3			1 (1)					
7. <u>Finance</u>	13		13				7 (6)			
8. <u>Mayor's Office</u>	9	4	5	4 (1)	3 (1)					
9. <u>Motor Transportation</u>	3		3		2					
10. <u>Parks and Recreation</u>	15	10	5		7 (2)		5			
11. <u>Planning</u>	5	3	2		1 (2)		1			
12. <u>Purchasing</u>	2	2			2					
13. <u>Sanitation</u>	15		15				14 (1)			
<u>Traffic Engineering</u>	16	16			5 (8)					
15. <u>Water Works</u>	17	14	3		9 (3)					
TOTALS	<u>147</u>	<u>98</u>	<u>49</u>	<u>4</u> (1)	<u>62</u> (26)		<u>30</u> (7)	<u>5</u>		

* All figures are definite except those circled. Circled figures indicate probable placement.

June 4, 1969

NON-CITY AGENCY FINANCING

	INTERNS REQUESTED	\$50	\$250	100%	CWSP AGENCY-20%	CWSP AUC 20%	VISTA	AUC-80% AGENCY 20%	AUC-100%	AGENCY 100%	VOL \$200
1. American Cancer Society	2		2		1 (1)						
2. Atlanta Girls Club	7		7		7						
3. Atlanta Housing Conference	2			2			(2)				
4. Atlanta Service Learning Conference	3			3					2 (1)		
5. Atlanta Urban League	1	1							1		
6. Boy Scouts of America	8		7	1	4					(1)	2
7. Community Arts, Inc.	3	3				2			1		2
8. Community Council of the Atlanta Area	2		2		2						
9. Decatur-DeKalb YMCA	7		7		6			1			
10. DeKalb County Government											
11. Economic Opportunity Atlanta, Inc.											
12. Emory Legal Aid Center	2			2			2				
13. Emmaus House	1			1			1				
14. Family Counseling Center	2		2		1			1			
15. Fulton County Government	2		2					1 (1)			
16. Fulton County Health Department	20		10	10	2 (8)		4 (1)			3 (2)	
17. Gate City Day Nursery Association	6		6								
18. Georgia Easter Seal Society	3		3		3						
19. Georgia State Department of Ed. Psychology	2			2			(2)				
20. Grady Girls Club	1		1		1						
21. Kennesaw National Park	2			2			(2)				
22. Kirkwood Christian Center	4		4		4						
23. Literacy Action Foundation	2			2			2				
24. Mennoite House	1		1								
25. National Welfare Rights Organization	1			1			1				
26. Phyllis Wheatley YWCA	6		6		6						
27. Saint Vincent dePaul Society	1		1		1						
28. Sarah Murphy Homes	2		2		1			1			
29. Southern Consortium of International Education	1		1		1						
30. Southern Regional Education Board	1			1						(1)	
31. Street Theater	5	2	2	1		(2)			(2)	(1)	
32. US Immigration Service	2		2		2						
33. Urban Lab in Education	3	3				2			1		
34. Vine City Child Development Center	2		2		2						
35. Wheat Street Baptist Church	6	6				5 1					
36. Georgia State Employment Service	1			1			1				
TOTALS	114	15	70	29	44 (11)	7 (3)	11 (7)	4 (1)	5 (3)	3 (5)	4

*All figures are definite except those circled. Circled figures indicate probable placement.

ATLANTA URBAN CORPS

INTERN BUDGET

CITY

City Department 20% Share	\$ 13,400.00
City Department 100% Share	\$ 26,640.00
City Department 80% Paid by URBAN CORPS	\$ 3,600.00*
City Department 100% Paid by VISTA	\$ 4,520.00

Total Intern Money from City \$44,560
via contractual arrangement

NON-CITY

Agency 20% Share	\$ 11,800.00
Agency 100% Share	\$ 3,480.00
Agency 100% Paid by VISTA	\$ 15,600.00
Agency 100% Paid by URBAN CORPS	\$ 4,400.00*
Agency 80% Paid by URBAN CORPS	\$ 4,150.00*
Agency 20% Paid by URBAN CORPS	\$ 3,200.00*

Total Intern Money from Non-City \$30,880
via contractual arrangement

COLLEGE WORK-STUDY FUNDING

Contractual Aggangement with Colleges	\$ 77,856.00
---------------------------------------	--------------

PRIVATE DONATIONS TO ATLANTA URBAN CORPS

Total of Thirteen donors	\$ 37,250.00
--------------------------	--------------

GRAND TOTAL NON-ADMINISTRATIVE PAYROLL

Total Payroll for non-administrative interns	\$172,340.00
--	--------------

ADMINISTRATIVE COSTS-ATLANTA URBAN CORPS

Staff payroll and supplies	\$ 40,625.00
----------------------------	--------------

OBLIGATIONS OUTSTANDING

Money which must be provided for unmet administrative costs	\$ 21,419.00
---	--------------

PRIVATE DONATIONS TO ATLANTA URBAN CORPS

1. Southern Regional Education Board
2. Stern Foundation
3. Atlanta University Center, Inc.
4. National Bank of Georgia
5. Citizen & Southern National Bank
6. Southern Bell
7. Rich's
8. The Allen Foundation
9. Roy Barnes Real Estate Company
10. The Coca-Cola Company
11. The Pattillo Foundation
12. The Garson Fund, Inc.
13. Tharpe & Brooks

TOTAL

\$37,250.00

6/11/69

June 5, 1969

ATLANTA URBAN CORPS BUDGET

Newsletter	\$ 500.00
Rental & Furniture	\$ 400.00
Telephone.	\$ 600.00
Printing & Supplies.	\$1,500.00
Office Renovation.	\$ 600.00
Postage.	\$ 150.00
	<u>\$3,750.00</u>

*June 5 Budget
with 6 mo for dis
5 mo for cost
without 6 mo cost*

Staff

Gross Income

Actual Cost to AUC

1 Executive Director - 12 months @ \$725	\$ 8,700.00	\$ 8,700.00	
1 Executive Assistant - 11 months @ \$525	\$ 5,775.00	\$ 5,775.00	
1 Special Projects Director - 6 months @ \$450	\$ 2,700.00	\$ 2,700.00	
1 Fiscal Director - 5 months @ \$450	\$ 2,250.00	\$ 2,250.00	
2 Payroll Auditors - Clerks 14 weeks @ \$88.00 (Paid by City Finance)	\$ 2,500.00 *interns	\$ -----	4,350.00 *
1 Education & Evaluation Director-3 months @ \$1,000	\$ 3,000.00--VISTA paid	\$ -----	2,685.00
5 Field Evaluation Staff - 14 weeks @ \$100	\$ 7,000.00--2 paid by VISTA	\$ 5,000.00	2,700.00
2 Public Relations - 14 weeks @ \$100	\$ 2,800.00 interns	\$ 2,800.00	2,250.00
2 Secretaries - 14 weeks @ \$88.00	\$ 2,500.00 *interns	\$ 1,500.00	5,000.00
1 Clerk - 14 weeks @ \$88.00	\$ 1,250.00	\$ 750.00	2,800.00
1 Secretary - 6 months @ \$400 month (fall-spring)	\$ 2,400.00	\$ 2,400.00	1,500.00
5 Educational Advisors (College Professors) @ \$1000 ea.	\$ 5,000.00	\$ 5,000.00	750.00
(Staff) Total	\$45,875.00	\$36,875.00	5,000.00
(Operations) Total	<u>3,750.00</u>	<u>3,750.00</u>	
	\$49,625.00	\$40,625.00	26,975.00 *

Note: * Intern position will be filled by work-study interns (we pay 20%).
Non-Asterisk intern positions will be paid by us at full cost.

26,975.00
3,750.00
30,725.00 *

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

AGREEMENT BETWEEN THE CITY OF ATLANTA URBAN CORPS AND A NON-CITY OF ATLANTA AGENCY

TO: THE CITY OF ATLANTA URBAN CORPS

FROM: _____ Hereafter called the "Agency"
(Name of Agency)

(Address)

Whereas the above named Agency, a public private non-profit (delete one) organization desires to participate in the Atlanta Urban Corps, a program operated under the Mayor's office of the City of Atlanta, and in consideration for the assignment of Urban Corps student interns to the Agency, we do hereby agree to the following terms and conditions:

(1) The Urban Corps shall have the right to approve or reject requests for student interns submitted by this agency upon forms provided for that purpose by the Urban Corps.

(2) The Agency shall utilize such students as may be assigned to it in accordance with the specifications set forth in its written request to the Urban Corps, and shall immediately notify the Urban Corps of any change in nature of assignment, duties, supervisor or work location.

(3) The Agency shall provide such students as may be assigned to it with a safe place to work and with adequate responsible supervision.

(4) The Urban Corps shall have the right to inspect at any time the work being performed by such students as may be assigned to the Agency, and shall have the right to interview such students and their supervisors.

(5) The Urban Corps shall have the right to require such students as may be assigned to the Agency to attend such general or special meetings, or to appear at the Urban Corps office, individually or as a group, as shall be necessary for the proper functioning of the program.

(6) In accordance with the requirements of the Federal law work performed

by such students as may be assigned to the Agency shall - - - - -

- a. be in the public interest;
- b. will not result in the displacement of employed workers or impair existing contracts for services;
- c. does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious worship, and;
- d. does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office.

(7) The Agency shall require such students as may be assigned to it to submit time reports and follow such other procedures as may be established by the Urban Corps.

(8) The Urban Corps shall have the right to remove any student assigned to the Agency from said assignment and from the Agency at any time for any reason without prior notice, and the Urban Corps shall not be obligated to replace said student.

(9) The Agency warrants that it is in compliance with the provisions of the Civil Rights Act of 1964 (P.L. 88-352, 78 Stat. 252).

(10) The Agency shall indemnify, protect and hold harmless the Atlanta Urban Corps and the City of Atlanta from all claims, causes or actions which may result from the assignment of students to the Agency.

(11) The City of Atlanta Urban Corps shall be deemed the employer for purposes of this agreement, with the ultimate right to control and direct the services of such students as may be assigned to the Agency. Interns shall be designated as "casual" employees of the City of Atlanta and subject to fringe benefit limitations

imposed on "casual" employees of said city. The Agency's rights shall be limited to the direction of the immediate details and means by which the result is to be accomplished.

(12) The Urban Corps shall be wholly responsible for securing the compensation of such students as may be assigned to the Agency, except that the Agency shall become fully liable for such sums as may be due to provide the proper compensation in the event that the Agency, either knowingly or unknowingly, violates any applicable provisions of law or the terms of this agreement.

(13) The Agency shall, by June 9, 1969, advance to the Urban Corps an amount equal to \$250.00 per intern. This money shall be used as the Agency's 20% share of the intern's gross earnings, Workmen's Compensation costs to the Urban Corps, employer's share of Social Security and an amount equal to 5% of the intern's gross earnings for administrative costs to the Urban Corps and the City of Atlanta. The Agency shall, upon written request of the Urban Corps, provide such additional funds as may be required where the amount previously advanced by the Agency proves inadequate. The Urban Corps shall, within sixty (60) days after the termination of work of such students as were assigned to the Agency, return to the Agency such of its funds as were not required under the terms of this Agreement. Remittance to the Urban Corps shall be made payable to the Atlanta Urban Corps, City of Atlanta.

Number of interns _____ Total Amount due at \$250 per intern _____

Dated this _____ day of _____ 19 _____

FOR THE AGENCY:

Authorized Signature

Witness

Title

Based upon the statements and affirmations made by the Agency through the above document, the Urban Corps, acting by and through the Mayor of the City of Atlanta, hereby agrees to the assignment of students to said Agencies, in accordance with said document and the applicable laws and regulations.

Dated

Mayor of the City of Atlanta

City Clerk

SEAL

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

AGREEMENT BETWEEN THE ATLANTA URBAN CORPS AND A NON-CITY OF ATLANTA AGENCY

TO: The Atlanta Urban Corps

FROM: _____ Hereafter called the "Agency"
(Name of Agency)

(Address)

Whereas the above named Agency, a public private (delete one) organization, desires to participate in the Atlanta Urban Corps, and in consideration for the assignment of Urban Corps student interns to the Agency, we do hereby agree to the following terms and conditions:

(1) The Urban Corps shall have the right to approve or reject requests for student interns submitted by this agency upon forms provided for that purpose by the Urban Corps.

(2) The Agency shall utilize such students as may be assigned to it in accordance with the specifications set forth in its written request to the Urban Corps, and shall immediately notify the Urban Corps of any change in nature of assignment, duties, supervisor or work location.

(3) The Agency shall provide such students as may be assigned to it with a safe place to work and with adequate responsible supervision.

(4) The Urban Corps shall have the right to inspect at any time the work being performed by such students as may be assigned to the Agency, and shall have the right to interview such students and their supervisors.

(5) The Urban Corps shall have the right to require such students as may be assigned to the Agency to attend such general or special meetings, or to appear at the Urban Corps office, individually or as a group, as shall be necessary for the proper functioning of the program.

(6) In accordance with the requirements of the Federal law work performed

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE (404) 525-2662 ATLANTA, GEORGIA 30303

by such students as may be assigned to the Agency shall - - -

- a. be in the public interest;
- b. will not result in the displacement of employed workers or impair existing contracts for services;
- c. does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious; and
- d. does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office

(7) The Agency shall require such students as may be assigned to it to submit time reports and follow such other procedures as may be established by the Urban Corps.

(8) The Urban Corps shall have the right to remove any student assigned to the Agency from said assignment and from the Agency at any time for any reason without prior notice, and the Urban Corps shall not be obligated to replace said student.

(9) The Agency warrants that it is in compliance with the provisions of the Civil Rights Act of 1964 (P.L. 88-352, 78 Stat. 252).

(10) The Agency shall indemnify, protect and hold harmless the Atlanta Urban Corps and the City of Atlanta from all claims, causes or actions which may result from the assignment of students to the Agency.

(11)a. The Urban Corps shall be deemed the employer for purposes of this agreement, with the ultimate right to control and direct the services of such students as may be assigned to the Agency. The Agency's rights shall be limited to the direction of the immediate details and means by which the result is to be accomplished.

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE (404) 525-2662 / ATLANTA, GEORGIA 30303

(12)a. The Urban Corps shall be wholly responsible for securing the compensation of such students as may be assigned to the Agency, except that the Agency shall become fully liable for such sums as may be due to provide the proper compensation in the event that the Agency, either knowingly or unknowingly, violates any applicable provision of law or the terms of this agreement.

(12) b. The Agency shall pay to the Urban Corps thirty (30) per cent of the gross compensation earned by such students as may be assigned to the Agency, in accordance with the below provisions.

The Agency shall, upon receipt of written notification of the amount due, advance to the Urban Corps an amount equal to thirty (30) per cent of the anticipated gross weekly compensation of such students as are assigned to the Agency, multiplied by the number of weeks the students are expected to work. This thirty (30) per cent shall be used as the Agency's share of the intern's earnings, Workmen's Compensation costs to the Urban Corps, and overhead and administrative costs of the Urban Corps and the City of Atlanta. The Agency shall, upon written request of the Urban Corps, provide such additional funds as may be required to provide the requisite thirty (30) per cent of the actual gross compensation payable such students, where the amount previously advanced by the Agency proves inadequate. The Urban Corps shall, within sixty (60) days after the termination of work of such students as were assigned to the Agency, return to the Agency such of its funds as were not required under the terms of this Agreement. Remittance to the Urban Corps shall be made payable to the City of Atlanta, Urban Corps account.

Dated this _____ day of _____ 19_____.

For the Agency:

Authorized Signature

Title

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525 2662 / ATLANTA, GEORGIA 30303

Based upon the statements and affirmations made by the Agency through the above document, the Urban Corps hereby agrees to the assignment of students to said Agency, in accordance with said document and the applicable laws and regulations.

Dated

Signature of Authorized Urban Corps
Official

Title

ATLANTA URBAN CORPS
COLLEGE CONTRACTURAL AGREEMENT

This Agreement, made this _____ day of _____, 19_____, is entered into between _____, herein called the "Institution", and the Urban Corps of the City of Atlanta, a public organization within the meaning of that term as defined in the regulations of the Department of Health, Education, and Welfare governing the College Work-Study Program, herein called the "Agency," acting by and through the Mayor of the City of Atlanta.

WHEREAS, the Institution and the Agency desire to enter into an agreement pursuant to Title IV, Part C of the Higher Education Act of 1965 (P.L. 89-329) as amended, and the regulations of the Department of Health, Education and Welfare applicable thereto, in order to promote, foster and develop the Atlanta Urban Corps and the College Work-Study Program, for the purpose of providing employment and work experience to students eligible to participate in the College Work-Study program and to enjoy the mutual benefits arising from said program; and

WHEREAS, the Agency will benefit directly from its participation in the said program; and

WHEREAS, the said program will benefit the public welfare,

NOW, THEREFORE, it is mutually agreed as follows:

FIRST: The Agency hereby agrees to provide employment for students duly certified by the Institution and accepted by the Agency. Scheduled to be ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ attached to this ~~XXXX~~ Agreement from time to time, bearing the signatures of an authorized official of the Agency and of the Institution, will set forth the type of work to be performed by students under this Agreement, the total number of students to be employed, the hourly rates of pay, the total number of hours per week the students may work, and the total length of time the students are to be employed.

SECOND: Students will be made available to the Agency by the Institution for the performance of specified work assignments. The Agency or the Institution, either on its own initiative or at the request of the Agency, may remove students from the Agency or from work on a particular assignment, provided that the Institution shall remain responsible for its portion of the compensation earned by any duly certified student until such time as it shall inform the Agency in writing of its intention to terminate the participation of such student. The Agency agrees that no student will be denied employment or subjected to different treatment under this Agreement because of race, ~~sex~~ color or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352) as amended, and the regulations of the Department of Health, Education and Welfare which implement that Act.

THIRD: Transportation for students to and from work will not be provided by the Agency or the Institution.

FOURTH: The Agency shall be deemed the employer for purposes of this Agreement and shall disburse the compensation payable to students under this Agreement, subject to the following terms and conditions:

1. The Institution shall pay to the Agency eighty (80) per cent of the gross compensation payable to each student in accordance with the schedule or schedules attached hereto:

2. The Agency shall provide such additional funds as may be necessary for compensation of students under this Agreement in accordance with such schedule or schedules;

3. The Institution shall make its remittance payable to the City of Atlanta Urban Corps on a bi-weekly basis, upon receipt from the Agency of a statement of gross compensation paid its students for the corresponding period;

4. No payment shall be required to be made to students under this Agreement until the Agency receives contractual agreement from the Institution.

5. The Agency shall withhold and remit such taxes and take such other measures as are the responsibility of the employer under applicable Federal, state, and local laws; and

6. The Agency shall furnish to the institution such information as may be necessary for the Institution to comply with the regulations of the U. S. Office of Education pertaining to the College Work-Study Program.

FIFTH: The Agency will be responsible for the supervision of work performed by students participating in any project under this Agreement, and will make available to the Institution the names and locations of work supervisors. The Agency will provide to the Institution a record of the hours worked during each payroll period by each student as certified by an authorized employee of the Agency. The Agency will permit the Institution, from time to time as it may request, to inspect the premises in which any student is working under this Agreement, and will review with the Institution the working conditions and job requirements of all such students.

SIXTH: Work to be performed under this Agreement will not result in the displacement of employed workers or impair existing contracts for services; will be governed by such conditions, including compensation, as will be appropriate and reasonable in the light of such factors as the type of work performed, geographical region and proficiency of the employee; and must not involve the construction, operation or maintenance of so much of any facility used, or to be used, for sectarian instruction or as a place of religious worship. Further no project may involve political activity or work for any political party.

SEVENTH: No student shall perform work on any project under this Agreement for more than forty (40) hours in any week, or as may otherwise be provided

under applicable Federal law and regulations.

EIGHTH: This Agreement shall supercede any and all prior Agreements between the Institution and the Agency regarding the mutual operation of a Work-Study program under the provisions of the College Work-Study Program.

NINTH: This Agreement shall take effect immediately and shall terminate June 1, 1970, and may be extended by written agreement of the parties hereto for a period not to exceed three (3) months.

SCHEDULE

The Urban Corps of the City of Atlanta

Schedule I

A. Type of Work to be Performed

Students will be assigned exclusively to public service activities with agencies of or associated with the City of Atlanta, as specified in the "Internship Assignment" form provided the student, copies of which shall become a part of this schedule.

B. Hourly Rates of Compensation

- Entering Freshmen through end of Sophomore year \$1.00 hour
- Entering Junior through receipt of Bachelor's degree. \$2.20 hour
- Graduate & Professional Students \$2.50 hour

A graduate student is defined for purposes of this agreement as one who has received a B. A., B. S. or equivalent degree, and is entering or currently attending graduate or professional school.

C. Limitations upon Maximum Working Hours

Students may work up to a maximum of 40 hours.

D. Duration of Summer Program

June 16, 1969 Through August 25, 1969 Minimum 10 weeks Maximum 12 weeks

E.

This schedule shall supersede all previous such schedules, and shall become a part of the Agreement to which it is annexed hereto, in accordance with Paragraph "FIRST" of said Agreement.

Agreed to this _____ day of _____, 19_____.

The Urban Corps of the
City of Atlanta

By _____

By _____

CITY OF ATLANTA



May 15, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

Mr. John Cox
Executive Director
Atlanta Children and Youth
Services Council
City Hall
Atlanta, Georgia

Dear John:

Several weeks ago the decision was made that in order to get the Urban Corps Program established and functioning this summer it would be necessary to tie the administration of the Urban Corps to an existing City agency. It was my recommendation that we use the Atlanta Children and Youth Services Council as the administrative vehicle for getting the Atlanta Urban Corps underway.

There was much pressure from the students and others to place the administration of the Urban Corps directly in the Mayor's Office and there has been much feeling all along that this is where it must be located if it is to gain the strength necessary to make it through its initial organization stages.

As we have become more and more involved in the legal and financial mechanics of establishing the Urban Corps Program, it has become more apparent that we should have gone ahead and tied it to the Mayor's Office until such time as the non-profit Urban Corps organization can stand on its own.

In view of some of the requirements for contracting and for gaining program support, it is the recommendation of this office, the City Attorney, the Director of Finance that we go ahead and tie it to the Mayor's Office at this point.

Mr. Cox
Page Two
May 15, 1969

This summer our payroll will total almost \$270,000 which necessitates a special payroll account in the City's Data Processing and Finance Department. Since this account requires departmental sponsorship, that means all employees of that department would be tallied on the same ledger and bank account which could confuse an already complicated system if lumped into a small department such as the Youth Council. The Accounting Department is creating a special billing department due to the size and number of checks to be issued. This can be done under no presently existing department since we will be billing other City departments and private agencies.

In dealing with other City agencies, it is easier to influence their opinion and participation if they realize the Mayor is sponsoring the program. Also, this keeps us from inheriting inter-departmental conflicts that virtually any department would have accumulated.

Contacting colleges at all levels is much easier from a formal relations point of view if it is done through the chief executive's office. This advantage can save us valuable time in Atlanta on certain campuses due to political problems. We will deal with six other government units in Atlanta at the highest level; therefore, our base in Atlanta City Government should be known and respected.

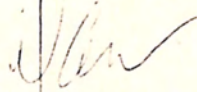
Another point that keeps coming up from the students and others in the business and academic community is that 13 out of the 14 Urban Corps programs operating in the country are operating directly out of the chief executive's office of each city. The fourteenth agency is operated out of a Model Cities agency.

Since you did not ask for the program to be placed under the Youth Council to start with and since I have felt all along that we might have taken advantage of you and your staff by shoving this great administrative burden upon you, it is our intention to go ahead and do what we should have done in the first place and place the Urban Corps under the Mayor's Office for the time being. If you have any strong feelings about this either way, I would appreciate you letting us know right away.

Mr. Cox
Page Three
May 15, 1969

Thank you for your cooperation and help.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Dan Sweat', written in a cursive style.

Dan Sweat

DS:fy

cc: Mr. Charles Davis
Mr. James Pilcher
Mr. Sam Williams

CITY OF ATLANTA



May 15, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

Mr. John Cox
Executive Director
Atlanta Children and Youth
Services Council
City Hall
Atlanta, Georgia

Dear John:

Several weeks ago the decision was made that in order to get the Urban Corps Program established and functioning this summer it would be necessary to tie the administration of the Urban Corps to an existing City agency. It was my recommendation that we use the Atlanta Children and Youth Services Council as the administrative vehicle for getting the Atlanta Urban Corps underway.

There was much pressure from the students and others to place the administration of the Urban Corps directly in the Mayor's Office and there has been much feeling all along that this is where it must be located if it is to gain the strength necessary to make it through its initial organization stages.

As we have become more and more involved in the legal and financial mechanics of establishing the Urban Corps Program, it has become more apparent that we should have gone ahead and tied it to the Mayor's Office until such time as the non-profit Urban Corps organization can stand on its own.

In view of some of the requirements for contracting and for gaining program support, it is the recommendation of this office, the City Attorney, the Director of Finance that we go ahead and tie it to the Mayor's Office at this point.

Mr. Cox
Page Two
May 15, 1969

This summer our payroll will total almost \$270,000 which necessitates a special payroll account in the City's Data Processing and Finance Department. Since this account requires departmental sponsorship, that means all employees of that department would be tallied on the same ledger and bank account which could confuse an already complicated system if lumped into a small department such as the Youth Council. The Accounting Department is creating a special billing department due to the size and number of checks to be issued. This can be done under no presently existing department since we will be billing other City departments and private agencies.

In dealing with other City agencies, it is easier to influence their opinion and participation if they realize the Mayor is sponsoring the program. Also, this keeps us from inheriting inter-departmental conflicts that virtually any department would have accumulated.

Contacting colleges at all levels is much easier from a formal relations point of view if it is done through the chief executive's office. This advantage can save us valuable time in Atlanta on certain campuses due to political problems. We will deal with six other government units in Atlanta at the highest level; therefore, our base in Atlanta City Government should be known and respected.

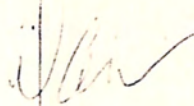
Another point that keeps coming up from the students and others in the business and academic community is that 13 out of the 14 Urban Corps programs operating in the country are operating directly out of the chief executive's office of each city. The fourteenth agency is operated out of a Model Cities agency.

Since you did not ask for the program to be placed under the Youth Council to start with and since I have felt all along that we might have taken advantage of you and your staff by shoving this great administrative burden upon you, it is our intention to go ahead and do what we should have done in the first place and place the Urban Corps under the Mayor's Office for the time being. If you have any strong feelings about this either way, I would appreciate you letting us know right away.

Mr. Cox
Page Three
May 15, 1969

Thank you for your cooperation and help.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Dan Sweat', with a stylized flourish at the end.

Dan Sweat

DS:fy

cc: Mr. Charles Davis
Mr. James Pilcher
Mr. Sam Williams

May 15, 1969

Mr. John Cox
Executive Director
Atlanta Children and Youth
Services Council
City Hall
Atlanta, Georgia

Dear John:

Several weeks ago the decision was made that in order to get the Urban Corps Program established and functioning this summer it would be necessary to tie the administration of the Urban Corps to an existing City agency. It was my recommendation that we use the Atlanta Children and Youth Services Council as the administrative vehicle for getting the Atlanta Urban Corps underway.

There was much pressure from the students and others to place the administration of the Urban Corps directly in the Mayor's Office and there has been much feeling all along that this is where it must be located if it is to gain the strength necessary to make it through its initial organization stages.

As we have become more and more involved in the legal and financial mechanics of establishing the Urban Corps Program, it has become more apparent that we should have gone ahead and tied it to the Mayor's Office until such time as the non-profit Urban Corps organization can stand on its own.

In view of some of the requirements for contracting and for gaining program support, it is the recommendation of this office, the City Attorney, the Director of Finance that we go ahead and tie it to the Mayor's Office at this point.

Mr. Cox
Page Two
May 15, 1969

This summer our payroll will total almost \$270,000 which necessitates a special payroll account in the City's Data Processing and Finance Department. Since this account requires departmental sponsorship, that means all employees of that department would be tallied on the same ledger and bank account which could confuse an already complicated system if lumped into a small department such as the Youth Council. The Accounting Department is creating a special billing department due to the size and number of checks to be issued. This can be done under no presently existing department since we will be billing other City departments and private agencies.

In dealing with other City agencies, it is easier to influence their opinion and participation if they realize the Mayor is sponsoring the program. Also, this keeps us from inheriting inter-departmental conflicts that virtually any department would have accumulated.

Contacting colleges at all levels is much easier from a formal relations point of view if it is done through the chief executive's office. This advantage can save us valuable time in Atlanta on certain campuses due to political problems. We will deal with six other government units in Atlanta at the highest level; therefore, our base in Atlanta City Government should be known and respected.

Another point that keeps coming up from the students and others in the business and academic community is that 13 out of the 14 Urban Corps programs operating in the country are operating directly out of the chief executive's office of each city. The fourteenth agency is operated out of a Model Cities agency.

Since you did not ask for the program to be placed under the Youth Council to start with and since I have felt all along that we might have taken advantage of you and your staff by shoving this great administrative burden upon you, it is our intention to go ahead and do what we should have done in the first place and place the Urban Corps under the Mayor's Office for the time being. If you have any strong feelings about this either way, I would appreciate you letting us know right away.

Mr. Cox
Page Three
May 15, 1969

Thank you for your cooperation and help.

Sincerely yours,

Dan Sweat

DS:fy

cc: Mr. Charles Davis
Mr. James Pilcher
Mr. Sam Williams

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

M E M O R A N D U M

TO: Mr. Dan Sweat

DATE: May 14, 1969

FROM: Sam Williams, Director
Atlanta Urban Corps

SUBJECT: "Home" for the Urban Corps

Pursuant to our discussions about the city department which would sponsor the Urban Corps, I offer the following information as justification for housing the Urban Corps under the Office of the Mayor.

Since the program itself must cross into virtually every agency and department, placing its administration at the vortex of the city's structure simplifies considerably the establishment of program guidelines and the enforcement of program policy. Also, students and colleges seem to respond more favorably to a program under the direct aegis of the Chief Executive.

. from the National Urban Corps
Organizational Manual

According to the National Urban Corps Office, 13 out of the 14 Urban Corps now operating are under the Office of the Chief Executive of each city.

This summer our payroll will total almost \$270,000 which necessitates a special payroll account in the city's Data Processing and Finance Department. Since this account requires departmental sponsorship, that means all employees of that department would be tallied on the same ledger and bank account which could confuse an already complicated system if lumped into a small department such as the Youth Council. The accounting department is creating a special billing department due to the size and number of checks to be issued. This can be done under no presently existing department since we will be billing other city departments and private agencies.

In dealing with other city agencies it is easier to influence their opinion and participation if they realize the Mayor is sponsoring the program. Also, this keeps us from inheriting inter-departmental conflicts that virtually any department would have accumulated. Contacting colleges at all levels is much easier from a formal relations point of view if it is done through the Chief Executive's office. This advantage can save us valuable time in Atlanta on certain campuses due to political problems. We will deal with six other government units in Atlanta at the highest level; therefore, our base in Atlanta City government should be known and respected.

(6/3)

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8094/ ATLANTA, GEORGIA 30303

Dear Intern Supervisor:

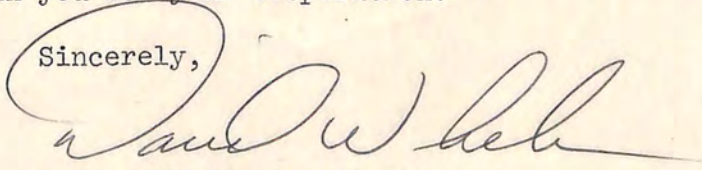
I am writing regarding the Atlanta Urban Corps Summer Internship Program.

Information on time cards, payroll procedures, evaluation procedures and other specific aspects of the program including a Supervisor's Handbook will be presented at the Internship Supervisor's Meeting, Tuesday, June 3, 1969. The meeting will be held in the Urban Corps Office, 30 Courtland Street, N. E. (Old Municipal Auditorium), at 3:30 p.m. Attendance at this meeting is mandatory in order to successfully perform as an Internship Supervisor.

Our placement is nearly completed, so you should be contacted soon by your prospective Interns for an interview. During your interview, you must approve the assignment by signing the Internship Assignment Form which the Intern will bring with him. We are enclosing a blank sample form for your information. Some Interns may contact you before our meeting on June 3. In such cases you may not be able to answer specific questions concerning procedures. The starting date for your Internships will be June 16.

If you have any problems or questions, please call on me or Mr. Sam Williams at the Urban Corps office. Thank you for your cooperation.

Sincerely,



DAVID WHELAN, Coordinator
Internship Development

DW:sz

ATLANTA URBAN CORPS

INTERNSHIP ASSIGNMENT

30 Courtland Street, N.E.
Atlanta, Georgia 30303

1	COLLEGE	2	DATE	3
	Georgia State		5-29-69	

4	5
NAME & ADDRESS	6
Thomas Fleming 1607 Clifton Road, N.E. Atlanta, Georgia	<input checked="" type="checkbox"/> INITIAL ASSIGNMENT <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> PART TIME <input checked="" type="checkbox"/> SUMMER
	7
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D

7	COORDINATOR	8	PHONE	9
	Mr. Dan Sweet		522-4463 Ext 28	

10	NATURE OF ASSIGNMENT	11
12	11	
ADDRESS		
City Hall, Atlanta, Georgia	Grant-in-Aid Research Intern-To assist the city in determining the extent and status of grants-in-aid; to research the City's use of federal and state grants and prepare a report on the extent of use and areas City should use which are not being utilized.	

TO BE COMPLETED BY AGENCY COORDINATOR

13	IMMEDIATE SUPERVISOR	14	SUPERVISOR'S PHONE	15
	Dan E. Sweet Jr.		522-4463	
	ASSIGNMENT (NAME OF CENTER)	17	ASSIGNMENT HOURS	19
	Mayor's office		FROM TO	
	ASSIGNMENT ADDRESS	18	TUES	
	209 City Hall		WED	
			THURS	
			FRI	
			SAT	
			SUN	
16	REMARKS	20	STARTING DATE	21
			June 16, 1969	
		20	SIGNATURE OF COORDINATOR	21
			Dan E. Sweet Jr.	

TO BE COMPLETED BY INTERN IF DECLINING ABOVE POSITION

I decline this assignment and wish to be reassigned because:

I wish to withdraw from the URBAN CORPS. (see item 5 on reverse)

DISTRIBUTION: WHITE, CANARY & GREEN - URBAN CORPS
 PINK - AGENCY COORDINATOR
 BLUE - INTERNS RECORD

AGENCY COORDINATOR
FORM UC-4 9/67 M-822278

INSTRUCTIONS:

TO URBAN CORPS INTERN:

1. This is your intern assignment. In accordance with your stated preference, you have been assigned to the position described in Box 11 on reverse side.
2. You **MUST** contact the COORDINATOR named in Box 8 immediately to arrange for an interview, at which time the exact nature of your assignment will be outlined.
3. Bring all five copies of this form with you to the interview. **DO NOT SEPARATE THEM.** At your interview, the agency coordinator will fill out Boxes 13 through 21.
4. The agency coordinator will retain the pink copy. You will remove the blue copy for your records. You **MUST** return the other three copies to **THE ATLANTA URBAN CORPS, 30 Courtland Street, N.E., Atlanta, Ga. 30303.**

IMPORTANT--NO PAYROLL WILL BE PROCESSED UNTIL THESE FORMS ARE RECEIVED BY THE URBAN CORPS OFFICE.

5. If, before the interview, you decide that you do not want this assignment, check space in Box 22 and state your reasons. If you wish to withdraw from the URBAN CORPS, check the space in Box 23. **THEN RETURN ALL COPIES TO THE URBAN CORPS.**

TO AGENCY COORDINATOR:

1. The intern who brings this form has been assigned to the specific position whose Assignment number appears in Box 10.
2. If you accept the intern for the assigned position, complete Boxes 13 through 21.
3. Retain the PINK copy for your records.
4. **RETURN THE REMAINING FOUR COPIES TO THE INTERN.**
5. If the intern is not acceptable or declines the position, check the appropriate space in Box 13 and return all five copies of the form to the intern.

NOTE:

If there are any questions regarding placement procedure, please feel free to call the URBAN CORPS at 524-8091 or write:

ATLANTA URBAN CORPS
30 Courtland Street, N.E.
Atlanta, Georgia 30303

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

May 20, 1969

Mr. Dan Sweat
Government Liaison
Office of the Mayor
68 Mitchell Street, S. W.
Atlanta, Georgia 30303

Dear Mr. Sweat:

Enclosed is a copy of the minutes of the first meeting of the Board of Trustees of the Atlanta Urban Corps, Inc. Please notify Sam Williams of any additions or corrections.

Also enclosed is a copy of the By-laws which were unavailable at the meeting. These were accepted as a beginning set until the next meeting.

I feel it necessary to tell you that in my opinion these By-laws, which I hadn't seen prior to the meeting, are so poorly prepared that the task of revision is rather a task of starting over. I have advised Dr. Bloom, as Chairman of the By-laws Committee, of my feelings. I am also passing on to him what constructive comments I can. I hope you will do the same.

The Urban Corps effort is continuing under the leadership of Sam Williams and the students who are giving so much of their time to it. A large number of students will be placed in community service positions this summer as a result of their work and an integrated educational program is being prepared.

It seems to me that the task of the Board of Trustees is to develop a structure that can represent the various interests in an Urban Corps, assume responsibility for operation of an Urban Corps, and assure its continuation. In view of the requirements of By-laws development and the pressing demands of immediate program operations, the May meeting of the Board of Trustees is postponed until the By-laws Committee is ready to report and the Staff Director is prepared to present a review of program operation.

Sincerely yours,



WILLIAM R. RAMSAY
Temporary Chairman

WRR sz

Enclosures

ATLANTA URBAN CORPS
BOARD OF TRUSTEES MEETING
April 17, 1969

The first meeting of the Board of Trustees of the Atlanta Urban Corps was held on Thursday, April 17, 1969, at 3:30 p.m. in the Wilby Room of the Georgia Tech Library. The following persons were present:

Mr. W. H. Adams
Mr. Terry Allen
Mr. Steve Binion
Dr. Walter Bloom
Mr. Walter Bloom, Jr.
Dr. Vernon Crawford
Mr. Marcus Dash
Mr. Neil DeRosa
Mr. James Dull
Dr. E. D. Harrison
Mr. John B. Hayes
Mr. Dave Houser
Miss Dusty Kenyan
Mr. James Mac Nabb
Mr. Bill Ramsay
Mr. Johnny Robinson
Miss Marlene Rounds
Mr. Norman Shavin
Mr. Rich Speer
Miss Tara Swartzel
Mr. Dan Sweat
Mr. Dennis J. Webb
Mr. David Whelan
Mr. Sam Williams

The meeting was called to order by Mr. Ramsay, acting as Temporary Chairman for the organizational meeting. Some of the background and interests leading to the formation of an Atlanta Urban Corps were outlined by Mr. Ramsay. It was recognized that the Atlanta Urban Corps Incorporated would not be ready to assume operating responsibilities in time to carry on the development of internships, placement of students and related administrative tasks for a summer 1969 program. These responsibilities would be undertaken by the Atlanta Children and Youth Services Council, the City of Atlanta SREB and student representatives of the various campuses this year until an independent Urban Corps could be established.

Proposed By-laws had been drafted by students with the help of Mr. Dennis J. Webb. Copies were not available for examination. Mr. Webb outlined the provisions of the By-laws and indicated that the Trustees must adopt By-laws to be effectively constituted as a corporation for tax exemption purposes. He reported that exemption papers have been filed with IRS. It was moved and seconded that the proposed By-laws be adopted as interim By-laws to get the Urban Corps Corporation started. The motion stipulated that the By-laws would be made at the next meeting scheduled in May 1969. The motion passed.

A By-laws Committee was appointed by Mr. Ramsay as follows

Dr. Walter Bloom - Chairman
Mr. Norman Shavin
Miss Dusty Kenyon

The Trustees agreed by concensus that the present Trustees did not represent all parts of the community which should be on the Board of Trustees and that until a full slate could be nominated and elected at an annual meeting in the fall, the present group would be an interim Board. It was further agreed that the terms of office of all present and prospective Trustees added prior to the first annual meeting would expire on the date of the annual meeting.

The ad hoc Executive Board, which has been functioning, was recognized and a motion was passed electing it to continue until the first annual meeting as an interim Executive Board. Its membership is as follows

Mr. Bill Adams
Mr. John Cox
Mr. Mark Dash
Mr. Bill Ramsay
Mr. Rich Speer
Mr. Dan Sweat
Mr. Dave Whelan
Mr. Sam Williams

A series of reports was presented covering activities of the Urban Corps effort to date and outlining immediate plans. Potential sources of financial aid were discussed. Plans for a conference on "service-learning" in Atlanta over the next nine months were noted.

The meeting was adjourned

BY-LAWS

OF

ATLANTA URBAN CORPS, INC.
(April 17, 1969)

ARTICLE I

PURPOSE AND FUNCTIONS

A non-profit corporation organized to solicit funds from individuals, foundations, businesses and government to provide an internship program to employ university students who will work in various phases of local and municipal government, thus giving students an opportunity to contribute constructively to the Atlanta area by aiding in the improvement of all phases of urban life.

ARTICLE II

Membership in the Atlanta Urban Corps, Inc., shall be composed of all employees, interns and friends of the Atlanta Urban Corps, Inc.

ARTICLE III

BOARD OF TRUSTEES

Section 1. Trustees.

(a) Number of Trustees. The control of this corporation shall be vested in a Board of Trustees which shall consist of leading members of the community, local college presidents and student representatives.

(b) Duties. The Board of Trustees shall make appointments and decisions necessary to carry out the purpose and functions of the corporation and shall be responsible for the administration of monies held by the corporation.

(c) Meetings. The Board of Trustees shall meet with three days notice given by any member of the Board of Trustees or any member of the Executive Board or any administrative officer of the corporation.

Section 2. Term. The term of regular members of the Board of Trustees shall be for one year beginning on April 1 of each year.

Section 3. Election. Members of the Board of Trustees shall be nominated and elected by the membership of the corporation.

Section 4. Vacancies. Vacancies shall be filled by the Board of Trustees. Trustees so chosen shall hold office for the unexpired portion of the term of their predecessors.

ARTICLE IV

EXECUTIVE BOARD

Section 1. Members and Duties. The Board of Trustees shall elect an Executive Board consisting of not less than six or more than twelve members which shall administer those funds budgeted and appropriated by the Board of Trustees and shall further handle all administrative tasks normally handled by the Board unless otherwise directed. The Executive Board shall be chosen as follows: There shall be an equal number of students and non-student representatives, with the students being chosen from nominees designated by the College Relations Board, an organization made up of representatives of the major participating colleges. Two of the members of the Executive Board shall be the Student Director of the corporation and the Staff Director.

Section 2. Meetings. The Executive Board may meet upon one day's notice given by any member of the Board without formal notice. A majority of the Board shall be a quorum and a majority of those in attendance shall be sufficient to act.

ARTICLE V

POWERS

Section 1. Grants or Gifts. The corporation shall be empowered to receive grants and gifts, by will or in any other manner, in any form of property, in trust or otherwise, wherever situated, to carry out any of its purposes. All of such grants and gifts shall be faithfully administered in accordance with the terms on which they are made.

Section 2. Use of Assets. All property and income of the corporation shall be used exclusively for the purposes set out in the Charter, and no part thereof shall be used for the benefit of any person whomsoever except in a manner consistent with such purposes.

Section 3. General Powers. The corporation shall have the power to retain all grants and gifts in the original form in which they were received unless otherwise required by the terms thereof; to buy, sell, exchange or otherwise deal in stocks, bonds, securities, real estate and any other form of property at public or private sale; to invest and reinvest any of its funds or property belonging to it at any time in such securities and other property, real or personal, regardless of whether such investments are legal investments for trust funds under the laws of Georgia or any other State and to borrow money and secure the payment thereof by mortgage, pledge, deed or other instrument or lien upon all or any part of the property of the corporation. All of the foregoing powers may be exercised without order of court or other authority.

Section 4. Statutory Powers. The corporation shall be vested with all of the rights, powers, and privileges which may be necessary or proper to achieve the purposes in the charter subject to the provisions hereof; and the corporation shall have all of the powers and privileges enumerated in #22-1827 and

22-1828 of the Georgia Code, as amended, together with such other powers and privileges as may now or hereafter be given to corporations by law.

ARTICLE VI

MEETINGS

Section 1. Annual Meeting. The corporation may hold meetings at any time with three (3) days' notice, oral or written, without any minimum requirement as to number of meetings.

Section 2. Other Meetings. Other meetings shall be called at the discretion of the Board of Trustees, Executive Board or administrative heads.

Section 3. Quorum. A quorum at any meeting of the corporation shall consist of a majority of those in attendance.

ARTICLE VII

LIQUIDATION OR DISSOLUTION

On liquidation or dissolution, the assets of the corporation shall be dedicated to a charitable #501 c (3) organization as designated under the provisions of the Internal Revenue Code.

ARTICLE VIII

AMENDMENT TO BY-LAWS

The Board of Trustees shall have the power to amend these By-Laws by a majority vote of those in attendance at any properly-called meeting.

ARTICLE IX

OFFICERS

Section 1. The Board of Trustees and/or the Executive Board shall have the power to designate any officers they deem necessary. All officers they might choose shall be members in good standing of the Atlanta Urban Corps.

Section 2. The administrative authority of the corporation shall be vested in two officers to be chosen by the Executive Board with the advice and consent of the Board of Trustees. One officer shall be the Student Director who shall have general responsibilities for all student interns including their recruitment within the program. The other prime administrative officer shall be the Staff Director who will be a full-time professional in charge of all non-student aspects of the program including fiscal matters and other administrative duties not directly involved with student participation.

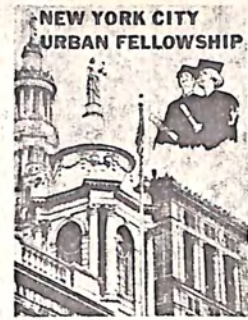
Section 3. Officers shall serve for one year and be elected by the Executive Board with student officers being chosen from nominees designated by the College

Relations Board. Vacancies will be filled for unexpired terms by the Executive Board. As mentioned previously, those offices to be filled will be designated by the Board of Trustees.

NOTE: These By-Laws were tentatively approved at the first meeting of the Trustees April 17, 1969. A Committee was appointed by the Trustees to thoroughly study these By-Laws and make recommendations at the next Trustees meeting. The Committee consisted of Mr. Norm Shavin, Dr. Walter Bloch, and Miss Dusty Kenyon.



NEW YORK CITY URBAN FELLOWSHIP PROGRAM



JOHN V. LINDSAY
Mayor

TIMOTHY W. COSTELLO
Deputy Mayor-City Administrator

OFFICE OF THE MAYOR

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 212-566-6719

Director
SIGMUND G. GINSBURG
Assistant City Administrator

NEW YORK CITY URBAN FELLOWSHIP PROGRAM

GENERAL INFORMATION

I. NATIONAL COMPETITION

On February 1, 1969, the City of New York, supported by a grant of \$189,000 from the Alfred P. Sloan Foundation, will launch the nation's first Urban Fellowship Program.

Under the conditions of the Program, the City will conduct a nation-wide competition to select twenty of the most highly talented -- and motivated -- young men and women from colleges and universities throughout the country to serve full-time internships for the academic year, commencing in September 1969, at the highest levels of the City government.

II. ELIGIBILITY

The competition will be open to all students who have completed at least their junior year of college, ^{*} including

-
- * Students receiving the Bachelor's degree in June will be eligible only if they have been accepted at a graduate school and the graduate school is willing to have them spend the first year with New York City and in addition will provide a supplementary grant of at least \$500.

graduate students. We encourage matriculants in all academic disciplines to apply, not only those in areas of study traditionally associated with government. New York City offers highly challenging governmental opportunities and responsibilities in, for example, the fields of anthropology and the fine arts as well as law and engineering and a hundred others.

The selection process will entail first, endorsement by your own school, and will be based on fully-detailed applications, transcripts, personal statements and recommendations, with forty finalists invited, all expenses paid, for interviews at the Office of the Mayor at City Hall, New York City. Of these, twenty will be appointed as New York City's first Urban Fellows.

III. ASSIGNMENTS

Urban Fellows will work closely and directly with heads of New York City government agencies and with top Mayoral assistants; they will be given commensurate responsibilities in administrative problem-solving, research, policy planning, and related management areas. Assignments will be made according to the Fellow's field of interest and training, and will be carefully screened and periodically reviewed to assure continuing challenge and professional stimulation.

Assignments will range over such fields as city planning, human rights, housing, recreation and cultural affairs, health and social services, economic and financial administration, traffic and transportation, police science, public works engineering, budgeting, purchase and procurement, personnel management, youth services, municipal radio and television, and innumerable others. Assignments will also be made within the Offices of the Mayor and Deputy Mayors.

IV. SEMINARS

In addition to their job assignments, Urban Fellows will take part in periodic off-the-record seminars with officials within the City government as well as with leaders of the academic, communications, business, civic and cultural communities of the City. These meetings will enable the Fellows to assess and compare their own experiences, to discuss the basic problems and goals of City policy with the policy-makers themselves, and to profit from the perspectives of outstanding citizens and professionals outside the government.

V. ACADEMIC CREDIT - FELLOW'S REPORT

A basic feature of the program is that each Urban Fellow will be granted appropriate academic credit by his college or

university, according to its own rules and requirements.

As part of his assignment each Fellow will be asked to prepare a Report summarizing his year's work. The Fellow's Report should present an evaluation of his job assignment, a review of his personal experiences, and an appraisal of the Program itself. Ideally, the Report should include a Fellow's original and personal insights and suggestions for change and improvement in a specific phase of government.

VI. STIPEND

Each of the twenty Urban Fellows selected to participate in the City's Program will receive a stipend of \$3,500 plus round-trip travel expenses, from funds granted by the Alfred P. Sloan Foundation. In addition, it is expected that each Fellow will receive a supplementary grant of at least \$500 from his own college or university.

VII. TIMETABLE

All applications (school-endorsed) must be received by March 30, 1969. Review of all applications by a Selection Committee will be concluded by April 15, and immediate notification made to all unsuccessful applicants. Expense-paid interviews for forty finalists are scheduled to be held at City Hall, New York City, the week of April 21, with designation of twenty Urban Fellows completed by April 30, 1969.

VIII. CAREERS IN CITY GOVERNMENT

It is our underlying hope that many Urban Fellows will find their experience so rewarding that they will decide to fulfill their professional careers within the City government. For our part, it is highly likely that Fellows who prove outstandingly successful in their one-year assignments could be appointed to rewarding, challenging positions in the City's service.

IX. APPLICATION PROCEDURE

To apply, please contact the Office of the President of your college or university. If your school has not already received information from us by February 15, please have them contact the Director of the Urban Fellowship Program, Office of the Mayor, 250 Broadway, New York, New York, 10007.

2/1/69

CITY INTERN FINANCING

as of

May 25, 1969

<u>AGENCY</u>	<u>TOTAL INTERNS</u>	<u>\$50</u>	<u>\$250</u>	<u>100%</u>
1. American Cancer Society	2		2	
2. Kennesaw National Park	2			2
3. Boy Scouts of America	8		8	
4. Community Arts, Inc.	3		3	
5. Fulton County Health	20		10	5
6. Rice Memorial Presbyterian Church	1		1	
7. Sarah Murphy Homes	2		2	
8. Kirkwood Christian Center	4		4	
9. Vine City Child Development Center	1	1		
10. Atlanta Girls Club	7		7	
11. Georgia Easter Seal Society	3		3	
12. Family Counseling Center	2		2	
13. Atlanta Urban League	1	1		
14. Community Council of the Atlanta Area	2		2	
15. St. Vincent de Paul Society	1		1	
16. Grady Metro Girls Club	1		1	
17. Decatur-DeKalb YMCA	7		7	
18. Ga. State College Dept of Ed. Psy.	2			2
19. Atlanta Service-Learning Conference	3			3
20. Cobb-Marietta Library	1			
21. Decatur City Government	3+		2+	1
22. DeKalb County Government				
23. Chamber of Commerce				
24. Emory Legal Aid Center	2			2
25. State Employment Service	1			1
26. Fulton County Government	3+		3+	
27. Economic Opportunity Atlanta, Inc.				
28. National Welfare Rights Organization	1			1
29. National Alliance for Business	1			1
30. Literature Action Foundation	1			1
31. Southern Regional Education Board	1			1
32. Urban Laboratory in Education	3	3		1
33. Atlanta Housing Conference	2			2
34. US Immigration Department	2		2	
35. CRETA	5-10		2-6	3-4
36. Southern Consortium of Intern Education	1		1	
37. Wheat Street Baptist Church	6	6		
38. YWCA- Phyllis Wheatley Branch	6		6	
	<u>110+</u>	<u>14</u>	<u>66+</u>	<u>25</u>

ATLANTA URBAN CORPS BUDGET

Newsletter	\$ 500.00
Rental & Furniture	\$ 400.00
Telephone.	\$ 600.00
Printing & Supplies.	\$1,500.00
Office Renovation.	\$ 600.00
Postage.	\$ 150.00
	<u>\$3,750.00</u>

<u>Staff</u>		<u>Gross Income</u>	<u>Actual Cost to AUC</u>
1 Executive Director - 6 mo @ \$725	\$	4,350.00	\$ 4,350.00
1 Executive Assistant - 5 mo @\$525	\$	2,625.00	\$ 2,625.00
1 Special Projects Dir - 6 mo @ \$450	\$	2,700.00	\$ 2,700.00
1 Fiscal Director - 5 mo @ \$600	\$	3,000.00	\$ 3,000.00
4 Payroll Auditors - Clerks 14 weeks @ \$88.00	\$	5,000.00 *interns	\$ 3,000.00
1 Education Program Director - 3 mo @ \$1,000	\$	3,000.00--VISTA	\$ -
1 Education Program Coord. - 3 mo @ \$1,000	\$	3,000.00--VISTA	\$ -
1 Field Evaluation Director 14 weeks @ \$100	\$	1,400.00 *intern	\$ 840.00
4 Field Evaluation Staff - 14 weeks @ \$100	\$	5,600.00 *intern(2 paid by VISTA)	\$ 1,700.00
2 Public Relations -14 weeks @ \$100	\$	2,800.00 *interns	\$ 1,700.00
2 Secretaries -14 weeks @ \$88.00	\$	2,500.00 *interns	\$ 1,500.00
1 Clerk-14 weeks at \$88.00	\$	1,250.00 *intern	\$ 750.00
3 Service Learning Conference Coordinators-12 wks @ \$100	\$	3,600.00--SREB	\$ -
		<hr/>	<hr/>
(Staff) Total	\$	40,825.00	\$ 22,165.00
(Operations) Total		<u>3,750.00</u>	<u>3,750.00</u>
Grand Total	\$	<u>44,575.00</u>	\$ <u>25,915.00</u>

Note: * Roughly half of the staff intern positions will be filled by work-study interns (we pay 20%).
Other intern positions will be paid by us at full cost.



NEW YORK CITY URBAN FELLOWSHIP PROGRAM



JOHN V. LINDSAY
Mayor

TIMOTHY W. COSTELLO
Deputy Mayor-City Administrator

OFFICE OF THE MAYOR

250 BROADWAY, NEW YORK, N. Y. 10007

Telephone: 212-566-6719

Director
SIGMUND G. GINSBURG
Assistant City Administrator

NEW YORK CITY URBAN FELLOWSHIP PROGRAM

GENERAL INFORMATION

I. NATIONAL COMPETITION

On February 1, 1969, the City of New York, supported by a grant of \$189,000 from the Alfred P. Sloan Foundation, will launch the nation's first Urban Fellowship Program.

Under the conditions of the Program, the City will conduct a nation-wide competition to select twenty of the most highly talented -- and motivated -- young men and women from colleges and universities throughout the country to serve full-time internships for the academic year, commencing in September 1969, at the highest levels of the City government.

II. ELIGIBILITY

The competition will be open to all students who have completed at least their junior year of college,^{*} including

* Students receiving the Bachelor's degree in June will be eligible only if they have been accepted at a graduate school and the graduate school is willing to have them spend the first year with New York City and in addition will provide a supplementary grant of at least \$500.

graduate students. We encourage matriculants in all academic disciplines to apply, not only those in areas of study traditionally associated with government. New York City offers highly challenging governmental opportunities and responsibilities in, for example, the fields of anthropology and the fine arts as well as law and engineering and a hundred others.

The selection process will entail first, endorsement by your own school, and will be based on fully-detailed applications, transcripts, personal statements and recommendations, with forty finalists invited, all expenses paid, for interviews at the Office of the Mayor at City Hall, New York City. Of these, twenty will be appointed as New York City's first Urban Fellows.

III. ASSIGNMENTS

Urban Fellows will work closely and directly with heads of New York City government agencies and with top Mayoral assistants; they will be given commensurate responsibilities in administrative problem-solving, research, policy planning, and related management areas. Assignments will be made according to the Fellow's field of interest and training, and will be carefully screened and periodically reviewed to assure continuing challenge and professional stimulation.

Assignments will range over such fields as city planning, human rights, housing, recreation and cultural affairs, health and social services, economic and financial administration, traffic and transportation, police science, public works engineering, budgeting, purchase and procurement, personnel management, youth services, municipal radio and television, and innumerable others. Assignments will also be made within the Offices of the Mayor and Deputy Mayors.

IV. SEMINARS

In addition to their job assignments, Urban Fellows will take part in periodic off-the-record seminars with officials within the City government as well as with leaders of the academic, communications, business, civic and cultural communities of the City. These meetings will enable the Fellows to assess and compare their own experiences, to discuss the basic problems and goals of City policy with the policy-makers themselves, and to profit from the perspectives of outstanding citizens and professionals outside the government.

V. ACADEMIC CREDIT - FELLOW'S REPORT

A basic feature of the program is that each Urban Fellow will be granted appropriate academic credit by his college or

university, according to its own rules and requirements.

As part of his assignment each Fellow will be asked to prepare a Report summarizing his year's work. The Fellow's Report should present an evaluation of his job assignment, a review of his personal experiences, and an appraisal of the Program itself. Ideally, the Report should include a Fellow's original and personal insights and suggestions for change and improvement in a specific phase of government.

VI. STIPEND

Each of the twenty Urban Fellows selected to participate in the City's Program will receive a stipend of \$3,500 plus round-trip travel expenses, from funds granted by the Alfred P. Sloan Foundation. In addition, it is expected that each Fellow will receive a supplementary grant of at least \$500 from his own college or university.

VII. TIMETABLE

All applications (school-endorsed) must be received by March 30, 1969. Review of all applications by a Selection Committee will be concluded by April 15, and immediate notification made to all unsuccessful applicants. Expense-paid interviews for forty finalists are scheduled to be held at City Hall, New York City, the week of April 21, with designation of twenty Urban Fellows completed by April 30, 1969.

VIII. CAREERS IN CITY GOVERNMENT

It is our underlying hope that many Urban Fellows will find their experience so rewarding that they will decide to fulfill their professional careers within the City government. For our part, it is highly likely that Fellows who prove outstandingly successful in their one-year assignments could be appointed to rewarding, challenging positions in the City's service.

IX. APPLICATION PROCEDURE

To apply, please contact the Office of the President of your college or university. If your school has not already received information from us by February 15, please have them contact the Director of the Urban Fellowship Program, Office of the Mayor, 250 Broadway, New York, New York, 10007.

2/1/69



SOUTHERN REGIONAL EDUCATION BOARD

130 SIXTH STREET, N. W. • ATLANTA, GEORGIA 30313 • 875-9211

April 21, 1969

Mr. Sam A. Williams
Post Office Box 35284
Georgia Institute of Technology
Atlanta, Georgia 30313

Dear Mr. Williams:

This will confirm discussions between the staff of our Resource Development Project and you in regard to your participation in our Internship Programs. SREB wishes your services under a consultant arrangement to assist in carrying our internship plans in the Atlanta Metropolitan area. SREB is cooperating in the formation of an Atlanta Urban Corps capable of developing and administering large numbers of service-learning opportunities for college students.

The Atlanta Urban Corps will be housed and serviced by the City of Atlanta through its Children and Youth Services Council. Under our consultant arrangement you would be assigned to the Youth Council to act as staff director of the Atlanta Urban Corps. Your responsibilities would include:

1. The organization and operation of the Atlanta Urban Corps under the guidance of Mr. John Cox, Director of the Youth Services Council.
2. Provide liaison between Atlanta Urban Corps and SREB's Resource Development Project assuring that SREB's internship commitments are met.
3. Assistance in preparing project reports and evaluation material.
4. Other assignments related to the Atlanta program as directed by the Resource Development Project staff.

This agreement is proposed effective March 31, 1969 and extending through September 30, 1969. For your services SREB would pay you a fee of \$725 per month. For periods less than a full month, a

C
O
P
Y

Mr. Sam A. Williams

2.

April 21, 1969

pro rata portion would be paid based on the number of days worked divided by the number of work days in the month as determined by SREB. In addition, SREB would reimburse you for costs of travel on program business in accordance with SREB's standard travel policy.

Your acceptance of this appointment may be indicated by signing the copy of this letter and returning it to this office.

Sincerely,

Winfred L. Godwin
Director

WIG:bs

cc: Mr. Dan Sweat ✓
Mr. John Cox

SOUTHERN REGIONAL EDUCATION BOARD
130 Sixth Street, N. W.
Atlanta, Georgia 30313

M E M O R A N D U M

TO : Persons Interested in Education and Community Relations

DATE: April 30, 1969

The relationships between education and community service have been the topic of much talk, interest and activity in Atlanta for the past several months. A meeting at Emory University on February 28, bringing together some of the people representing agencies and institutions concerned with student involvement in community development, expressed the need for a continuing structure to allow coordination and cooperation among those concerned. This need has been explored by a group of those attending the Emory meeting and others and the result is this invitation to a larger meeting to review and act on a proposal for a nine-month conference on service-learning. Enclosed are a prospectus of the proposed conference and a meeting agenda.

The meeting to review the proposal and, if acceptable, to initiate the conference is scheduled for April 30, 1969 at Dean Sage Auditorium, Atlanta University, Atlanta Georgia. It will begin with registration at 9:00 A.M. The meeting will commence at 9:30 A.M. and adjourn at 4:00 P.M. Please read the prospectus and prepare your comments in advance.

We look forward to seeing you at Atlanta University and to a productive session leading to a very exciting year in Atlanta.

William R. Ramsay, Director
Resource Development Project

WRR:cm
Enclosures

ATLANTA SERVICE LEARNING CONFERENCE

Organization and Planning Meeting
April 30, 1969

Dean Sage Auditorium, Atlanta University
Atlanta, Georgia

Objectives

1. To review and act on a proposal for an Atlanta Service Learning Conference
2. To establish a Conference agenda and schedule
3. To identify component interests and assign responsibilities
4. To begin the process of information exchange and exploration in service-learning

A G E N D A

Morning Session - Dean Sage Auditorium

9:00 A.M. - 9:30 A.M.	Registration
9:30 A.M. - 10:00 A.M.	Introductory Remarks
10:00 A.M. - 11:00 A.M.	Discussion of Conference Proposal
11:00 A.M. - 11:15 A.M.	Break
11:15 A.M. - 12:30 P.M.	Component Interests and Work Groups
12:30 P.M. - 1:30 P.M.	Lunch

Afternoon Session - Clements Hall, Room 102

1:30 P.M. - 3:00 P.M.	Work Group Meetings
3:00 P.M. - 4:00 P.M.	Reports of Work Groups and Conference Schedule
4:00 P.M.	Adjourn

THE ATLANTA SERVICE LEARNING EXPERIMENT

A Proposal For A Conference

prepared by

Joe D. Kimmins
Office of Public Affairs/South Region
Peace Corps

Portions of this paper were developed from materials prepared by William R. Ramsay of the Southern Regional Education Board, by Dr. Edward Holmes of Emory University, by Sam Williams of the Atlanta Urban Corps, and others.

Atlanta, Georgia

April 23, 1969

What we have to learn to do, we learn by doing.

ARISTOTLE

THE ATLANTA SERVICE LEARNING EXPERIMENT

A Proposal For A Conference

The Atlanta area today is alive with the activities of many agencies, institutions, and individuals concerned with the full development of the area's human and economic resources. These activities cut across traditional academic and bureaucratic categories and across traditional social and political organizations and are marked by new alliances including black and white, young and old, powerful and powerless. One of the new alliances with great potential is the combining of community experience with education. "Service-learning" implies an involvement of students, faculty and practitioner in an arrangement which results in both service to the community and learning by all participants.

Recognizing that such an arrangement requires this cooperative action, and raises difficult questions that pertain to both education and community development, it is felt by many that some agent should exist to serve as a link between the various people and organizations concerned, and as a repository of new experiences. But such an agent does not now exist, which merely reflects the fact that the activities mentioned cut across traditional organizations of men and thought.

Therefore, it is proposed to convene a Conference of interested individuals who represent the agencies, institutions, and other organizations that are affected by or involved in the development of both community and human resources.

The Conference will focus on the concept of service-learning for five basic reasons, simply stated:

1. Programs of all kinds are proliferating in response to pressing societal and human needs;
2. Existing development agencies need additional manpower;
3. Students have expressed a desire for more "relevant" educational experiences, and are a large pool of well-trained, oft-unused manpower;
4. Educational institutions are reaching out into the community for ways to become more vitally involved in its affairs; and
5. The human and institutional resources exist side-by-side in Atlanta with progressive attitudes which, properly coordinated, can achieve a broad program of student intern involvement in service-learning opportunities existing in this metropolitan area.

The Conference shall be convened for a nine-month period, extending from April through December, 1969.

Its purpose shall be:

to combine the resources of institutions and agencies concerned with the relationships between service experience and higher education in an exploration and development of a conceptual framework and practical model for service learning programs for universities and communities.

The Conference will provide a structure for reflection and exchange among participants in various community and educational programs over the nine-months period. Careful study combined with actual involvement in programs will result in a comprehensive picture and plan for service-learning in community and on campus.

Participation in the Conference will be extended to any agency or organization whose activities have a bearing on the component concerns of service-learning, or which has a vested interest in the successful outcome of an experimental program in service-learning.

In the Atlanta area, where the Conference will have its focus, it is envisioned that the following groups or institutions will be well-represented in the body of Conference participants:

Students

There are more than 30,000 college or university students in Atlanta area institutions

Educational Institutions

Agnes Scott College, Clark College, Emory University, Georgia Institute of Technology, Georgia State College, Morehouse University, Morris Brown College, Spelman College, Oglethorpe College, and the University of Georgia

Governments

The City of Atlanta, Fulton and DeKalb Counties, the State of Georgia, and the Federal Government as represented by regional headquarters of HEW, HUD, CSC, OEO Peace Corps, VISTA, and others

Other Institutions and Organizations

The Atlanta Urban Corps, the Georgia Municipal Association, the Southern Association of Colleges and Schools, the Southern Education Foundation, the Ford Foundation, the Southern Consortium on International Education, the YWCA, the Concerned Citizens of Atlanta, and many others from the public and private sector

Operation and Function of the Conference on Service-Learning

Any experiment, and especially one dealing with an indistinct, newly-conceived project such as the Atlanta Service-Learning Experiment, comprises many component concerns. The concept of service-learning

involves many functions which are not easily compartmentalized. However, the following are seen as fairly distinct components of the service-learning idea:

1. the service dimension of service-learning
2. the learning dimension of service-learning
3. curriculum design
4. inter-institutional relationships
5. institutional and agency structure, or re-structure, for service-learning
6. financial resources and needs
7. research, of university, community, and agency resources
8. models and programs, existing and foreseen
9. a guiding philosophy for service-learning programs

For the working study of these concerns, it is proposed that the Conference create work groups, each undertaking to explore in depth and produce a report on their assigned area. The collected reports from the work groups would be presented in December 1969 at the summary meeting of the Conference.

To assist the work groups and the conferees in their study, two methods would be employed in addition to work group meetings.

I. A Practical Laboratory: the Atlanta Urban Corps

An on-going practical implementation of the service-learning concept on as wide a basis as possible in the Atlanta area during the summer of 1969 is already begun, under the sponsorship of several groups (joining to form an Atlanta Urban Corps). This operation shall serve as a practical laboratory, whereby the

Conference, through observation and conclusions, shall work towards a continuing service-learning program for the Atlanta area.

Furthermore, the Conference will serve as the repository of information gained through experience with Atlanta area service-learning experiments.

Similarly, the Conference, because of the collective expertise of its participants, will be a major resource to service-learning groups throughout the summer of 1969. The participants pledge to commit as much of their creativity, time, and resources as possible to the successful completion of a summer of experimentation in service-learning.

II. Monthly Conventions of the Conference

Monthly sessions of the entire Conference will be convened, at each of which one or more of the component concerns will be the topic of study. Each work group will have an opportunity to "chair" a session of the Conference, and guide the discussion as it sees fit to focus the attention of the entire Conference on its particular component of service-learning. Each work group will organize its assigned session, calling in whatever additional resource people needed to explore the topic of concern.

The Work Groups

The Conference will function primarily through its work groups. Their membership will be drawn from the body of Conference participants. Work groups will marshal the available resources, implement the ideas and concepts, guide the progress of the Experiment, coordinate its operations,

study its component concerns, and make recommendations based upon their experiences towards the creation of a comprehensive model and a continuing operation in Atlanta.

Individuals, appointed from the Conference participants, will be designated Chairmen of the work groups. The Chairmen will see his work group's assignment is successfully studied and reported to the Conference. Chairmen will have as co-workers other participants in the Conference who agree to serve on his work group.

It is proposed that the following work groups be formed:

1. A Service Work Group
2. A Learning Work Group
3. A Curriculum and Inter-Institutional Work Group
4. A Research Work Group
5. A Financial Work Group
6. A Models and Programs Work Group
7. A Guidance Work Group (a steering committee)

The membership of the Guidance Work Group shall consist of the Chairmen of the other six work groups, and the Director of the Conference. The membership of the other work groups will be resolved at the April 30, 1969, Conference Convention.

Although the Chairman of a particular work group will inevitably represent one of the participating agencies or institutions of the Conference, this does not imply domination of that work group's study by the viewpoint or vested interests of the Chairman's agency or institution. It is assumed that the membership of any particular work group will consist of individuals from several participating agencies or groups, as their interests and manpower resources allow.

A Timetable

It is envisioned that the Conference be convened on a monthly basis, beginning in April 1969. Following is a suggested timetable for Conference consideration of the components of service-learning:

April 1969: first Conference Convention; orientation, general discussion of the Conference proposal and the agenda; and assignment of work group chairs and membership

May 1969: a general meeting on Service-Learning and the Atlanta Experiment; a national meeting of concerned people with the Atlanta participants, to generate national and community interest and to publicly initiate the Conference

June 1969: a discussion of service and learning

July 1969: a discussion of financial needs and resources

August 1969: a discussion of curricula, and inter-institutional relationships

September 1969: a discussion of research considerations

October 1969: a discussion of models and programs

November 1969: a discussion of the philosophy of service-learning, and preparation for final reports

December 1969: a summary meeting

Conclusion

Although admittedly imperfect, as is the nature of foresightful programs, it is believed that the structure outlined in this paper will at least get the Atlanta Service-Learning Experiment under way in a reasonably workable fashion. It is intended that the reader view all the above as designed for flexibility. Needs will undoubtedly be met on an ad hoc basis as we learn of them.

But this is a start. We commit ourselves as individual and group participants in a large-scale, serious approach to meeting important and immediate needs of society. We, like the students who undertake service-learning, must learn by doing.

* * * *

The following information is provided as background to this proposal:

- I. The February 1969 Emory Conference on Service-Learning
- II. The Atlanta Urban Corps
- III. Developments in Curriculum Design at Emory University

BACKGROUND INFORMATION

I. The Emory Conference

On February 28, 1969, more than two dozen men and one woman, representing educational institutions, government, and other agencies, met together for one afternoon at Emory University. Under the leadership of William Ramsay of the Southern Regional Education Board, they initiated a discussion of several aspects of service performed by individuals in the public interest, and of the educational dimensions of that service. Models for the service concept were as varied as the SREB intern and the volunteer in Peace Corps or VISTA.

Participants in the Emory Conference agreed that such service both contributes to the community, welfare and the students' education, and that it should be encouraged on a large and institutional scale.

Indeed, many participants felt that it is not only in the general interest to encourage such commitment, but imperative to do so.

They agreed further that programs could and should be created by colleges and universities to encourage the student population to commit itself in greater percentages to national or international service with strong educational support. It was suggested that the agencies and institutions represented at the Emory Conference had the necessary power and resources to create such programs in Atlanta.

As the day's discussion progressed, it became clear that the concerns of the participants were far broader than service-learning alone. According to their individual viewpoint, different participants felt that the concept of service-learning carried the seeds of solution to many modern problems.

Simply stated, some of them are:

student demands for more "relevant" educational experiences during the college years (a concern for the active student)

society's needs for large numbers of concerned people who are willing to give of themselves to solve great problems...and the lack of such numbers (a concern for the passive student)

polarization of the attitudes of racial, ethnic, economic, and national groups, demanding increased inter-cultural, or cross-cultural, experiences both within and between nations (the issue of peace)

the insensitivity of established institutions to pressing needs for change; and the slow pace of institutional change versus the accelerating rate of social change and needs (the "Establishment")

disagreement, especially by the young, with current social ordering of priorities in America (the crisis of values)

It is noteworthy, too, that many modern spokesmen have eloquently addressed themselves to the same concerns. Four significant recent statements follow:

Governor Daniel Evans, in his Keynote Address to the 1968 Republican Convention:

The voice of youth has served notice that satisfaction can't be measured alone in dollars; that there is a need for service and contribution beyond the attainment of material success. If these goals require an investment in patience, then let us invest; if they require money, then let us spend.

Donald J. Eberly, Executive Director of the National Service

Secretariat:

...organizations should offer young people opportunities to perform needed tasks contributing to the welfare of others; to communicate across racial, social, and economic barriers; to develop a sense of self-worth and civic pride; to get involved; and to learn while serving.

President Richard Nixon, in a radio address on October 17, 1968, during his campaign for the presidency:

...school administrators (must) wake up to the healthy new needs of student participation and incorporate that activity into the learning process.

Mark R. Killingsworth, a Rhodes scholar in economics at Oxford, in the NEW YORK TIMES of February 15, 1969:

...the National Commission on Technology, Automation and Economic Progress has estimated that the country needs some 5.3 million extra workers to bring public services -- medical care, education, welfare and home care, public protection, urban renewal and sanitation -- up to 'acceptable' levels. The energy and moral commitment of a generation which has already won civil rights victories, gotten long-overdue educational reforms and blown a closed political process wide open is still available. When will we decide we want it?

The Emory Conference participants, and others who will join the Atlanta Experiment as it evolves, take heart in the nationwide movement of thought that supports our sense of dedication and commitment.

This sense of dedication and commitment to action was the overriding result of the Emory Conference. The participants called upon Bill Ramsay of SREB to work with an ad hoc committee toward the creation of some

operating framework that would marshall the resources in Atlanta to the ends discussed.

They also felt that the City of Atlanta should be the focus and limit of experimentation at this time, with the idea that what is attempted here will be done in an atmosphere of open experimentation, searching for ideas of value for other cities, states, or regions. We should seek to learn not only what can be done here, but what can be done anywhere. Practicality demands an initial attempt of experimentally manageable scope. Also, it was felt that necessary resources exist in Atlanta, obviating the necessity to search far and wide for distant resources and support.

II. The Atlanta Urban Corps

(From THE ATLANTA CONSTITUTION, Saturday, November 30, 1968:)

"Atlanta city government hopes to have an Urban Corps of up to 100 college interns working for and with it by the spring semester.

"Dan Sweat, governmental liaison director at City Hall, said Friday that the city is seeking to employ 100 under the federal College Work Study Program, and already is negotiating with college officials.

"Sam Williams, president of the Georgia Tech student body last year, brought the attention of Sweat and Mayor Ivan Allen, Jr., to the success of the New York intern program last spring."

In the five-month interim since the publication of this article, an Atlanta Urban Corps has come into being. It is under the directorship of Mr. Williams, through a cooperative arrangement between the Atlanta Children and Youth Services Council of the City and the Southern Regional Education Board.

Currently, the Urban Corps, with a strong student participation element, is engaged in the following operations:

1. Recruitment of student interns for summer, 1969, from Atlanta campuses through a student member College Relations Board.
2. Development of internship positions to meet agency manpower needs in the Atlanta area. Interviews are being conducted by students with department and agency heads to establish valid intern positions to be filled this summer. It is expected that up to three hundred positions will be available for placement.
3. A search is underway to locate individuals to fill approximately thirty-three permanent and temporary staff positions needed to manage and operate the Urban Corps.

Of the Urban Corps, Mayor Ivan Allen, Jr., has said:

"Our young people and our cities can no longer afford to be strangers. The Urban Corps offers to students a chance to be in the mainstream of Atlanta's problems and potentials."

Descriptive and publicity materials, and the charter of the Urban Corps will be available at the April 30, 1969, convention of the Conference for examination by the participants.

III. Developments in Curriculum Design at Emory University

Dr. Edward Holmes, Assistant Dean of the General College, Emory University; and Phillip Ruopp, Director of Institutional Relations, Peace Corps, on April 9, 1969, met with department chairmen and faculty members in social sciences and romance languages to survey existing resources at Emory for developing service-learning programs. Beyond the single concern of university resources, they explored the possibility of creating a program of subjects in domestic and international affairs that would encourage and prepare the student for service in Peace Corps, VISTA, or Teacher Corps, or in other related voluntary service.

Conversations on that day between Holmes, Ruopp, and Bill Ramsay of SREB led to a decision to pursue the question of Atlanta area resources relevant to such a program, and to a proposal for a resource survey.

Accordingly, on April 15, 1969, Holmes met with Robert C. Nelson, Director of the Southern Regional Office of Public Affairs, Peace Corps, to discuss in detail what such a survey would involve in terms of personnel for a contract between Peace Corps and the Southern Consortium for International Education, for Peace Corps to provide funds for such a survey.

The following members of the Consortium read and agreed unanimously to the proposed contract: Dean Charles Lester, Emory University; Dr. George Parthemos of the University of Georgia; Dr. Robert Stemke, Georgia Institute of Technology; Dean Richard Barksdale, Atlanta University; and Dr. Ernest Ogrum, Georgia State College. On April 18, 1969, Dr. C. C. Murray, Acting Director of the Consortium, signed the proposal and sent it to Peace Corps in Washington, D. C.

Dr. Sanford Atwood, President of Emory University, has agreed to provide office space for the survey in the Center for Social Research.

Atlanta area educators are presently being contacted for references for a qualified individual to undertake the survey; Peace Corps approval of the contract is expected soon.

Dr. Holmes expresses his hope for the survey in these terms:

"If this proposal is successful, a constellation of interests and resources will converge to make an outstanding improvement in the Consortium schools through the internship program with national and local agencies. By pooling all these resources, we can have a major impact on the awareness of problems and the pursuit of the solution to these problems, and on the discovery and application of manpower resources.

"The human problems of our time must be treated in a serious way with all available resources in order to point toward a future devoid of destructive elements standing in the way of human development."

Urban Corp
4/29

April 18, 1969

Mr. Joseph E. Birnie
President
The National Bank of Georgia
Post Office Box 1234
Atlanta, Georgia 30301

Dear Mr. Birnie:

We would like to bring to your attention what we consider to be one of the most worthwhile student-oriented projects we have seen in some time. It is called the Atlanta Urban Corps, and its goal is to use the great constructive energy and innovative spirit of college students in helping to solve the problems of our city. The students plan to do this by working within the frameworks of established metropolitan area governments. They will develop Urban Internships within these governments designed to be challenging and stimulating to the student.

We recommend this project to you as being most worthwhile, both from the point of view of the governments involved and from the value of the educational experiences that each student in the Atlanta Urban Corps will have. We urge you to attend a breakfast on Tuesday, April 29, at 9:00 a.m., at Rich's Tea Room on the Sixth Floor. The store may be entered through the Store for Homes or the Street Floor entrance. This breakfast will not last more than one hour, and that hour will be well spent.

Sincerely yours,

Edwin D. Harrison

Ivan Allen, Jr.

rh

URBAN CORPS BREAKFAST LIST
April 29, 1969

Mr. Joseph E. Birnie
President
The National Bank of Georgia
Post Office Box 1234
Atlanta, Georgia 30301

J. E. Birnie
Mr. Ernest F. Boyce
President
Colonial Stores
Post Office Box 4358
Atlanta, Georgia 30302

No
Mr. Edwin I. Hatch
President
Georgia Power Company
Post Office Box 4545
Atlanta, Georgia 30302

Mr. Boisfeuillet Jones
Woodruff Foundation
Peachtree Center
Atlanta, Georgia

Mr. James Aldredge
Fulton County Commissioner
Fulton County Court House
Atlanta, Georgia 30303

Yes
Mr. Ivan Allen, III
President
Ivan Allen Company
Post Office Box 1712
Atlanta, Georgia 30301

Mr. Dillard Munford
Chairman of the Board
The Atlantic Company
106 Washington Street, Viaduct
Atlanta, Georgia 30303

No
Mr. Arthur L. Montgomery
Chairman of the Board & President
The Atlanta Coca-Cola Bottling Co.
864 Spring Street, N. W.
Atlanta, Georgia 30308

W
Mr. J. Paul Austin
President
The Coca-Cola Company
Post Office Drawer 1734
Atlanta, Georgia 30301

Mr. J. Leonard Reinsch
President
Cox Broadcasting Corporation
1601 West Peachtree St., N.E.
Atlanta, Georgia 30309

Mr. Mills B. Lane, Jr.
President
Citizens & Southern National Bank
Atlanta, Georgia 30302

Mr. Gordon Jones
President
Fulton National Bank
Atlanta, Georgia 30302

Yes
Mr. Edward Smith
President
First National Bank of Atlanta
Atlanta, Georgia 30302

Mr. Augustus Sterne
President
Trust Company of Georgia
Atlanta, Georgia 30302

Mr. Frank Malone
President
Southern Bell Telephone Company
Hurt Building
Atlanta, Georgia 30303

Yes
The Honorable Ivan Allen, Jr.
Mayor of Atlanta
City Hall
Atlanta, Georgia 30303

URBAN CORPS LIST - CON'T.

Mr. Bill Wainwright, President
Atlanta Federal Savings & Loan Association
20 Marietta Street, N. W.
Atlanta, Georgia

Ref 2
Mr. Carl Reith
President
Oxford Industries
222 Piedmont Avenue
Atlanta, Georgia

Mr. Hollis Morris
President
Fulton County Federal Savings
21 Edgewood Avenue, N. E.
Atlanta, Georgia

Mr. Arthur Harris
President
Scripto, Incorporated
423 Houston Street, N. E.
Atlanta, Georgia

Mr. L. G. Dewberry
President
Atlantic Steel Company
1300 Mecaslin, N. W.
Atlanta, Georgia

Mr. Scott Akers
Akers Motor Lines
723 Forrest Road, N. E.
Atlanta, Georgia

Mr. Albert J. Bows
Partner-In-Charge
Arthur Andersen & Company
34 Peachtree, N. W.
Atlanta, Georgia

No
Mr. Rawson Haverty
President
Haverty Furniture Company
22 Edgewood Avenue, N. E.
Atlanta, Georgia

No
Mr. Charles Collins
President
Rhodes, Incorporated
10 North Rhodes Center, N. W.
Atlanta, Georgia

Mr. W. L. Lee
President
Atlanta Gas Light Company
235 Peachtree, N. E.
Atlanta, Georgia

Mr. Rolland Maxwell
Manager
Davison's
180 Peachtree, N. E.
Atlanta, Georgia

Mr. Milton Weinstein
President
National Service Industries, Inc.
1180 Peachtree, N. E.
Atlanta, Georgia

Mr. Charles H. Dolson
President
Delta Air Lines
Atlanta, Georgia

Mr. Wilton Looney
President
Genuine Parts Company
299 Piedmont Avenue, N. E.
Atlanta, Georgia

Mr. Harold Brockey, President
Rich's, Incorporated
45 Broad Street
Atlanta, Georgia *Ref 3*

Mr. Tom R. May
Vice President
Lockheed-Georgia Company
South Cobb Drive
Marietta, Georgia

Mr. Jack Tarver
President
Atlanta Newspapers, Incorporated
10 Forsyth Street Building
Atlanta, Georgia

Mr. R. Howard Dobbs, Jr.
President
Life Insurance Company of Georgia
573 West Peachtree Street, N. E.
Atlanta, Georgia 30308

URBAN CORPS LIST - CON'T.

Alternate

Mr. Lee Burge
President
Retail Credit Company
1600 Peachtree, N. W.
Atlanta, Georgia 30309

Thomas
Mr. Thos. G. Cousins
President
Cousins Properties, Incorporated
Suite 111, 1700 Commerce Drive, N.W.
Atlanta, Georgia 30318

Mr. John O. McCarty
John & Mary Franklin Foundation
Post Office Box 13526
Station K
Atlanta, Georgia 30324

Mr. William Stubbs
Campbell Foundation
Trust Company of Georgia Building
Atlanta, Georgia 30303

Mr. Claude Grizzard, Jr.
Grizzard Advertising, Incorporated
1144 Mailing Avenue, S. E.
Atlanta, Georgia

Mr. Phillip Alston
Vasser-Woolley Foundation
748 Rice Street, N. W.
Atlanta, Georgia

Mr. A. Dean Swift
Vice President
Sears Roebuck Company
675 Ponce de Leon Avenue
Atlanta, Georgia

Mr. A. B. Padgett
Trust Officer
Trust Company of Georgia Foundations
Post Office Box 4655
Atlanta, Georgia 30302

Mr. George Smith
President
J. M. Tull Metals Company, Incorporated
285 Marietta Street
Atlanta, Georgia

hold

Mr. R. A. Cunningham
General Motors
Atlanta, Georgia

Mr. S. K. Cannon
Plant Manager
Ford Motor Company

Mr. Alvin W. Vogtle
Southern Services Inc.
Lenox Towers
Peachtree Road, N. E.
Atlanta, Georgia

CITY OF ATLANTA



April 8, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

MEMORANDUM

To: Concerned Parties

From: Sam Williams, Staff Director, Atlanta Urban Corps

Subject: Urban Corps Status

Tuesday, April 1, Sam Williams assumed position of Urban Corps staff director, salaried by Southern Regional Education Board and "loaned" to the Atlanta Youth Council.

Most of the first week was spent in taking inventory of various phases of the Urban Corps. The most immediate problem is finance. A small administrative fund was donated by SREB and Dan Sweat, Assistant to the Mayor. Present inventory of work study funds available this summer for Urban Corps is 138 student positions at 80% cost. All of these are not firm commitments. VISTA will finance 25 interns at full cost. Mr. Bill Ramsay and Charles Sweet are visiting financial aid offices of Atlanta colleges in an effort to "squeeze" more off-campus work study funds free. Fund raising from private sources is under way with no results as yet. A businessmen's luncheon is scheduled for April 29 in an effort to get fund commitments. A fund raising group has been established under the leadership of Bill Adams of Georgia Tech.

Definition of job openings is under way. It appears that the city can accept at least 100 students. Definite job slots will be defined the week of April 11 in city departments. City financing and administration will be explained in a meeting of department heads April 8. A city intern developing team will visit each department during the week.

Internship development of non-federal non-city agencies will begin April 8. Initial contacts and requests for 158 interns from these agencies has been handled by Terry Allen. Student teams will more clearly define each intern request during the next two weeks and hopefully make new contacts in other agencies.

Page Two
April 8, 1969

Federal agencies have agreed to participate as much as possible. One hundred of their summer interns will attend Urban Corps orientation meetings and our development teams will visit federal agencies to help them in choosing certain intern slots. Federal interns will be chosen and placed by federal agencies by merit of their civil service examination scores. Cooperation this year is hopefully aimed at some placement system of Urban Corps interns in future years.

Joe Kimmins has been loaned part-time from the Peace Corps Regional Office and will be assisting on intern development. Diane Wilson, a Spelman graduate, has been hired fulltime to assist in internship development. Russ Caldwell will work part-time in program development and is on loan from the Georgia Municipal League. Fulltime secretaries are badly needed.

Urban Corps offices will open the week of April 11. The address will be 30 Courtland Street, Atlanta, Georgia 30303. The telephone number is 525-2662. We hope to have someone manning the phones by Monday, April 14. Calls are presently being handled through the Youth Council at 522-4463, Ext. 437.

Student recruitment will begin through financial aid offices in each college the week of April 18. Mayor Allen will make a formal announcement of the city's participation April 9 in a press release. Brochures describing the Urban Corps and student application forms will be printed the week of April 11.

The Board of Trustees will meet April 18 to elect 8 people to the Executive Board and to pass resolutions and approve minutes so the IRS will grant us a tax exempt status for donations.

Exact estimates on number of interns is impossible at this time. No work beginning date has been set. The most important fact is that the Urban Corps is alive and struggling to get on its feet.

Large thanks to: Bill Ramsay, SREB
Dan Sweat, City Hall
Rich Speer, Georgia Tech
The Atlanta Constitution
and an endless list

This memo is not for publication.

SW:fy

25-12-6002

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 525-2662 / ATLANTA, GEORGIA 30303

M E M O R A N D U M

TO: Mayor Ivan Allen, Jr.

DATE: May 8, 1969

FROM: Sam Williams, Director
Atlanta Urban Corps *Sam*

SUBJECT: Atlanta Urban Fellowship Program

Recently, New York City received a grant for \$189,000 from the Sloan Foundation to institute an Urban Fellowship Program to select twenty highly talented young men and women from universities throughout the country to serve full-time internships for a twelve month period.

All of these young people are Master's Degree candidates in their respective fields. New York Fellows are assigned to agency heads and Mayoral assistants and given commensurate responsibilities. This program is a direct parallel to the White House Fellows started by John Gardner under President Kennedy. Atlanta deserves such a program.

In my opinion, these interns should be handled separately from the Atlanta Urban Corps since they will be year-round and will require special counseling and guidance only available from a source such as your office.

I would be glad to submit a detailed proposal for an Atlanta Urban Fellows Program and also pursue Foundation funding if you are interested.

Enclosure

cc: Mr. Dan Sweat
Mr. Charles Davis

CITY INTERN FINANCING

as of

May 25, 1969

<u>DEPARTMENT</u>	<u>Interns</u>	<u>20%</u>	<u>100%</u>
1. Office of the Mayor	9	4	5 VISTA
2. Water Works	17	14	3
3. Aviation	2		2
4. Sanitation	15		15
5. Purchasing	2	2	
6. Traffic Engineering	16	16	
7. Atlanta Public Library	12	12	
8. Parks and Recreation	15	10	5
9. Courts	3	3	
10. Planning	5	3	2
11. Finance	12		12
12. Motor Transportation	3		3 3
13. Atlanta Youth Council	<u>32</u>	<u>32</u>	<u> </u>
Sub Total	144	96	48

Possible Departments

14. Sewer Division	6	6	
15. Land Agent	2	2	
16. Personnel	4	4	
17. Prisons	2	2	
18. Building Inspector	<u>3</u>	<u>3</u>	<u> </u>
Sub Total	17	17	0
TOTAL	<u>161</u>	<u>113</u>	<u>48</u>

MEMORANDUM

TO: Mayor Ivan Allen, Jr.

DATE: May 8, 1969

FROM: Sam Williams, Director
Atlanta Urban Corps *Sam*

SUBJECT: Atlanta Urban Fellowship Program

Recently, New York City received a grant for \$189,000 from the Sloan Foundation to institute an Urban Fellowship Program to select twenty highly talented young men and women from universities throughout the country to serve full-time internships for a twelve month period.

All of these young people are Master's Degree candidates in their respective fields. New York Fellows are assigned to agency heads and Mayoral assistants and given commensurate responsibilities. This program is a direct parallel to the White House Fellows started by John Gardner under President Kennedy. Atlanta deserves such a program.

In my opinion, these interns should be handled separately from the Atlanta Urban Corps since they will be year-round and will require special counseling and guidance only available from a source such as your office.

I would be glad to submit a detailed proposal for an Atlanta Urban Fellows Program and also pursue Foundation funding if you are interested.

Enclosure

cc: Mr. Dan Sweat ✓
Mr. Charles Davis

April 17, 1969

Mr. S. Cantey Gordon, Director
Atlanta Employment Evaluation and
Service Center
1599 Memorial Drive, S. E.
Atlanta, Georgia

Dear Mr. Gordon:

This is to authorize release of the following furniture to
the City of Atlanta for use in the Urban Corps Program
located at the Municipal Auditorium.

4 Executive Desks with Chairs
2 Secretarial Desks with Chairs
10 Side Chairs

Cordially yours,

Dan E. Sweat, Jr.
Director of Governmental Liaison

DESJr:fy

CITY OF ATLANTA



April 3, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

MEMORANDUM

To: Department/Agency Heads

From: Dan Sweat
Director of Governmental Liaison

Sam Williams
Director of Urban Corps

Subject: Urban Corps Meeting

The Urban Corps is now organizing for the placement of college students for summer intern positions in City departments.

Financial details of the program and the criteria for placement in your department of the interns will be discussed in a meeting of City department heads on Tuesday, April 8, 1969, at 2:00 p. m. in Committee Room 2 in City Hall. Mr. E. H. Underwood will explain financial details and Sam Williams will explain the working procedure of the Urban Corps.

If you are unable to attend, please send one person from your department whom you designate as your permanent department liaison with Urban Corps throughout the summer of 1969. This meeting is essential to explain information critical to intern job development. Problems unique to each department will be worked out individually at a later time.

Attached is a sheet to briefly explain the Urban Corps program for your information.

Thank you for your cooperation.

/fy

ATLANTA URBAN CORPS

The Atlanta Urban Corps is a college student intern program jointly sponsored by Atlanta's colleges and students, the City Government of Atlanta, private agencies, Atlanta businesses, and the Federal Government. The bulk of intern salaries will be furnished 80% by the Office of Education through college financial aid offices and 20% by the City of Atlanta.

The program will be administered by a professional and student staff directed by a Board representing participating agencies and students.

The intern's job experience should not only be beneficial to the City but it must be an educationally relevant experience for the student. This is not a "make-work" program. His service-learning experience should give him an overall view of the role this department plays in solving Atlanta's problems. It should be intellectually challenging. Departmental intern requests should be specific not only on expected education but on detailed job descriptions so adequate talent may be recruited.

A by-product of this program will be to attract into urban government the young career talent it so urgently needs and focus the capabilities of the academic community on problems of our city.

CITY OF ATLANTA



April 8, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant
MRS. ANN M. MOSES, Executive Secretary
DAN E. SWEAT, JR., Director of Governmental Liaison

MEMORANDUM

To: Concerned Parties

From: Sam Williams, Staff Director, Atlanta Urban Corps

Subject: Urban Corps Status

Tuesday, April 1, Sam Williams assumed position of Urban Corps staff director, salaried by Southern Regional Education Board and "loaned" to the Atlanta Youth Council.

Most of the first week was spent in taking inventory of various phases of the Urban Corps. The most immediate problem is finance. A small administrative fund was donated by SREB and Dan Sweat, Assistant to the Mayor. Present inventory of work study funds available this summer for Urban Corps is 138 student positions at 80% cost. All of these are not firm commitments. VISTA will finance 25 interns at full cost. Mr. Bill Ramsay and Charles Sweet are visiting financial aid offices of Atlanta colleges in an effort to "squeeze" more off-campus work study funds free. Fund raising from private sources is under way with no results as yet. A businessmen's luncheon is scheduled for April 29 in an effort to get fund commitments. A fund raising group has been established under the leadership of Bill Adams of Georgia Tech.

Definition of job openings is under way. It appears that the city can accept at least 100 students. Definite job slots will be defined the week of April 11 in city departments. City financing and administration will be explained in a meeting of department heads April 8. A city intern developing team will visit each department during the week.

Internship development of non-federal non-city agencies will begin April 8. Initial contacts and requests for 158 interns from these agencies has been handled by Terry Allen. Student teams will more clearly define each intern request during the next two weeks and hopefully make new contacts in other agencies.

Page Two
April 8, 1969

Federal agencies have agreed to participate as much as possible. One hundred of their summer interns will attend Urban Corps orientation meetings and our development teams will visit federal agencies to help them in choosing certain intern slots. Federal interns will be chosen and placed by federal agencies by merit of their civil service examination scores. Cooperation this year is hopefully aimed at some placement system of Urban Corps interns in future years.

Joe Kimmins has been loaned part-time from the Peace Corps Regional Office and will be assisting on intern development. Diane Wilson, a Spelman graduate, has been hired fulltime to assist in internship development. Russ Caldwell will work part-time in program development and is on loan from the Georgia Municipal League. Fulltime secretaries are badly needed.

Urban Corps offices will open the week of April 11. The address will be 30 Courtland Street, Atlanta, Georgia 30303. The telephone number is 525-2662. We hope to have someone manning the phones by Monday, April 14. Calls are presently being handled through the Youth Council at 522-4463, Ext. 437.

Student recruitment will begin through financial aid offices in each college the week of April 18. Mayor Allen will make a formal announcement of the city's participation April 9 in a press release. Brochures describing the Urban Corps and student application forms will be printed the week of April 11.

The Board of Trustees will meet April 18 to elect 8 people to the Executive Board and to pass resolutions and approve minutes so the IRS will grant us a tax exempt status for donations.

Exact estimates on number of interns is impossible at this time. No work beginning date has been set. The most important fact is that the Urban Corps is alive and struggling to get on its feet.

Large thanks to: Bill Ramsay, SREB
Dan Sweat, City Hall
Rich Speer, Georgia Tech
The Atlanta Constitution
and an endless list

This memo is not for publication.

SW:fy

April 4, 1969

MEMORANDUM

To: Concerned Parties

From: Sam William, Project Director, Atlanta Urban Corps

Subject: Urban Corps Status

Tuesday, April 1, Sam Williams assumed position of Urban Corps staff director, salaried by Southern Regional Education Board and "loaned" to the Atlanta Youth Council.

Most of the first week was spent in taking inventory of various phases of the Urban Corps. The most immediate problem is finance. A small administrative fund was donated by SREB and Dan Sweat, Assistant to the Mayor. Present inventory of work study funds available this summer for Urban Corps is 138 student positions at 80% cost. All of these are not firm commitments. VISTA will finance 25 interns at full cost. Mr. Bill Ramsay and Charles Sweet are visiting financial aid offices of Atlanta colleges in an effort to "squeeze" more off-campus work study funds free. Fund raising from private sources is under way with no results as yet. A businessmen's luncheon is scheduled for April 24 in an effort to get fund commitments. A fund raising group has been established under the leadership of Bill Adams of Georgia Tech.

Definition of job openings is under way. It appears that the city can accept at least 100 students. Definite job slots will be defined the week of April 11 in city departments. City financing and administration will be explained in a meeting of department heads April 8. A city intern developing team will visit each department during the week.

Internship development of non-federal non-city agencies will begin April 8. Initial contacts and requests for 158 interns from these agencies has been handled by Terry Allen. Student teams will more clearly define each intern request during the next two weeks and hopefully make new contacts in other agencies.

Page Two
April 4, 1969

Federal agencies have agreed to participate as much as possible. One hundred of their summer interns will attend Urban Corps orientation meetings and our development teams will visit federal agencies to help them in choosing certain intern slots. Federal interns will be chosen and placed by federal agencies by merit of their civil service examination scores. Cooperation this year is hopefully aimed at some placement system of Urban Corps interns in future years.

Joe Kimmins has been loaned part-time from the Peace Corps Regional Office and will be assisting on intern development. Diane Wilson, a Spelman graduate, has been hired full time to assist in internship development. Russ Caldwell work work part-time in program development and is on loan from the Georgia Municipal League. Full time secretaries are badly needed.

Urban Corps offices will open the week of April 11. The address will be 30 Courtland Street, Atlanta, Georgia 30303. No phones are installed yet but calls may be referred to the Atlanta Youth Council Office.

Student recruitment will begin through financial aid offices in each college the week of April 18. Mayor Allen will make a formal announcement of the city's participation April 9. Brochures describing the Urban Corps will be printed the week of April 11.

The Board of Trustees will meet April 18 and the Board of Directors will meet April 17 to pass resolutions and approve minutes so the IRS will grant us a tax exempt status for donations.

Exact estimates on number of interns is impossible at this time. No work beginning date has been set. The most important fact is that the Urban Corps is alive and struggling to get on its legs.

Large thanks to: Bill Ramsay, SREB
Dan Sweat, City Hall
Rich Speer, Georgia Tech
The Atlanta Constitution
and an endless list

This memo is not for publication.

SW:fy