



PRESIDENT'S COUNCIL ON YOUTH OPPORTUNITY
WASHINGTON 20006

November 21, 1969

Mr. Dan Sweat
Office of the Mayor
City Hall
Atlanta, Georgia

Dear Mr. Sweat:

The staff of the President's Council on Youth Opportunity will conduct a Training Session for the Northeast and Southeast Mayor's Youth Coordinators on Thursday and Friday, December 4-5, 1969, in Boston, Massachusetts.

Subjects to be discussed include planning grants, the role of the states in the 1970 Youth Opportunity Campaign, youth involvement, youth employment programs, public relations and fund-raising, local organization, and the use of Urban Corps students.

Howard Phillips, Deputy Executive Director, John Hein, Director of the Research and Public Affairs Division, George Gaines, Director of Program Planning and Evaluation, and Bonn Clayton, Assistant Director, Technical Assistance Division, will be with us from the Council staff, as well as several resource people who are knowledgeable about the above subjects.

Registration will be in Room 505, J. F. Kennedy Federal Building, beginning at 8:30 a.m. both days and concluding at 5 p.m. Thursday and 4:30 p.m. Friday.

Boston Youth Coordinator Clarence "Jeep" Jones has generously offered to assist you in finding well-located hotel accommodations. If you need assistance in this regard, call Mrs. Mary Stewart for reservations at 617/722-4494.

If you have other questions, please call me at 202/382-6595.

Sincerely,

A handwritten signature in cursive script that reads "Ellis Carrasco".

Ellis Carrasco
Southeast Regional Coordinator