

Office of the Mayor

ATLANTA, GEORGIA
PHONE 522-4463

Sarah Mobley

*I called the auditorium.
Miss Lynn Friedman
& Phillip Woodruff do
not was there.*

SM

...a Bell St. ...
...ounded in a gun

...attle with a robbery suspect.

The cab driver, Bennie Lindsey, told police two men asked to be driven to Western Union and one got out and went in, saying he wanted to wire money to his mother.

Later the man ran out, jumped into the cab and threatened to kill him if he didn't drive away, Lindsey said.

Businesses Contribute \$40,000 To the Atlanta Urban Corps

The Atlanta Urban Corps has announced that it received over \$40,000 in contributions this year from the Atlanta business community.

Those firms contributing were First National Bank of Atlanta, The Stern Foundation, Ivan Allen Co., Barnes Real Estate Co., The Coca-Cola Co., Citizens and Southern National Bank, Pattillo Construction Co., Southern Bell, Atlanta Transit Co. National Bank of Georgia, Georgia Power Co., Delta Air Lines, Rich's Inc., Southern Regional Education Board, and the Metropolitan Atlanta Commission on Crime and Juvenile Delinquency.

The Atlanta Urban Corps is the only such organization in the nation which is partially funded by private organizations.

Constitution 8-13-69



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ATLANTA URBAN CORPS

30 COURTLAND ST., N.E. / ATLANTA, GA. 30303

Mayor Ivan Allen, Jr.
Office of the Mayor
City Hall
Atlanta, Georgia

Will be
out of town

Mayor Allen -

A major portion of the
Urban Corp staff will be leaving
August 22. These 15 students
have labored for more than the
average 40 hours week.

I would greatly appreciate
your "dropping by" sometime to
let them know that "someone cares".
thanks - Sam

Don -

Show this to
George too -

Sam

Office of the Mayor

TELEPHONE MESSAGE

To _____

Name _____

Telephone No. _____

- | | |
|------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Wants you to call | <input type="checkbox"/> Is here to see you |
| <input type="checkbox"/> Returned your call | <input type="checkbox"/> Came by to see you |
| <input type="checkbox"/> Left the following message: | |

_____ *Urban Corps* _____

Date: _____ Time _____ a. m. / p. m.

By _____

Mr. Berry,

The Mayor has signed
this agreement. I carried
original to Mike Weaver
in Finance & sent copies
to Sam Williams.

Office of the Mayor

TELEPHONE MESSAGE

To George

Name Jay Fountain

Telephone No. _____

- Wants you to call Is here to see you
 Returned your call Came by to see you
 Left the following message:

Very important Urban Corps
meeting at 5:00 today in
Charles Davis office - feel
you should be there.

Date: 6/3 Time 1:45 a. m. / p. m.

By Faye

7:30

Halt on Dodge

Urban Corp.

Office of the Mayor

ATLANTA, GEORGIA

ROUTE SLIP

TO: *Mayor Allen*

FROM: *Dan E. Sweat, Jr.*

- For your information
- Please refer to the attached correspondence and make the necessary reply.
- Advise me the status of the attached.

Plu Tribble

Youths Ready To Help If Adults Will Listen



To the older generation, he is acceptable in dress and appearance. The dark hair of this handsome young man is longer than the white shirt and tie boys would prefer, but it doesn't run down his neck and curl back up. It doesn't come down over his ears and the sideburns are reasonable in length.

His clothing, though fashionably modern, is not mod. And his steady eyes clear and blue compell respect; by his mere presence this 24-year-old man compells respect.

He's Sam Williams, director of the Atlanta Urban Corps.

Sam is an electrical engineering graduate of Georgia Tech. He was student body president there and "Time" magazine selected him as one of the nation's 12 outstanding college leaders at that time.

So, what's he doing heading up the Atlanta Urban Corps? What has organizing youth activities, city planning, developing community programs, working in head start, teaching prisoners, listening to citizen complaints, making films for the city to do with electricity?

Nothing, Sam told the West End Kiwanians last week at their meeting in the Braves Stadium Club. He freely admitted urbanology is a field in which he has no business in the light of his major.

But, he also freely stated that this nation's most pressing problems are in the cities. And that's why he's in Atlanta, along with 224 other college graduates, trying to do something to correct some of the city's ills, trying to correct from within!

That's significant about this young man and his colleagues and that's one reason older people should listen to and try to help and support their efforts.

They are not destroying. They aren't running wild through the streets rioting and dissenting merely for the sake of dissent. From the point of view of "racial students" these young people

have copped out, joined the establishment. In a sense, they no longer belong to their own.

And Sam asked, even pleaded, that the successful businessmen of the West End Kiwanis Club LISTEN to what "the most highly skilled minority in the nation has to say.

"Help us bridge the gap between generations. So far, we have made all the efforts in this direction. It's important for you to make an effort also.

"Young people aren't motivated by the same things which motivated you," he told the audience of men, most of whom lived through the agony of a depression. "We aren't motivated by money, amassing material possessions, building up power. Young people want to correct the ills they see in their country."

Sam was quick to add he loves America and if he didn't think it good and great he wouldn't be here. But he's not blind to its imperfections. Neither are other young people. Nor are they afraid to speak up and say America is not perfect. This is one of the nation's strengths—it can allow dissenting voices, Sam said.

As a consequence of their beliefs Sam and 224 others have involved themselves in this city and its problems. They have put to use their classroom skills and talents and abilities in the real world and Atlanta is benefitting from their fresh ideas.

Soon the aldermen and the mayor will have to decide if the Urban Corps should continue. They will have to decide if they are willing to continue with a bold experimentation, at a cost of less than \$40 per student per week.

The time is right for action and experimentation, with its inherent possibility of failure, Sam told the Kiwanians.

He said "It doesn't matter if we can send a rocket to Mars if we can't do something about the problems of our city, some of which exist within the shadow of this stadium."

Sam's right.

ATLANTA URBAN CORPS

30 COURTLAND ST., N.E. / ATLANTA, GA. 30303

Mayor Ivan Allen, Jr.

ATLANTA URBAN CORPS

30 COURTLAND ST., N.E. / ATLANTA, GA. 30303

Mayor Ivan Allen, Jr.
City Hall

10/3/69

Office of the Mayor

ATLANTA, GEORGIA
PHONE 522-4463

George,

~~_____~~ To satisfy Bill Ransauy
concerning the contract please
change the last underlined sentence
to read: to collect said
contracted funds, ~~which total~~
whose total equals the total
anticipated payroll disburse-
ment, it in no way — —

ROUTING AND TRANSMITTAL SLIP		ACTION
1 TO <i>(Name, office symbol or location)</i> Mr. Sweat	INITIALS	CIRCULATE
	DATE	COORDINATION
2	INITIALS	FILE
	DATE	INFORMATION
3	INITIALS	NOTE AND RETURN
	DATE	PER CON - VERSION
4	INITIALS	SEE ME
	DATE	SIGNATURE
REMARKS Per your conversation with Sam regarding your writing Heubner and Allen a "thank you" from your Office. Do NOT use this form as a RECORD of approvals, concurrences, disapprovals, clearances, and similar actions.		
FROM <i>(Name, office symbol or location)</i> Sue Zander - Urban Corps	DATE 7/10	PHONE 524-8091

3349 Buford Hwy
Atlanta, GA

Mr. Mayer,

I wrote you last week concerning working with underprivileged children in Atlanta. You answered, telling me the letter had been forwarded to the head of the area. So far I haven't heard from him.

Will you please send me his name and how I could go about setting up an interview with him.

This matter is very important, because I am unemployed at the present, and I would really like to talk to this man about a future in social work, and a present, working with underprivileged kids.

Sincerely,
Barb Pettit

3rd copy

7-11-69

Office of the Mayor

ROUTE SLIP

TO: _____

FROM: George Berry

- For your information
- Please refer to the attached correspondence and make the necessary reply.
- Advise me the status of the attached.

Memo

DATE

7-11-69

From GEORGE BERRY

To Urban Corps file

Note: This contract was
superceded by a later agreemat
per Inmond Deen.

Memo

DATE

From GEORGE BERRY

To urban Corps file.

4 contracts for Agencies
yet to be received as of

7- 11- 69:

- (1) Fulton County Gov't
- (2) " " Health Dept
- (3) EMMAUS HOUSE
- (4) E. O. A., INC.

Memo

DATE

From GEORGE BERRY

To Dan -

we have 9
according to attached.

The Atlanta Service-Learning Conference
invites you
to its inaugural meeting
Urban Needs = Educational Opportunities
at the
White House Motor Inn, Atlanta
June 30 -- July 1, 1969

The first in a series of meetings
planned for 1969 by sponsors of the
Atlanta Service-Learning Conference,
including:

The City of Atlanta
The Atlanta Urban Corps
Economic Opportunity Atlanta
The Colleges and Universities of Atlanta
Department of Health, Education and Welfare
The Southern Regional Education Board
Volunteers in Service to America
The Peace Corps

THE ATLANTA SERVICE--LEARNING CONFERENCE

Atlanta shares with other major American cities its needs for increased services and its large population of college students -- some 40,000 in the metropolitan area. In an attempt to explore ways to meet urban needs, to offer students a more relevant education, and to bring campus and community closer together, Atlanta students, city officials, higher education faculty and staff, regional and federal agency officials are jointly launching the Atlanta Service-Learning Conference.

Meeting Series

The meeting on June 30 and July 1 marks the opening event of the Conference. The Conference will continue for six months and will sponsor periodic meetings to consider major dimensions of the service-learning concept.

Work Groups

In exploring the service-learning concept, work groups will be formed to concentrate on particular aspects of the idea. These work groups, and a typical question to be posed to each of them, are listed below:

Service: How can the student make a maximum contribution in his short term assignment?

Learning: What learning can take place during the assignment?

Curriculum: What are the implications of the service-learning idea for curricular development?

Financing: What is an equitable distribution of cost among the host agency? the college? the government?

Research: How are students' educational and career choices affected through participation in service-learning programs?

Methods and Programs: How should a service-learning program be designed for implementation on a large scale?

Laboratory

Among the work group participants will be members of the Atlanta Urban Corps and other service-learning programs which will form a practical laboratory for the Conference.

Information Exchange and Results

The Conference will foster the exchange of information among participants and with interested persons in other metropolitan areas. It is already sponsoring surveys of student manpower resources in the urban area, of the needs of the public and voluntary agency sectors for student manpower, and of present college and university programs helping to fill these needs. A wrap-up meeting and publication is planned for the coming winter, when plans for continuing the examination of service-learning and extending service-learning programs will be considered.

Participation

Participation in the Conference is open to all persons and groups interested in sharing information on service-learning programs.

Inquiries may be addressed to:

Atlanta Service-Learning Conference
Peace Corps, Southern Region
Suite B-70
275 Peachtree Street, N.E.
Atlanta, Georgia 30303

Urban Needs = Educational Opportunities

Monday, June 30

- 9:00 Welcome by Mayor Ivan Allen
- 9:30 *A Case Study* presented by the service-learning players
- 11:00 *Service-Learning in Action in Atlanta* -- up-to-the-minute report
- 12:15 *Needs of Urban America* luncheon address
- 2:00 Seminars on service-learning concept and programs
- 5:30 Social hour
- 7:00 *Educational Needs of Young People* -- dinner address

Tuesday, July 1

- 9:00 *Service-Learning and National Programs*, an exchange with national officials of the Teacher Corps, VISTA and the Peace Corps
- 11:00 Workshops
- A. Service
 - B. Learning
 - C. Curriculum
 - D. Finance
 - E. Research
 - F. Methods and Programs
- 12:15 *Service by Youth* luncheon address
- 2:00 Workshops resume
- 4:00 Workshop reports and discussion
- 5:00 What Next?
- 5:30 Conclusion

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	DATE	INFORMATION
3	INITIALS	NOTE AND RETURN
	DATE	PER CON - VERSATION
4	INITIALS	SEE ME
	DATE	SIGNATURE
REMARKS <p>attached are the letters to college educational advisers note the check delivery dates & amount due on each date Should I send an MRR on each one?</p> <p>Do NOT use this form as a RECORD of approvals, concurrences, disapprovals, clearances, and similar actions.</p>		
FROM (Name, office symbol or location) Sam Williams		DATE 6-24-69
		PHONE 524-8091

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The Southern Regional Education Board
Volunteers in Service to America
The Peace Corps

THE Link

NEWS OF THE CORPS

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

PEOPLE OF THE URBAN CORPS

As the program of the Urban Corps develops, an increased personnel is necessary. The people we have working on the administrative staff are a group of interesting men and women from various backgrounds; together they are coordinating the many aspects of the Urban Corps. Let us introduce them to you!

Betty Lue Underwood and Marjorina Langford will both be working in the administrative offices as secretaries. Betty Lue is a junior at Morris Brown College and is from Barnesville, Georgia. Marjorina is a freshman at Georgia State College and is from our own Atlanta. Both of these girls are Urban Corps interns, financed by the College Work Study Program.

Dianne Lovejoy, a senior at Price High School, will work with us as an intern with the Neighborhood Youth Corps. She has worked with E.O.A., and will be our receptionist for the summer.

The Education and Evaluation team is made up of Resna Hammer, Education Director, Maggie Gerber and Dawn White, both Education Coordinators. Resna received her BA from Bennett College, and then served in the Peace Corps first as a volunteer for two years and then as a selection coordinator. She is married and living in Atlanta with husband Jeffrey and 10 month old baby, Rachel. Maggie is at present a candidate for her Ph.D. at Emory and received her BA from the University of Denver and her MA from Boston University. She has worked as co-director for the American Friends Service Committee and has taught both at Clark and at Northern Michigan University. She and her husband Leslie live here in Atlanta. Dawn received her BA at St. Francis College, Indiana, and is now working on her MA at Atlanta University. She is originally from Ceylon, but her family has been living in Detroit for the past nine years. She has worked with E.O.A. both in Atlanta and in Indiana and taught for a short time at a parochial school in Fort Wayne, Indiana.

Coordinating our staff are Sam Williams and his assistant Dianne Wilson. Sam, a former student body president at Georgia Tech, was director of President Nixon's task force on youth in federal government during the past year working in both Washington, D.C. and New York. Dianne, who received her BA from Spelman and has done work toward her M.A. at Atlanta University, is in charge of all special programs. She served in Kenya for one year in a program of the World Council of Churches in Harlem, N.Y. as a church program director.

Another of our busy, hardworking staff members is Sue Zander whose position as Executive Assistant makes her an important "information source." Sue received her B.A. from George Peabody College in Nashville, Tenn., and has worked with E.O.A. here in Atlanta as a personnel assistant since 1964.

The Urban Corps financial program is being handled by Steve Mwamba, payroll coordinator, and Inman Deen, physical director. Steve, originally from Zambia, Africa, has been in the U.S. for the past four years attending first the University of Nebraska and then Georgia State, majoring in finance. He and his wife Ivy and daughter Suzgyo live here in Atlanta. Inman comes to our program from Tulane University where he has just finished his first year of law school. He has worked in the Fulton County Juvenile Court as a probation officer for the past three years. Inman and his wife Mary will return to Tulane in September.

The job of keeping the Urban Corps before the public goes to Ken Millwood and Tara Swartzel. Together they will be publishing the newsletter and contacting radio, television and newspapers. Ken, who is from Marietta, has just graduated from the University of Georgia where he majored in journalism. He plans to go to the Business School at Georgia to obtain his M.A. Tara, who has just



Rubye Render
Route 3 Box 9
Gainesville, Georgia



ADDRESSEE UNKNOWN TO P. O. S. OFFICE

graduated with a B.A. in Art from Agnes Scott College in Decatur, has been working with the development of the Urban Corps since this past winter.

AGENCY SUPERVISORS PARTICIPATE IN "CRASH COURSE"

On Tuesday, June 3, forty-five agency supervisors who will be supervising Urban Corps interns met at the Urban Corps office. Mr. Dan Sweat, City Deputy Administrator, was on hand to make introductory remarks. A film, "Action Summer" from the National Urban Corps office in New York, was shown to help the supervisors visualize the kind of work that their student interns can carry out this summer. Explanations of several operational areas of the Urban Corps followed: Steve Mwamba discussed the intricacies of the payroll procedure to be used throughout the summer; Dave Whelan explained legal procedures, contracts and special arrangements to be carried out by the Urban Corps and the agencies; and Resna Hammer gave a short description of the particular areas of the Urban Corps program. As Sam Williams said after the meeting, "You know, we've been dealing with paper work for so long here in the office; meeting with these supervisors today brought the program to life again for us — we are working with people! The success of the Urban Corps really does depend as much on these supervisors as it does on the interns. The enthusiasm exhibited by the supervisors gave our staff a real shot in the arm."

INTERNS MEET FOR ORIENTATION

On Monday, June 9, fourteen student interns met with the Urban Corps staff for an orientation program. The same film which had been shown to their supervisors at the meeting on June 3 was presented to the interns in the sky room of the old city auditorium. Following the film, Dave Whelan, Resna Hammer and Steve Mwamba explained such aspects of the Urban Corps summer program as payroll, education evaluation, and intern placement. As Dave pointed out to this group of interns who are to begin work this week . . . as the first interns to be "on the job" theirs is a responsible position. We are working with people — our student interns are, in fact, the Urban Corps.

OUT OF CHAOS . . . OUR OFFICE HAS A "FACE LIFTING!"

The bare, football field-sized echo chamber that our office once was is now beginning to look like a new place. With the addition of partitions the large room on the 2nd floor of the old city auditorium now is divided into five smaller offices with a large center room and a movable partition which allows for the addition of a sixth office space which can be adapted to various sized meetings. Office equipment has been provided by several of our special friends, among them the Atlanta Police Department and the city Purchasing Department. The Police Department has given us thirty cushioned straight chairs to be used in large meetings while the Purchasing Department has provided a filing cabinet and many "emergency supplies" — a special thanks goes to Mr. Al Randall of that department.

We have also found that Mr. Dan Sweat, City Deputy Administrator, can run a mimeograph machine and "tote" a load of paper — because he helped us do it — and we thank him!!!

Office of the Mayor

ROUTE SLIP

TO: *New Twest*

FROM: Ivan Allen, Jr.

- For your information
- Please refer to the attached correspondence and make the necessary reply.
- Advise me the status of the attached.

*Please give me a memo
as to what I should
do*

R

APPENDIX 7

MODEL OFF-CAMPUS AGREEMENT

(The paragraphs below are suggested as models for the development of a written agreement between an institution of higher education and a public or private non-profit organization which provides for employment of college students participating in the College Work-Study Program. Both institutions and organizations are advised that additional or substitute paragraphs may be devised, which are not inconsistent with the statute or regulations.)

This agreement is entered into between _____, hereinafter known as the "Institution," and _____, hereinafter known as the "Organization," a (public organization), (private nonprofit organization), (strike one), within the meaning of that term as defined in Section 175.2 of the College Work-Study Regulations, for the purpose of providing work to students eligible to participate in the College Work-Study Program.

(If appropriate, the following paragraph may be included.) The Organization is a component or the administering body of a Community Action Program established under Title II of the Economic Opportunity Act of 1964.

Schedules to be attached to this agreement from time to time, bearing the signature of an authorized official of the Institution and of the Organization, will set forth brief descriptions of the work to be performed by students under this agreement, 1/ the total number of students to be employed,

Footnote

1/ In accordance with the requirements of the Federal program, work to be performed under this agreement must be work in the public interest, which (1) will not result in the displacement of employed workers or impair existing contracts for services; (2) will be governed by such condition of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region and proficiency of the employee; (3) 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 (4) 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. Further, no work shall be considered to be in the public interest where (1) it is work for which the political support, affiliation or affinity of the student is a prerequisite or consideration for employment, (2) it is work to be performed for an elected official other than as part of the regular administration of Federal, State, or local government, or (3) it is work for a membership organization (such as a credit union, a fraternal order, or a cooperative) which is primarily for the benefit of the members of such organization, rather than the public.

the hourly rates of pay, and the average number of hours per week each student will be utilized. 2/ These schedules will also state the total length of time the project is expected to run, the total percent, if any, of student compensation that the Organization will pay to the Institution, and the total percent, if any, of the cost of employers' payroll contribution to be borne by the Organization. The Institution will inform the Organization of the maximum number of hours per week a student may work, during the summer or other period of nonregular enrollment during which the student is attending classes.

Students will be made available to the Organization by the Institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization. The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252) and the Regulations of the Department of Health, Education, and Welfare which implement that Act.

(Where appropriate any of the following 3 paragraphs or other provision may be included.)

- (1) Transportation for students to and from their work assignments will be provided by the Organization at its own expense and in a manner acceptable to the Institution.
- (2) Transportation for the students to and from their work assignments will be provided by the Institution at its own expense.
- (3) Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization.

Footnote

2/ Under the College Work-Study Regulations, no student may perform work on any project under the Work-Study Program for more than an average of 15 hours per week in any semester (or other academic term on the basis of which credits are awarded) in which classes in which he is regularly enrolled are in session.

(Whether the Institution or the Organization will be considered the employer of the students covered under the agreement depends upon the specific arrangement as to the type of supervision exercised by the Organization. It is advisable to include some provision to indicate the intent of the parties as to who shall be considered the employer. As appropriate, one of the following two paragraphs may be included.) 3/

(1) The Institution shall be deemed the employer for purposes of this agreement. It has the ultimate right to control and direct the services of the student for the Organization. It shall also determine that the students meet the eligibility requirements for employment under the College Work-Study Program, assign students to work for the Organization, and determine that the students do perform their work in fact. The Organization's right shall be limited to direction of the details and means by which the result is to be accomplished.

(2) The Organization shall be deemed the employer for purposes of this agreement. It has the right to control and direct the services of the student, not only as to the result to be accomplished, but also as to the means by which the result is to be accomplished. The Institution shall be limited to determining that the students meet the eligibility requirements for employment under the College Work-Study Program, to assigning students to work for the Organization, and to determining that the students do perform their work in fact.

Footnote

3/ (It should be noted that although the following paragraphs attempt to fix the identity of the employer, they will not necessarily be determinative if the actual facts indicate otherwise. Additional wording which specifies the employer's responsibility in case of injury on the job may also be advisable, since Federal funds are not available to pay for hospital expenses or claims in case of injury on the job. In this connection it may be of interest that one or more insurance firms in at least one State have in the past been willing to write a workmen's compensation insurance policy which covers a student's injury on the job regardless of whether it is the Institution or the Organization which is ultimately determined to have been the student's employer when he was injured.)

(Wording of the following nature may be included, as appropriate, to locate responsibility for payroll disbursements and payment of employers' payroll contributions.) Compensation of students for work performed on a project under this agreement will be disbursed -- and all payments due as an employer's contribution under State or local workmen's compensation laws, under Federal or State social security laws, or under other applicable laws, will be made -- by the (Organization), (Institution), (strike one).

(Where appropriate any of the following paragraphs may be included.)

(1) At such times as are agreed upon in writing, the Organization will pay to the Institution an amount calculated to cover the Organization's share of the compensation of students employed under this agreement.

(2) In addition to the payment specified in paragraph (1) above, at such times as are agreed upon in writing, the Organization will pay, by way of reimbursement to the Institution, or in advance, an amount equal to any and all payments required to be made by the Institution under State or local workmen's compensation laws, or under Federal or State social security laws, or under any other applicable laws, on account of students participating in projects under this agreement.

(3) At such times as are agreed upon in writing, the Institution will pay to the Organization an amount calculated to cover the Federal share of the compensation of students employed under this agreement and paid by the Organization. Under such an arrangement the Organization will furnish to the Institution for each payroll period the following records for review and retention:

- (a) time reports indicating the total hours worked each week and containing the supervisor's certification as to the accuracy of the hours reported and of satisfactory performance on the part of the students;
- (b) a payroll form identifying the period of work, the name of each student, his rate per hour, the number of hours worked, his gross pay, all deductions and net earnings, and the total Federal share applicable to each payroll; 4/ and
- (c) documentary evidence that students received payment for their work, such as photographic copies of cancelled checks.

Footnote

4/ (These forms, when accepted, must be countersigned by the Institution as to hours worked and satisfactory performance, as well as to the accuracy of the total Federal share which is to be reimbursed to the off-campus organization.)

FEDERAL REGISTER

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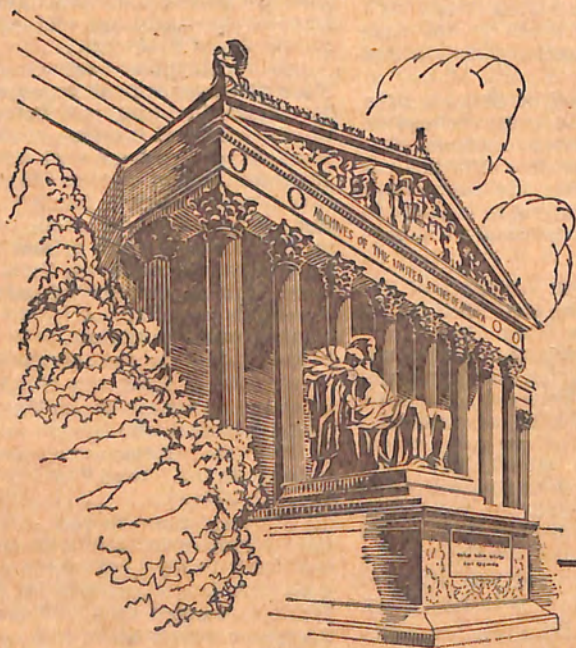
Tuesday, May 13, 1969 • Washington, D.C.

PART II

Department of Health, Education,
and Welfare

Office of Education

COLLEGE WORK-STUDY PROGRAM



Title 45—PUBLIC WELFARE

Chapter I—Office of Education, Department of Health, Education, and Welfare

PART 175—COLLEGE WORK-STUDY PROGRAM

Chapter I of Title 45 of the Code of Federal Regulations is hereby amended by adding a new part, Part 175.

Federal financial assistance made available pursuant to the regulations set forth below is subject to the regulations in 45 CFR Part 80, issued by the Secretary of Health, Education, and Welfare, and approved by the President to effectuate the provisions of section 601 of the Civil Rights Act of 1964 (Public Law 88-352).

Sec.

175.1	Purpose and objectives.
175.2	Definitions.
175.3	Allotment of Federal funds to States.
175.4	Program eligibility.
175.5	Eligibility and selection of student participants.
175.6	Limitations on the number of hours of employment.
175.7	Use of funds.
175.8	Limitations on Federal share of student compensation.
175.9	Minimum wage rate.
175.10	Nature and source of institutional share of student compensation.
175.11	Maintenance of level of expenditures.
175.12	Coordination of student financial aid programs.
175.13	Institutional agreement and application for funds.
175.14	Criteria for approval of applications.
175.15	Payment and reallocation of grant funds.
175.16	Fiscal procedures, records, and reports.
175.17	Preceding provisions not exhaustive of jurisdiction of the Commissioner.

AUTHORITY: The provisions of this Part 175 issued under 82 Stat. 1014, 20 U.S.C. 1011, Public Law 89-329, Higher Education Act of 1965, as amended, Title IV, Part C.

§ 175.1 Purpose and objectives.

(a) The purpose of the College Work-Study Program is to stimulate and promote the part-time employment of students, particularly those from low-income families, who are in need of the earnings from such employment in order to pursue courses of study at eligible institutions.

(b) This purpose will be promoted through the development of student employment programs designed to meet the following objectives:

(1) Encourage eligible institutions to expand their efforts to enroll needy students, particularly those from low-income families;

(2) Increase the proportion of eligible high school graduates who continue their education in eligible institutions;

(3) Provide financial aid for eligible students through combining the earnings from part-time employment with other forms of financial assistance to enable students to meet their educational expenses without the necessity of

incurring an unduly heavy burden of indebtedness; and

(4) Broaden the range of worthwhile job opportunities for qualified students in employment for the institution itself or for public or private nonprofit organizations, especially those engaged in health, education, welfare, and related public service activities.

§ 175.2 Definitions.

(a) "Act" means Title IV, Part C of the Higher Education Act of 1965, as amended (Public Law 89-329, 79 Stat. 1219).

(b) "Administrative expenses" means those direct costs incurred by an eligible institution which are necessary for the proper and efficient administration of a Work-Study Program conducted pursuant to an institutional agreement, but only to the extent that the items of cost are attributable to that portion of such program in which students are working for public or private nonprofit organizations other than the institution itself, including such items as salaries of staff, communications, supplies and printing, and travel; but exclusive of overhead, other indirect costs, and equipment.

(c) "Area vocational school" means;

(1) A specialized high school used exclusively or principally for the provision of vocational education to persons who are available for full-time study in preparation for entering the labor market, or

(2) The department of a high school exclusively or principally used for providing vocational education in no less than five different occupational fields to persons who are available for full-time study in preparation for entering the labor market, or

(3) A technical or vocational school used exclusively or principally for the provision of vocational education to persons who have completed or left high school and who are available for full-time study in preparation for entering the labor market, or

(4) The department or division of a junior college or community college or university which provides vocational education in no less than five different occupational fields, under the supervision of the State board, leading to immediate employment but not leading to a baccalaureate degree,

if it is available to all residents of the State or an area of the State designated and approved by the State Board, and if, in the case of a school, department, or division described in subparagraph (3) or (4) of this paragraph, it admits as regular students both persons who have completed high school and persons who have left high school. The term "State Board" as used in this definition means the State board for vocational education designated or created pursuant to section 5 of the Smith-Hughes Act (that is the Act approved Feb. 23, 1917 (39 Stat. 929, ch. 114; 20 U.S.C. 11-15, 16-28)) to secure to the State the benefits of that Act.

(d) "Commissioner" means the U.S. Commissioner of Education or his designee.

(e) "Cooperative education" means a full-time course of study in an institution, under which all students in the institution, or a major subdivision thereof, may alternate periods of full-time attendance with periods of related full-time employment, upon the completion of which course of study a degree or other certificate is normally awarded.

(f) "Eligible institution" or "institution" means an institution of higher education or an area vocational school (as herein defined), except that no institution of the United States shall be eligible to enter into an institutional agreement with the Commissioner.

(g) "Family" means parents or other individuals (except foster parents) who stand in loco parentis.

(h) "Fiscal year" means the Federal fiscal year commencing on the first day of July and ending on the 30th day of the following June.

(i) "Full-time attendance" means compliance by a full-time student with the policies and regulations regarding attendance in effect at the institution in which he is enrolled.

(j) "Full-time student" means a student who is pursuing any combination of courses, research, or special studies (whether or not for credit) which, according to the standards and practices of the institution in which the student is enrolled, is considered full-time study.

(k) "Good standing" means the eligibility of a student to continue in full-time attendance in accordance with the standards and practices of the institution in which he is enrolled.

(l) "Institution of higher education" means an educational institution in any State which meets the requirements of section 435(b) of the Act. The term "educational institution" limits the scope of this definition to establishments where teaching is conducted and which have an identity of their own.

(m) "Institutional agreement" means the written agreement between an eligible institution and the Commissioner, which provides for the conduct of a Work-Study Program and which meets the conditions of section 444 of the Act.

(n) "Low-income family" means a family whose basic needs exceed its means to satisfy them primarily because its annual income is less than the minimum amount determined, according to standards promulgated by the Commissioner from time to time, to be necessary to maintain a decent standard of living.

(o) "National of the United States" means (1) a citizen of the United States, or (2) a person who though not a citizen of the United States owes permanent allegiance to the United States. (8 U.S.C.A. 1101(a)(22)).

(p) "Part-time employment" means hourly employment of a student under the Work-Study Program in accordance with the limits established in § 175.6. Work performed as a prerequisite to a degree or a certificate will not be considered employment except for not more

than 120 days of work performed during any full-time work period of an organized cooperative education program.

(q) "Period of non-regular enrollment" means a summer vacation period or an equivalent period such as the full-time work period of an organized cooperative education program during which the student is enrolled in one or more classes.

(r) "Period of regular enrollment" means any period of time during which a particular student is normally expected by his institution to be pursuing a course of full-time studies, according to the usual standards and practices of the institution.

(s) "Private nonprofit" (as applied to any school, institution, organization or agency) means a school, institution, organization or agency, no part of whose earnings inures or lawfully may inure directly or indirectly to the benefit of any private member, shareholder, or other individual.

(t) "Public organization" includes a school, agency, organization or institution of the United States.

(u) "State" means, in addition to the several States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Virgin Islands.

§ 175.3 Allotment of Federal funds to States.

(a) Initial allotments: From sums appropriated to carry out this part for a fiscal year, not to exceed 2 per centum shall be allotted by the Commissioner among Puerto Rico, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Virgin Islands according to their respective needs for assistance under this part. In addition to such sum, an amount shall be reserved to provide work-study assistance to students who reside in, but attend eligible institutions outside of, American Samoa or the Trust Territory of the Pacific Islands. The amount so reserved shall be allotted to eligible institutions and shall be available only for the purpose of providing work-study assistance to such students. The remainder of the sums shall be allotted among the remaining States as provided in paragraph (b) of this section. For the purposes of computing this allotment, the Commissioner will use information for the most recent year for which satisfactory data are available to him.

(b) Of the sums being allotted under this paragraph:

(1) One-third shall be allotted by the Commissioner among the States so that the allotment to each State under this clause will be an amount which bears the same ratio to such one-third as the number of persons enrolled on a full-time basis in institutions of higher education in such State bears to the total number of persons enrolled on a full-time basis in institutions of higher education in all the States;

(2) One-third shall be allotted by the Commissioner among the States so that

the allotment to each State under this clause will be an amount which bears the same ratio to such one-third as the number of high school graduates (as defined in section 103(d)(3) of the Higher Education Facilities Act of 1963) of such State bears to the total number of such high school graduates of all the States; and

(3) One-third shall be allotted by the Commissioner among the States so that the allotment to each State under this clause will be an amount which bears the same ratio to such one-third as the number of related children under 18 years of age living in families with annual incomes of less than \$3,000 in such State bears to the number of related children under 18 years of age living in families with annual incomes of less than \$3,000 in all the States.

(c) Reallotment: The amount of any State's allotment which has not been granted to an institution at the end of the fiscal year for which appropriated shall be reallotted by the Commissioner in such a manner as he determines will best assist in achieving the purposes of the Act. Amounts reallotted under this paragraph shall be available for making grants until the close of the fiscal year next succeeding the fiscal year for which appropriated.

§ 175.4 Program eligibility.

(a) General. Work-Study Programs operated under an institutional agreement for the part-time employment of students may involve work for the institution itself or work for a public or private nonprofit organization in any State.

(1) Such programs:

(i) Must not result in the displacement of employed workers or impair existing contracts for services;

(ii) Must 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 of religious worship.

(2) The work provided under such programs (i) must 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, and (ii) must be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region, proficiency of the employee, and any applicable Federal, State, or local legislation.

(b) Work for the institution itself. To be eligible for Federal financial participation, work for the institution itself (including any nonprofit entity which is under the control of the governing board of the institution) must result in an expansion or broadening of the institution's student employment programs.

(c) Work for a public or private nonprofit organization. To be eligible for Federal financial participation, work for a public or private nonprofit organization other than the institution must (1) be in the public interest (devoted to the general, national or community welfare

rather than that of a particular interest or group), and (2) be evidenced by a written agreement containing the conditions of such work between the institution and the organization. The institution is responsible for ensuring that any arrangements be with a reliable organization with professional direction and staff, and that the work performed by each student will be properly supervised, and consistent with the purposes of the Act.

(d) Work in the public interest. In no event shall work be considered to be in the public interest where (1) it is work for which the political support or affiliation of the student is a prerequisite or consideration for employment, (2) it is work to be performed for an elected official other than as part of the regular administration of Federal, State or local government or (3) it is work which is primarily for the benefit of the members of a limited membership organization (such as a credit union, fraternal order, or a cooperative), rather than the public.

§ 175.5 Eligibility and selection of student participants.

(a) Eligibility. A student is eligible for part-time employment under the Work-Study Program only during periods in which he meets all of the following conditions:

(1) Is a national of the United States, or is in the United States for other than a temporary purpose and intends to become a permanent resident thereof, or is a permanent resident of the Trust Territory of the Pacific Islands;

(2) Is in need of the earnings from such employment in order to pursue a course of study at the institution;

(3) Is capable, in the opinion of the institution, of maintaining good standing in such course of study while employed under this program; and

(4) Has been accepted for enrollment as a full-time student at the institution or, in the case of a student already enrolled in and attending the institution, is in good standing and in full-time attendance there, either as an undergraduate, graduate or professional student.

(b) Eligibility of students attending area vocational schools. A student enrolled in an area vocational school is eligible for employment under the College Work-Study Program only if he meets the following conditions in addition to the provisions described in paragraph (a) of this section:

(1) Has a certificate of graduation from a school providing secondary education or the recognized equivalent of such a certificate, and

(2) Is pursuing a program of education or training which requires at least 6 months to complete and is designed to prepare the student for gainful employment in a recognized occupation.

(c) Determination of need. In determining whether, and to what extent, a student is in need of the earnings from employment, the institution shall, at least annually, (1) determine what income, assets, and other resources (including other forms of aid) are available to the student for the time period

under consideration; (2) calculate according to standards published from time to time by the Commissioner what portion of the income, assets, and resources of the student's family may reasonably be expected to be made available to the student; and (3) determine the cost reasonably necessary for the student's attendance at the institution, including any special needs and obligations which directly affect the student's financial ability to attend the institution on a full-time basis. A student shall be considered to be in need to the extent that such costs of attendance exceed the sum of the amounts determined to be available to the student and the amounts, if any, which may reasonably be expected to be made available to him by his family.

(d) *Selection of students.* In the selection of students for employment under the Work-Study Program, an institution shall give preference to students from low-income families.

(e) *Availability of student employment.* Each institution shall make employment under the Work-Study Program, or equivalent employment offered or arranged for by the institution, reasonably available (to the extent of available funds) to all eligible students in the institution in need thereof.

(f) *Record of approval or disapproval.* Each institution shall maintain records which reflect the approval or disapproval of all or part of each student's application for employment under the program and which identify the institutional officer who made each such determination.

§ 175.6 Limitations on the number of hours of employment.

(a) During periods of regular enrollment, when classes in which a student is enrolled are in session, he shall be limited to working no more than an average of 15 hours per week under the program, averaged over the semester or other time period on the basis of which the institution in which he is enrolled awards academic credits. Work performed during any week when the student is on vacation shall not exceed 40 hours and shall not be counted as contributing toward the average of 15 hours per week established in the preceding sentence.

(b) During periods of nonregular enrollment, when classes in which a student is enrolled are in session he may be employed under the program for as many as 40 hours per week or such lesser number of hours per week as the institution may determine in accordance with its own standards and practices and considering (1) the extent of the student's financial need and (2) the harm or potential harm of a particular combination of hours of work and hours of study on a given student's health or academic progress.

(c) During periods not covered under paragraphs (a) and (b) of this section, a student may work up to 40 hours per week under the program.

§ 175.7 Use of funds.

(a) Federal funds made available on the basis of an approved application

submitted pursuant to this part may be used only (1) to pay the Federal share of compensation to eligible students employed in eligible Work-Study Programs, and (2) to meet administrative expenses, as defined in § 175.2(b). The amount for such administrative expenses may not exceed 5 percent of that portion of the Federal payments used for compensation of students in work for public or private nonprofit organizations other than the institution itself.

(b) Interest, if any, earned on Federal funds shall be remitted to the Commissioner in accordance with instructions issued by him.

§ 175.8 Limitations on Federal share of student compensation.

(a) The Federal share of the compensation of students employed in any Work-Study Program under an institutional agreement shall not exceed 80 percent of such compensation for part-time employment, except that in unusual cases a Federal share in excess of 80 percent may be approved by the Commissioner, but only and to the extent that he determines, pursuant to such objective criteria as may be established in regulations, that a Federal share in excess of 80 percent is required to achieve the purposes of this part.

(b) The Federal share of compensation for part-time employment shall be calculated on the basis of the hourly rate paid the student for actual time on the job but such calculation shall not include any compensation paid which is in excess of such maximum hourly wage rate as may from time to time be set by the Commissioner, or any costs of the employer's contribution to Social Security, workmen's compensation, retirement, or any other welfare or insurance programs which may be paid by the employer on account of a student employed under the Work-Study Program.

§ 175.9 Minimum wage rate.

The minimum rate of compensation for a student employed under the Work-Study Program shall be

(a) \$1.15 an hour for work performed through January 31, 1969;

(b) \$1.30 an hour for work performed from February 1, 1969, through January 31, 1970;

(c) \$1.45 an hour for work performed from February 1, 1970, through January 31, 1971; and

(d) \$1.60 an hour for work performed thereafter;

(e) Or such higher minimum wage as may be required under any applicable Federal, State, or local legislation; except that the Commissioner may approve a lower rate of compensation in cases (1) where a lower minimum wage for such employees has been established by the Secretary of Labor, under the provisions of the Fair Labor Standards Act, or (2) where exceptional circumstances warrant a lower rate and where the approval of a lower rate is not precluded by law and is consistent with and promotive of the purposes of this part.

§ 175.10 Nature and source of institutional share of student compensation.

(a) An institution may use any source available to it to pay its share of the compensation paid to students employed under the Work-Study Program.

(b) No institution shall solicit or permit any public or private nonprofit organization with which it has an arrangement pursuant to § 175.4(c) to solicit from a student or any other person any fee, commission, or compensation of any kind, or the granting of a gift or gratuity of any kind, as a consideration or a prerequisite for the employment of any particular student under the program.

§ 175.11 Maintenance of level of expenditures.

In each fiscal year during which the institutional agreement remains in effect, the institution shall expend (from sources other than payments of Federal grants under this part) for the employment of its students (whether or not in employment eligible for assistance under this part) an amount that is not less than the institution's average annual expenditures for such employment during the three fiscal years preceding the fiscal year for which the institutional agreement is in effect.

§ 175.12 Coordination of student financial aid programs.

In order to carry out the purpose of the Work-Study Program, the institution shall provide for the coordination of this program with other programs of student financial aid, including the National Defense Student Loan and Educational Opportunity Grants Programs where the institution also participates in such programs. Responsibility for the general conduct of the operation of the Work-Study Program shall be assigned to an institutional official who has other student financial aid responsibility.

§ 175.13 Institutional agreement and application for funds.

(a) Applications for Federal funds under this part shall be approved only if there is in effect an institutional agreement. Such agreement shall be executed by an official of the institution who is legally authorized to commit the institution.

(b) Applications for Federal funds must be submitted to the Commissioner by an authorized official of the institution in such form and at such time as the Commissioner may prescribe.

§ 175.14 Criteria for approval of institutional applications.

In order to achieve equitable distribution of assistance as required by section 446 of the Act, institutional applications for the allocation of funds under this program shall be reviewed and approved, in whole or in part, on the basis of, but not limited to, the following criteria:

(a) Whether the institution employs under the program a large proportion of students from low-income families in relation to the total number of needy students employed under the program;

(b) Whether provision has been made for effective administration of the program, including effective coordination with institutional and other Federal programs of student financial aid;

(c) Whether public and private non-profit organizations, especially those engaged in health, education, welfare, and related public service activities have been included;

(d) Whether the institution has demonstrated a strong commitment to enroll students from low-income families, as evidenced by (1) specialized recruitment and admission, such as that provided through the programs of Talent Search or Upward Bound, (2) remedial instruction, (3) specialized counseling, and (4) any other relevant factors;

(e) The anticipated number of students to be employed under this program as compared to the institution's anticipated enrollment;

(f) The anticipated average compensation of Work-Study students in relation to the institution's average educational costs;

(g) The institution's utilization of Work-Study Program funds, if any, allocated in previous years; and

(h) The institution's total request for Federal student financial aid funds (including Educational Opportunity Grants and National Defense Student Loans) in relation to the average cost of education at the institution and the institution's anticipated enrollment.

§ 175.15 Payment and reallocation of grant funds.

(a) *Payment of funds.* Funds will be made available in advance on the basis of substantiated need and periodic fiscal reports submitted by the institution.

(b) *Reallocation of unused Federal funds.* Any funds which are available to an institution but not used, or which the institution agrees will not be used, by the end of the period for which such funds were made available shall, in the discretion of the Commissioner, either remain

available for use by the institution during a subsequent grant period or be made available for use by other eligible institutions.

(c) *No waiver.* Neither approval of any application nor any payment of funds to an institution shall be deemed to waive the right or duty of the Commissioner to withhold funds by reason of failure of the institution to observe, before or after such administrative action, any Federal requirement.

§ 175.16 Fiscal procedures, records, and reports.

(a) *Fiscal procedures.* (1) The institution shall administer the Work-Study Program in such a manner as to provide for an adequate system of internal controls. Wherever practical, the various administrative responsibilities shall be divided so as to prevent the handling of all aspects of the program by a single individual.

(2) If a fiscal agent is utilized by the institution, its function must be limited solely to the performance of ministerial acts. The responsibilities of the institution to make determinations relative to the eligibility of students for employment under the program cannot be delegated.

(3) Payments to students shall be made at least once a month. The institution is responsible for ensuring that students are paid the full amount of wages earned under the program, whether the work is for the institution itself or for a public or private non-profit organization.

(b) *Records.* The institution shall maintain, on a current basis, adequate records which reflect all transactions with respect to the program, and shall establish and maintain such general ledger control accounts and related subsidiary accounts as are prescribed by the Commissioner. Such records shall:

(1) Meet at least the minimum standards prescribed by the Commissioner as set forth in the most recent official Col-

lege Work-Study Manual and other official guidelines that may be issued from time to time;

(2) Be maintained in such a manner as to separately identify all program transactions from other institutional funds and activities; and

(3) Be maintained in such a manner as to be readily auditable. All records pertaining to activity during a given fiscal year, including applications of students for employment under the Work-Study Program during that fiscal year, shall be retained for a period of 5 years following the end of the fiscal year, or until audited by a representative of the Commissioner, whichever is earlier. Records involved in any claim or expenditure questioned by the Commissioner, or on audit, shall be retained until necessary adjustments have been reviewed and approved by the Commissioner.

(c) *Reports.* Institutions shall submit such reports and information as the Commissioner may reasonably require in connection with the administration of the Work-Study Program and shall comply with such procedures as he may find necessary to ensure the correctness and verification of such reports.

§ 175.17 Preceding provisions not exhaustive of jurisdiction of the Commissioner.

No provision of this part now or hereafter promulgated shall be deemed exhaustive of the jurisdiction of the Commissioner under the Act. The provisions of this part may be modified or further regulations may be issued hereafter as circumstances may warrant.

Dated: April 10, 1969.

PETER P. MUIRHEAD,
U.S. Commissioner of Education.

Approved: May 7, 1969.

ROBERT H. FINCH,
Secretary of Health,
Education, and Welfare.

[F.R. Doc. 69-5667; Filed, May 12, 1969; 8:45 a.m.]

**SARAH LAWRENCE
ALUMNAE MAGAZINE
FALL/WINTER 1969**



This Issue: Try to Shake Things Up With Your Dissent, by Teresa Baker '69



Dolores Janiewski '70 comforts a member of the Fountain House, a schizophrenic rehabilitation center in New York City. Therapy at Fountain House centers on activity, and social workers and interns join in the work. "I do everything in the snack bar," Dolores said, "from throwing out garbage to cleaning toilet bowls. I try to help the members succeed at something. I'm frustrated at times. It's hard always smiling, being kind and considerate."

Dolores is one of 20 Sarah Lawrence students who worked in the New York City Urban Corp intern program last summer.



"Try to shake things up with your dissent," the deputy mayor of New York City was speaking to an audience of over 2,500 college students (20 of them from Sarah Lawrence). It was June and the first day of the N.Y.C. Urban Corps' third summer intern program.

We seemed a small group, filling only a fraction of Madison Square Garden's new and capacious Felt Forum. It was flattering to hear Deputy Mayor Costello tell us that in the course of this summer we should be able to "mobilize energy fast enough to solve problems" and that he was interested in "immediate effects."

This was the spring of the Columbia riots, and this was three days after the assassination of Robert Kennedy. Yet he spoke with calm and with his psychologist's vantage point. He said, "Young people do not always know how to handle their guilt." Dissent as it existed at Columbia was not the only kind in Costello's eyes. He called for another form of dissent, which we were to begin to use that day. Constructive dissent was the phrase he offered, explaining, "the right to dissent may depend on how constructive it is."

Costello discarded implications that Columbia University was an isolated trouble area. "As if a Columbia could exist outside New York City!" he said. If we wanted to solve the problems of Columbia, he assured us that we had to also want to combat the insistent troubles of New York City.

By Teresa Baker '69

"TRY TO SHAKE THINGS UP WITH YOUR DISSENT,"

Most of us, I think, left that auditorium with glorious expectations of what we would be accomplishing in the summer. We had been dared to "shake up" the city government. With the summer now in the past, I can say that, of those interns from Sarah Lawrence, several did "shake things up," a little anyway. But many left the third month feeling like they, not the government, had been "shook up." Still, they were quick to say the experience was worth it. And all 20 Sarah Lawrence interns were anxious to describe what it was they found themselves up against in their offices or agencies:

"I wondered how they got anything done; it's so slow!"

"The one good person in our office is leaving."

"It was never clear what we were supposed to be doing."

"An awful lot of sloppy work!"

"No one knew what was going on."

"At times it frustrated the hell out of me."

I heard comments like these every week; it was my job to listen to them. Working in the administrative office of the Urban Corps, I talked with many interns, city administrators and community action workers.

Although they all would agree that the Urban Corps

was the best idea around for enlisting students in the service of the cities, they knew it could be better. The problems were many even within the understaffed, underfunded administration of the Urban Corps itself. For some the greatest problem was to convince the office they worked for that a college student was capable of accomplishing something or that the office itself was capable of doing more than it had.

Katy Ledford '71 was hired as a tutorial aide to work in the South Jamaica branch of the Youth Services Agency. When she arrived she found she would be doing no tutoring. Leading bicycle outings was the main part of her duties in entertaining about thirty neighborhood children. "You weren't giving them anything useful," she complained. "It isn't enough just to keep them busy. One of the workers suggested training the older ones to pass the civil service exams so they could get a job and earn some money. That would be a good idea."

But the older ones weren't responsive, anyway, Katy explained. They would say, "Ah, you can't do anything!" The younger ones were "more open as people" according to Katy. But the one tutorial aide in the office still couldn't handle them. "All the kids sat on the floor, while everyone else walked around doing their work. It was so noisy.



The Free Theater is about to perform on a street corner in Park Slope, a white ghetto in Brooklyn. The performers, all Urban Corps interns, played several shows a day all over the city. They pitched their improvisations to the mind of the particular audience to bring prejudice, especially racial, to the surface. Their concern was with the white middle class. They hoped to get under attitudes by provoking reaction and then discussion. Here, the theater's leader and creator, Arnold Middleman of New York University, has sounded his horn to start the show.

So they all just ran around. One of them was a pick-pocket."

The program could have done something, Katy said; but it didn't. "My supervisor didn't care what we did or whom we met, he didn't have to pay our salaries. (They were paid through the offices of the mayor.) So he didn't care. He said he didn't want any Urban Corps workers. I couldn't talk to him about anything."

Katy would not criticize the form of the program, the direct contact with the people. "But the actual workers were so haphazard in their work." She remembered, "They did do one good thing. They picketed a grocery store and the prices went down. The owner got really scared."

Another office of the program Katy worked for was on the corner of Second Avenue and 118th Street in Manhattan. Lorie Yarlow '70 worked there and found that it was possible to do something. In a typical week, Lorie and the four young neighborhood boys who made up her team of paid helpers, conducted three or four field trips. They took pre-schoolers to the Bronx Zoo, junior high kids to tour NBC, and high schoolers to see the show, "Walk Down My Street." It was a surprise to Lorie that she found herself so comfortable on the blocks so soon; she knew most of the children by name. But she was not without her frustrations. She had to start planning trips two weeks in advance. If the transportation was too complicated or expensive she had to cancel. Also, all the children had to have signed parent permission slips to go. They had to leave behind anyone who lost or forgot them or whose parents wouldn't sign them.

Janice Simpson '72 found frustration of a different sort. Hers was also a Youth Service office. But it had nothing to do with the neighborhood children, except accidentally. In fact, "There really wasn't enough to keep me busy," Janice said.

For Bonnyeclair Smith '69, who worked for Head Start, there was plenty to do. Her objection was to how it was done. Community Life Centers Incorporated, a Black agency funded by Head Start, was missing the boat in her opinion. "My big gripe is that, OK, so they're doing a lot; there is always a big improvement in the kids, like even 200 per cent. But they could improve much more by gearing more toward Black culture. Make the classroom more relevant to Black people."

Bonnye saw that they were "actually excluding Black culture" by avoiding the use of any picture or anything that reflected clear racial identification. Her other complaints described the common bureaucratic trials. "Too many kids. The chairs don't fit under the tables. A woman who is getting her masters in education bought all the materials. She also got this blackboard that you couldn't write on. All sorts of things like that made for an uneasy day."

Brumas Barron '71 suffered even worse bureaucratic tribulations, although she worked for an extra-governmental project. It was the Free Theater of New York, the brainchild of a New York University student who managed to get government funding. The Free Theater performed on the busiest street corners of Manhattan, the Bronx and Brooklyn to large, standing audiences. They chose white neighborhoods, because their message

Top left: Karen Gilbert '69 at the New York City Theatre Workshop where 100 children worked all winter preparing for summer productions.

Bottom left: Joan Griffin, graduate dance student, coordinated the production of a movie about Brooklyn's Park Slope. The filmmakers used crowd reaction to the Free Theatre and the institutions of Park Slope to help develop an awareness of the problems faced by it and similar communities in the city.



Upper right: A string of tennis shoes flies from a street lamp on the block where Janice Simpson '71 managed a "Youth on Wheels" office. She dispensed bikes for planned outings of the various Street Corps groups.

Lower right: (left to right) Barbara Huvumaki '69, Eli Hausknecht '70, Judy Parker '70, and Teresa Baker '69 were among the Urban Corps interns who had summer jobs in the offices of the mayor, city agencies and organizations. The program which the City of New York began three years ago is designed to provide students with an opportunity to learn about city government by doing actual work, provide a source of financial assistance to students, and attract them to public service.



“Our program wasn’t just a bandaid. . . . This was a little more, like mercurochrome maybe. It was stinging anyway, and it was doing something.”

was for the white middle class. The only black faces around were always those of three of the performers. They hoped to bring prejudice, especially racial, out into the open with their provocative shows. They usually succeeded easily; then they would move into the crowd and start talking about justice, the flag, and Negroes. These interns found they could truly “shake things up.”

The problems Brumas had were not from within the organization, but from without. It was her task to secure permits from the Department of Commerce and Industrial Development for every show, usually two a day. Not uncommonly, the group didn’t know whether it could perform at a location until the day of the performance. “One day,” she said, “I walked into the Department. The man I was to see was talking to a cop about our group. He said, ‘I really don’t know what’s wrong with this group we haven’t had any trouble with any other group in the city.’ The cops just didn’t know what to do with our group. So they created trouble by delaying the permits. They would say, ‘Why do you want to go into a community like that? Why don’t you go into the Black community and keep them busy?’ ” Brumas has an answer, “What do we have to tell Blacks about injustice?”

The police were suspicious of the Free Theater because it had people yelling in the streets at each performance. At one point in the show, the group asks for an audience vote on whether or not to shoot the black performer who is wrestling on the ground with a white performer. A plant in the crowd starts shouting, “Kill him, kill him!” The ice broken, the rest of the crowd then starts saying what they really think. The performers spread into the excited audience and turn the reactions into dialogue. It was an amazing thing to watch. As Brumas said, “Our program wasn’t just a bandaid as Barry Gottehrer (an aide to Lindsay) has said most of the summer programs are. This was a little more. Like mercurochrome maybe. It was stinging anyway, and it was doing something.”

No other interns were as successful as the Free Theater at “shaking things up,” But Nancy Jervis ’69 and the film crew she worked with also found that it was possible to really accomplish something. The crew was composed entirely of Urban Corps interns. Together they produced a film about the Phoenix Houses of New York City where addicts work things out in a community atmosphere. “We lived in the house for awhile first and really got to know the place. Addicts are just people with a particular kind of problem. They are very sensitive to the ills of our society. They are very articulate. We narrated the film through the voice of an addict.”

The usual red tape plagued this group, too. “We spent a whole week talking to people in the agency so that we wouldn’t step on anyone’s toes,” Nancy said. But that

was more understandable to her than the time that they couldn’t get any film. “We were renting equipment that costs thousands. We were out of film and lost a whole day of shooting time simply because we had to buy it through one store with a city contract. The store couldn’t get it to us in time for some reason.”

Joan Griffin; graduate dance student, helped with the coordination between the film crew and the people in the agency. She became so sold on the importance of the work of the Phoenix House that she now plans to use her dancing as a rehabilitative tool. She is hoping to teach there on a part-time basis during the school year.

Another house, the Fountain House, a schizophrenic rehabilitation center, had two Sarah Lawrence interns. Shoshanna Zwickelberg ’70 and Dolores Janiewski ’70 joined the “members” in two of their business enterprises, the thrift shop and the snack bar. Therapy is activity there, and the Urban Corps interns joined in the work. “I do everything in the snack bar,” Dolores said, “from throwing out garbage to cleaning toilet bowls. I try to help the members succeed at something. I’m frustrated at times. It’s hard always smiling, being kind and considerate. We have to learn how to do these things so we can teach the others.”

Shoshanna noticed that “the emphasis of the place is on extroverting people,” something which she believed Sarah Lawrence could use too. To improve Fountain House, both girls suggested more structure, more staff, and more young people with the necessary enthusiasm.

The calmer Urban Corps jobs and the least frustrated interns were found in the American Museum of Natural History. They didn’t have the chance to “shake things up,” but they did get incomparable experience in their fields of interest. “Between what I do and the people I meet, I mean, what could be better?” said Cynthia Goddard ’71. Her research for a curator of Asian ethnology gave her fresh insights into a recent sociology paper she had written on the structure of the Negro family, and it has inspired her to pioneer in the field of urban anthropology.

Nadine Seltzer ’69 was also attracted by the people at the museum. “Scientists are fascinating people who are fascinated by the mind. And every other scientist is a musician here.” In the ichthyology department, Nadine reclassified the skeletons of dry fish. “I really got a feeling of what an academic atmosphere is. It’s not like the real world. It’s relaxed.”

Barbara Havumaki ’70 had a position similar to those at the museum. Working for the Metropolitan Regional Council, she researched everything from air and water pollution to recreation and open space to jet noise. “It’s



Brumas Barron '71 prepares to accompany the Free Theatre on her tambourine.

a very relaxed and constructive atmosphere here," she said. "Terrific people. They get a lot done. Constantly on the ball. As a result of this job, I've given a lot of consideration to going into government."

The Metropolitan Regional Council is a specially-funded, new organization and not actually part of the government of New York City. The girls who did research for regular government offices found it less exciting, but still worthwhile.

As Judy Parker '71 put it, "The actual work was often very boring, but I was finding out about government. At least I felt I was doing something constructive. It's important to be doing work for people who need it." Judy worked for the Mayor's Commission on Physical Fitness and the Urban Action Task Force. Her office ran a program called "Broadway in the Streets" which brought movies and entertainers into ghetto neighborhoods for free. Some had criticized the program as just a diversion, but Judy reasoned, "New York City is an entertainment center, yet there are millions of people who have never seen a show. Entertainment is a really good thing for people who have bad lives."

"The whole Task Force serves as a problem squelcher," Judy went on, "but it also enables the people to be heard and then their problems to be acted upon."



Lorie Yarlow '70 organized and conducted cultural and recreational activities for the neighborhood children around her New York Street Corps Office at 118th Street and Second Avenue. The City's Youth Service Agency runs the program in 27 poverty areas.

She added that the job had been a great opportunity for her to see what government is and could be.

Karen Gilbert '69 also found herself doing boring work, but staying on because she believed so much in the program she was with. She worked in the office of the New York City Theater Workshop which trained and directed 100 children in a full stage production. "It was the greatest thing I've ever participated in. Those kids had been in intensive training all winter. They were so disciplined, it gave me inspiration."

The jobs these Sarah Lawrence girls did are fairly representative of the variety available through the Urban Corps. Each intern applies for a position according to his interests. He qualifies through the Federal workstudy program on his campus. Among the other kinds of internships were psychiatric aides and lab technicians in hospitals, announcers and researchers for a city radio program, interviewers for the Urban Coalition, community workers for the Model Cities program, and legal aides for community legal services.

Mayor John V. Lindsay has commented nationally that the Urban Corps could take 10,000 more students into New York City immediately. He has backed the program as an alternative to military service. With the money and the Congressional support, it could happen.

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**URBAN
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NATIONAL DEVELOPMENT OFFICE

250 BROADWAY

NEW YORK, N. Y. 10007



NATIONAL DEVELOPMENT OFFICE
250 BROADWAY
NEW YORK, N. Y. 10007

The effectiveness of an Urban Corps depends in large part upon the perceptions of the participating students themselves. During the summer of 1968, 20 students from Sarah Lawrence College took part in New York City's Urban Corps, and one of them, Teresa Baker, wrote this article on their experiences with the city. Miss Baker had a bird's-eye view of the entire program from her internship position in the Urban Corps program development office.

A native of Denver, Colorado, Miss Baker received her B. A. from Sarah Lawrence College in June, 1969.

Miss Baker, 21, was editor of her college newspaper, an editorial assistant in the Sarah Lawrence Office of Publications and Publicity, and a tutor in the Upward Bound Program.

She will be attending the Columbia University School of Journalism in September, 1969.

Additional copies of this reprint are available upon request.

The National Program - - -

A PROGRESS REPORT

The Urban Corps National Development Office was established in the fall of 1968 under a grant from The Ford Foundation to serve as a catalyst for the establishment of local Urban Corps programs in cities throughout the nation, and through this vehicle to create new and viable relationships between the academic community and our urban centers.

This initial period of our operations has been devoted to exploring the feasibility of implementing Urban Corps in a wide variety of communities and in developing a series of reports documenting and examining the concept and technology of the Urban Corps.

Our success in this pursuit may now be measured in terms of concrete accomplishments:

- - - Our initial pilot group of eight cities has blossomed into more than 15 operating Urban Corps programs in every part of the nation.

- - - Federal officials, including the Secretary of Health, Education and Welfare and the Commissioner of Education, have enthusiastically endorsed the Urban Corps concept as a valuable method of both serving the needs of the city and the colleges — and providing our nation's young people with an opportunity to *constructively* participate in the resolution of the urban crisis.

- - - Institutions of higher education and regional organizations have begun to move actively towards the development of new forms of academic curricula, involving not only courses and lectures but also the opportunity to test theory against the realities of the outside world. In several cases the local Urban Corps is serving as the test-bed for this development.

(continued on page 2)

EDUCATION CHIEF URGES CHANGE IN WORK-STUDY PRIORITIES

U.S. Commissioner of Education James E. Allen, Jr. has called for an increased commitment of Federal work-study funds to programs which reflect the concern of today's college population for "an education geared to realities."

OE ALLOCATES \$23.4-MILLION IN ADDITIONAL CWSP FUNDS

The nation's colleges and universities will share an additional \$23.4-million in College Work-Study Program funds, thanks to a supplemental allocation just announced by the U.S. Office of Education. The new money brings the total allocation of CWSP funds for the six month period ending December 31, 1969 to \$102,662,178, an increase of nearly twenty-five per cent over the previously announced Work-Study levels.

The supplemental grants are the result of a re-allocation of CWSP funds originally allocated for use during 1968 and unexpended by the participating colleges as of December 31st of last year. The new money is being distributed primarily to colleges in those states which suffered most heavily from the low level of the initial CWSP funding for the July-December 1969 period. Generally, institutions in those states which received less than 70% of the amount recommended by the regional CWSP panels have been granted enough additional funds to bring them up to that level. Schools in states which already received all or nearly all of their recommended funding will not share in the supplement.

The largest supplemental grant went to California, which received \$3.7-million in additional funds, increasing its allocation from 44% of the level approved by the regional panel to 70%.

The University of California at Berkeley will receive the nation's largest CWSP grant of \$879,898, with \$320,012 coming from the supplement.

Speaking at the opening session of the Atlanta Service-Learning Conference, Dr. Allen said that young people have reversed the traditional concepts of success, putting "the pursuit of goals beyond the self" before monetary rewards. "Today's youth is as bored with four-wall abstractions as it is with materialism," the nation's education chief told the more than 200 delegates to the conference. He said that education must extend beyond the confines of the campus, to give students the sort of first-hand experience they now demand.

Dr. Allen applauded the Urban Corps as a way to inject reality testing into the present academic structure. He called for major changes in the College Work-Study Program to facilitate the development of programs for the constructive involvement of college students in important urban-related activities. Observing that most work-study funds are now used for the employment of students in work on their college campuses, Dr. Allen said that he would like to see this situation reversed, with the bulk of work-study resources being used to help the nation's communities resolve their most pressing problems.

Dr. Allen also called for an examination of techniques for the effective integration of new people into existing organizations on a short-term basis, and for the exploration of programs combining community service with academic credit.

"The need," Dr. Allen concluded, "is to concentrate on ways of helping the young to realize the potential of their new sense of purpose and spirit for service."

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June - July 1969

Number 5

Michael B. Goldstein
Director

Anna Beranek
Editor

250 Broadway
New York 10007
Telephone: (212) 964-5552

PROGRESS REPORT
(continued from page 1)

- - - Dozens of cities have expressed an interest in adopting the Urban Corps concept, and a number of state governments have begun to offer coordinating and resource services for those of their cities desiring to develop such a program.

- - - Hundreds of copies of each of the reports issued to date by the National Office are in use by cities and universities throughout the nation, and each issue of the *National News* now reaches more than 5,000 persons (up from an initial press run of 200 in the early spring).

Remaining ahead is the expansion of the Urban Corps concept to every major Urban Center, the development of "spin-off" programs intimately involving the cities with the academic community, completion of the documentation of the Urban Corps experience and methodology, and an analysis of the success, techniques and impact of the various Urban Corps programs throughout the nation.

The Urban Corps National Development Office is programmed to conclude its effort in the spring of 1971. At that time it is our sincere hope that the Urban Corps will have proven itself a viable and valuable program for the nation and its people.

- - - Michael B. Goldstein
Director

After more than four years of operating under unofficial guidelines, the U.S. Office of Education has promulgated a set of Regulations governing the College Work-Study Program. The new Regulations, effective June 13, 1969, together with the legislative requirements of Title IV-C of the Higher Education Act of 1965 (as amended) provide the legal framework for all CWSP programs, whether involving work for the college itself, or off-campus (such as an Urban Corps). The CWSP guidelines, embodied in the *1968 College Work-Study Program Manual*, remain in effect as the official interpretation of Federal law. It should be noted, however, that the new Regulations modify certain aspects of the program, so that the guidelines as currently issued do not completely conform. Conflicts must be resolved in favor of the Regulations.

The most noteworthy changes caused by the new Regulations concern the increased emphasis upon off-campus work relating to public service activities, especially in the health, education and welfare areas. The Regulations also provide specific guides for the full-time employment of students attending summer school or other "non-regular" courses, and recognize for the first time the legal right of an institution to delegate to an outside agency (e.g. an Urban Corps) the *ministerial* functions of administering an off-campus work-study program, such as payroll processing and on-going supervision. The Regulations specifically reserve to the institutions the sole power to determine the eligibility of students for CWSP awards.

(continued next column)

More than seventy upperclassmen attending units of the City University of New York have been working part-time in city agencies as part of a new seminar-experience program in urban government.

Each of the students is enrolled in the seminar at his college, and spends ten hours a week on a high-level assignment within a municipal agency. Weekly seminars are augmented by monthly meetings of all the participating students, with top urban officials discussing the problems and prospects of the city.

The students in each seminar often concentrate on a specific geographic part of the city, permitting an interchange of ideas and perceptions concerning the various services, resources and needs of the community. Although the students receive no pay for their work, they do receive academic credits for the successful completion of the program.

The seminar-experience program is administered jointly by the City Administrator's office and the City University, under the direction of Deputy City Administrator Philip Finkelstein and Dr. Robert Hirschfeld of Hunter College.

The Regulations were published May 13, 1969 in Vol. 34, Number 91 of the Federal Register at pages 7632-7635 and will appear in Title 45 of the Code of Federal Regulations (CFR) at Part 175. Copies of the new CWSP Regulations, together with an analysis and finding list keyed to the CWSP Manual, are available from the Urban Corps National Development Office.

Alumni Journal Tells Urban Corps Story

The Fall/Winter edition of the *Sarah Lawrence College Alumnae Magazine* carries a lengthy article on the exploits of twenty Sarah Lawrence students who participated in the New York City Urban Corps during the summer of 1968. Written by an undergraduate, Teresa Baker, who herself served in the program, the well-illustrated article examines the rewards and frustrations the girls experienced during three months with the city. The girls worked in a wide variety of assignments, from tutoring children and working with addicts to researching the problems of air and water pollution. They tell of their encounters with government bureaucracy, and their own perceptions of the effectiveness of their experience.

Reprints of the article are available without charge from the Urban Corps National Development Office, 250 Broadway, New York, N.Y. 10007.

NEW HAVEN URBAN CORPS LAUNCHED

Mayor Richard C. Lee has announced the formation of a New Haven Urban Corps to give the Connecticut city "an opportunity to benefit from the enthusiasm, energy and idealism of our young people."

Lee said that the program will assign students to "meaningful and creative jobs" in a wide variety of city activities, including health, public safety, education and recreation. The Mayor said that the students will work in administrative, research and evaluative capacities, under the supervision of regular city employees.

Mayor Lee also announced the appointment of Alan Trager, a 22-year-old city planning student, to serve as coordinator of the new program. A former VISTA volunteer and program planner, Trager previously participated in an effort to involve city planning students in local poverty programs.

Festivities Mark Urban Corps Openings

During the month of June more than a dozen cities throughout the nation formally launched their Urban Corps programs. Here is a sampling of the opening events.

Atlanta — More than 200 students attended the opening session of the Atlanta Service-Learning Conference. They heard Atlanta Mayor Ivan Allen and U.S. Commissioner of Education James Allen, Jr. urge the development of programs geared to the needs of today's youth.

Detroit — The Motor City welcomed its Urban Corps students with a reception on the grounds of Mayor Jerome Cavanagh's official residence. The Mayor welcomed the group of 100 students, and spent over an hour discussing the city's problems and prospects with them.

Boston — Mayor Kevin White greeted several hundred Urban Corps students in ceremonies at Boston's new award-winning City Hall. He stressed that the potential learning experience of a summer in the city is just as important as the work they will be doing.

Minneapolis — Urban Corps students working in the Minnesota city spent a full day getting acquainted with their host-employer. Mayor Arthur Naftalin, in his final official address after eight years in City Hall, called upon the students to direct their talents towards improving their community. City Coordinator Thomas Thompson discussed transit problems in the Twin Cities area, and a panel of city officials and civic leaders participated in a series of round-table discussions on specific local problems. The students were guests of the city at a luncheon at the Minneapolis Athletic Club.

New York — More than a thousand Urban Corps students heard Deputy Mayor Timothy W. Costello urge them to "shake things up" through what he termed "constructive dissent." "Action Summer", a motion picture on the Urban Corps, was shown at this opening event.

From The Editor...

The *National News* is designed to serve as a vehicle for the interchange of ideas and developments in the growth of Urban Corps student involvement programs, and indeed in the entire area of the urban-academic interface. We hope that by spreading an understanding of the concept, benefits and technology of the Urban Corps we will be serving to stimulate the growth of these programs throughout the nation.

This issue of the *National News* marks two important mileposts in our rather short existence: distribution to every major city and institution of higher education in the nation, and a new format permitting both enlarged content and easier reading. Indeed, this issue has been delayed due to the need to adapt our production facilities to "mass production." We will resume monthly publication with the August issue.

Thanks to the generous support of the Ford Foundation, we are able to circulate the *National News* without charge. Requests for new subscriptions and/or additional copies should be addressed to Anna Beranek, Editor, Urban Corps National News, Room 1410, 250 Broadway, New York, N.Y. 10007. We of course invite your comments and suggestions for future issues.

ATLANTA URBAN CORPS TO TEST "SERVICE-LEARNING"

The Atlanta Urban Corps has been selected to serve as a "practical laboratory" for the development of a broad-based urban-academic involvement effort in the Atlanta area.

The Atlanta Urban Corps will work with the recently organized Atlanta Service-Learning Conference to test new ideas and concepts designed to involve students, faculty and practitioners in arrangements providing both valuable services to the community and relevant learning experiences for the participants.

The Atlanta Service-Learning Conference is designed to bring together agencies, institutions, organizations and individuals interested in the relationships between service experience and higher education, combining their resources in "an exploration and development of a conceptual framework and practical model for service-learning programs." The Conference will operate for a nine-month period, examining the various elements of the service-learning concept, from curriculum design and service potentials to financial resources and inter-institutional relationships. Conference meetings are planned on a regular basis, with monthly reports of the results of detailed examinations of each element.

The Atlanta area is considered a hospitable one for this type of experimentation due to its unusual diversity of organizations and institutions, coupled with a tradition for innovative local development. More than 30,000 students attend Atlanta's eleven colleges and universities, and most of the "socially-relevant" Federal agencies, such as HEW, HUD and the Peace Corps have regional headquarters in the city.

The Conference is being sponsored by the Southern Regional Education Board (SREB), a public agency of 15 Southern states created by interstate compact to assist in the development of higher education and the fostering of social and economic growth in the Southern region. Information on the Conference may be obtained from Mr. William Ramsay, Director, Resource Development Project, Southern Regional Education Board, 130 Sixth Street N.W., Atlanta, Georgia 30313. Area code (404) 872-3873.

URBAN CORPS AROUND THE NATION

(All programs are operational unless otherwise noted)

*AKRON

Richard Neal
Youth Coordinator
City-County Building
219 South High Street
Akron, Ohio 44308
(216) 376-1431

*ALBUQUERQUE

John Cordova
Director
Model Cities Program
P.O. Box 1293
Albuquerque, New Mexico 87103
(505) 243-8661

ATLANTA

Sam Williams
Director
Atlanta Urban Corps
30 Courtland Street
Atlanta, Ga. 30303
(404) 524-8091
Estimated size: 250

BOSTON

Roblin Williamson
Director
Boston Urban Corps
City Hall
Boston, Mass. 02101
(617) 722-4100
Estimated size: 300

BUFFALO

Peter Fleischmann
Director, Council on
Youth Opportunity
City Hall
Buffalo, New York 14202
(716) 854-1022
Estimated size: 40

*CINCINNATI

Barry Cholak
Youth Coordinator
Office of the City Manager
Room 105, City Hall
Cincinnati, Ohio 45404
(513) 421-5700

*CLEVELAND

Robert McAuliffe
Manager of Recruitment,
Placement and Training
Personnel Department Room 120
601 Lakeside Avenue
Cleveland, Ohio 44114
(216) 694-2635

*COLUMBUS

Frank Cleveland
Director of Youth Opportunity
Office of the Mayor
City Hall
Columbus, Ohio 43215
(614) 461-8384

DAYTON

S. Henry Lawton
Director
Dayton Urban Corps
Third and Ludlow Streets
Dayton, Ohio 45402
(513) 222-3441
Estimated size: 130

DETROIT

Carroll Lucht
Director
Detroit Urban Corps
City-County Building
Detroit, Mich. 48226
(313) 965-3992
Estimated size: 150

*EUGENE

Hugh McKinley
City Manager
City Hall
Eugene, Oregon 97401
(503) 342-5221

*INDIANAPOLIS

Robert D. Beckmann, Jr.
Director of Public Information
Office of the Mayor
City-County Building
Indianapolis, Indiana 46204
(317) 633-3371

NEW HAVEN

Alan M. Trager
Director
New Haven Urban Corps
185 Church Street
New Haven, Conn. 06510
(203) 772-3460
Estimated size: 20

NEW YORK

Martin Rose
Director
New York Urban Corps
250 Broadway
New York, New York 10007
(212) 566-3952
Estimated size: 3000

NEW YORK METROPOLITAN REGION (Outside New York City)

Elayne Landis
Associate Director
Metropolitan Regional Council
155 East 71 Street
New York, New York 10021
(212) 628-6803
Estimated size: 50

MADISON

Charles F. Reott, Jr.
Director
Personnel Department
City-County Building
Madison, Wisconsin 53709
(608) 266-4422
Estimated size: 20

MINNEAPOLIS

Babak Armajani
Director
Minneapolis Urban Corps
City Hall
Minneapolis, Minn. 55415
(612) 330-2293
Estimated size: 60

SAN FRANCISCO

Thomas P. Nagle
Director
San Francisco Urban Corps
City Hall
San Francisco, Calif. 94102
(415) 558-5930
Estimated size: 25

*SAN JUAN

Franklin D. Lopez
Special Aide to the Mayor
City Hall
San Juan, Puerto Rico
(809) 725-6775

ST. LOUIS

John Maier
Director
St. Louis Urban Corps
303 N. 12th Street
St. Louis, Missouri 63101
(314) 621-4827
Estimated size: 175

SYRACUSE

Frank T. Wood, Jr.
Director
Executive Department
Division of Research and
Development
County Office Building
603 South State Street
Syracuse, New York 13202
(315) 477-7645

*TOLEDO

Charles Buckenmeyer
Youth Coordinator
Office of the Mayor
City Hall
Toledo, Ohio 43624
(419) 255-1500

TRENTON

Jerry Miller
Program Developer
Model Cities Program
City Hall Annex
Trenton, New Jersey 08608
(609) 394-3242
Estimated size: 50

WASHINGTON, D.C.

Marcia R. Kunen
Deputy Director
Program Coordination Unit
Office of the Mayor
1329 "E" Street NW
Washington, D.C. 20004
(202) 628-6000 Ext. 3495
Estimated size: 125 (Dec. 1969)

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Urban Corps National Development Office
250 Broadway
New York, New York 10007

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Hon. Daniel Sweat
Assistant to the Mayor
City Hall
Atlanta, Georgia 30303

STATE-BY-STATE ANALYSIS OF CWSP GRANTS
JULY 1, 1969 – DECEMBER 31, 1969
SOURCE: U.S. OFFICE OF EDUCATION REPORTS

<u>State</u>	<u>1969</u>	<u>1968</u>	<u>Change 1969 % of 1968</u>
ALABAMA	\$ 2,576,668	\$ 1,782,172	144.5%
ALASKA	133,844	65,321	204.9
ARIZONA	856,363	711,477	120.3
ARKANSAS	1,869,023	1,573,204	118.8
CALIFORNIA	10,220,954	7,455,118	137.0
COLORADO	1,488,121	1,120,927	132.7
CONNECTICUT	1,224,327	1,018,251	120.2
DELAWARE	141,163	173,893	81.1
D. C.	905,839	338,233	267.8
FLORIDA	2,767,480	1,957,226	141.3
GEORGIA	1,897,108	1,293,104	146.7
HAWAII	399,495	240,587	166.0
IDAHO	401,491	332,887	120.6
ILLINOIS	3,933,688	3,848,506	102.2
INDIANA	1,744,989	1,457,736	119.7
IOWA	1,409,829	1,194,601	118.0
KANSAS	1,186,820	978,994	121.2
KENTUCKY	1,713,068	1,579,372	108.4
LOUISIANA	1,970,513	1,648,010	119.5
MAINE	599,761	478,974	125.2
MARYLAND	1,082,731	853,114	126.9
MASSACHUSETTS	5,182,142	3,507,862	147.7
MICHIGAN	3,536,808	2,907,969	121.6
MINNESOTA	2,150,169	1,568,109	137.1
MISSISSIPPI	2,238,181	1,573,392	142.2
MISSOURI	2,254,088	1,716,345	131.3
MONTANA	2,249,413	1,860,429	120.9
NEBRASKA	800,480	756,785	105.7
NEVADA	212,879	153,690	138.5
NEW HAMPSHIRE	544,196	367,343	148.1
NEW JERSEY	2,326,422	2,023,512	114.9
NEW MEXICO	910,077	604,861	150.4
NEW YORK	7,060,948	5,719,414	123.4
NORTH CAROLINA	3,348,490	2,877,249	116.3
NORTH DAKOTA	567,424	400,788	140.7
OHIO	3,523,585	2,898,890	121.5
OKLAHOMA	1,418,514	1,190,013	119.2
OREGON	2,531,756	2,026,828	124.9
PENNSYLVANIA	3,827,699	4,232,789	90.4
RHODE ISLAND	443,338	319,420	138.7
SOUTH CAROLINA	1,043,836	828,989	125.9
SOUTH DAKOTA	565,648	392,232	144.2
TENNESSEE	2,752,225	2,255,468	122.0
TEXAS	5,568,463	4,712,246	118.1
UTAH	798,666	735,646	108.5
VERMONT	288,364	212,317	135.8
VIRGINIA	1,358,592	979,497	138.7
WASHINGTON	2,067,502	1,487,133	139.0
WEST VIRGINIA	1,199,597	1,102,732	108.7
WISCONSIN	2,645,802	2,041,511	129.6
WYOMING	334,412	212,134	157.6
GUAM	66,472	37,861	175.5
PUERTO RICO	313,615	349,289	89.5
VIRGIN ISLANDS	9,100	10,080	90.2
TOTALS	\$102,662,178	\$82,196,284	124.8

SCHOOLS RECEIVING LARGEST CWSP GRANTS
July 1 - December 31, 1969

	<u>SCHOOL</u>	<u>CITY</u>	<u>AMOUNT</u> ¹	<u>ENROLLMENT</u> ²	<u>PER CAPITA GRANT</u>
1.	University of California at Berkeley	Berkeley, California	\$879,898	28,863	\$ 30
2.	Boston University	Boston, Massachusetts	787,227	23,011	34
3.	San Jose State College	San Jose, California	765,597	26,975	28
4.	Northeastern University	Boston, Massachusetts	741,759	34,831	21
5.	Ohio University	all campuses	686,007	21,858	31
6.	University of Montana	Missoula, Montana	657,951	6,655	98
7.	Montana State	Bozeman, Montana	655,992	6,888	95
8.	University of Washington	Seattle, Washington	622,877	30,357	20
9.	Michigan State University	East Lansing, Michigan	602,695	38,758	15
10.	San Diego State College	San Diego, California	586,646	22,355	26
11.	University of Minnesota	Minneapolis, Minnesota	558,286	58,304	9
12.	University of California at Los Angeles	Los Angeles, California	554,483	29,070	19
13.	Central YMCA Junior College	Chicago, Illinois	546,558	3,826	142
14.	Portland State College	Portland, Oregon	535,160	9,479	56
15.	Oregon State	Corvallis, Oregon	531,660	13,319	39
16.	University of Oregon	all campuses	512,078	15,207	33
17.	Rutgers University	(New Jersey) all campuses	505,806	30,319	15
18.	Harvard	Cambridge, Massachusetts	503,860	19,135	26
19.	Bishop	Dallas, Texas	499,367	1,598	312
20.	University of Utah	Salt Lake City, Utah	498,546	18,488	26
21.	Mississippi State University	all campuses	496,016	9,114	54
22.	University of Alabama	University, Alabama	461,515	13,236	34
23.	Miami-Dade Junior College	Miami, Florida	460,835	23,326	19
24.	Yeshiva University	New York, New York	456,686	5,528	82
25.	Ohio State University	all campuses	455,982	42,206	10
26.	Indiana University	all campuses	450,700	47,806	9
27.	Columbia University	New York, New York	442,628	17,459	25
28.	University of Missouri	Columbia, Missouri	431,000	20,945	20
29.	Wilberforce	Wilberforce, Ohio	345,206	914	377
30.	Temple University	Philadelphia, Pennsylvania	329,615	33,824	9

Sources

¹Work-Study Reports No. 29 (4/18/69); Supplement No. 1 (5/5/69); Supplement No. 2 (6/6/69); U.S. Office of Education

²Education Directory, 1968-1969, U.S. Office of Education

WORK-STUDY MANUAL REVISED

The U.S. Office of Education has issued a set of revision pages to up-date the 1968 *College Work-Study Program Manual*. Copies of the replacement pages, and a new "Model Off-Campus Agreement" which incorporates provisions more suited to the requirements of an Urban Corps, are available from any regional office of the U.S. Office of Education or from the College Work-Study Program Branch, Bureau of Higher Education, U.S. Office of Education, Washington, D.C. 20202.

ATLANTA URBAN CORPS
DEPARTMENT OF FINANCE
FINAL REPORT

SUBMITTED BY:
INMOND L. DEEN, JR.
DIRECTOR OF FINANCE
AUGUST 22, 1969

INDEX

	Page:
I. Introduction	1.
II. Funding	2.
A. Contributions	2.
1. Background Information	2.
2. Southern Regional Education Board, Resource Development Project	2.
3. Summary	3.
4. Recommendations	4.
B. City of Atlanta Governmental Departments	6.
C. Non-Profit Organizations, Governmental Departments, and Governmental Agencies	8.
D. College Work Study Program	9.
III. Payroll	11.
A. Procedure	11.
B. Volunteers	12.
C. Department of Health, Education, and Welfare, College Work Study Program Division Guideline	13.
1. Proof of Compensable Hours Worked	13.
2. Proof of Receipt of Payment	13.
3. Recommendations	13.
IV. Contracts	15.
A. Agency Contracts	15.
B. College and University Contracts	15.
C. Educational Advisor Contracts	16.
D. Urban Corps - Library Theatre Contract	17.

V.	Atlanta Urban Corps, General Fund Account	18.
A.	Balance Sheet as of July 31, 1969	18.
B.	Balance Sheet as of August 14, 1969	19.
VI.	Statement of Revenues and Expenditures	20.
VII.	Summation	21.
	Appendix - Previous Departmental Reports	22.

I. Introduction

William Faulkner stated when he accepted the Nobel Prize for Literature in Stockholm, Sweden on December 12, 1950, "I believe that man will not merely endure: he will prevail."

The City of Atlanta, Atlanta Urban Corps, constitutes an effort toward this end, and it is realized that in seeking to implement noble and lofty concepts many obstacles must be overcome and many frustrations must be endured.

The Department of Finance has in many estimations overcome many obstacles and endured many frustrations. It is my belief that the effort is not in vain.

The information contained in the following pages is presented in an effort to increase efficiency, lessen the probability of a repetition of errors, and contribute to an overall improvement in administration.

II. Funding

A. Contributions

1. Background Information

In March, 1969, efforts were begun to solicit funds from the private sector of the business community. Richard N. Speer, Jr., Bill Adams, Dave Whelan, and Marcus Dash, all students at the Georgia Institute of Technology, obtained the support of Dr. Edwin D. Harrison, then President of the Georgia Institute of Technology. Dr. Harrison met with Mr. Harold Brockey, President, Rich's Inc., and Mr. Al Bowes of Arthur Anderson and Company, and past president of the Chamber of Commerce. Messrs. Brockey and Bowes provided substantial support to the Urban Corps; Mr. Brockey by verbal and written endorsement; Mr. Bowes by supplying counsel in the person of Mr. David Hauser, a gentleman well versed in fund raising.

Over all I feel that the efforts of Rich Speer, Bill Adams, Dave Whelan, and Marc Dash produced amazing results in view of the many liabilities they found, some of which follow, to wit:

- a. The late date at which efforts were begun,
- b. The fact that most budgets had been drawn,
- c. The fact that taxes had recently been paid,
- d. The fact that only a limited amount of time could be expended, and
- e. Most importantly, the fact that the Urban Corps was unknown and in reality nothing more than an idea.

During the summer months while the program was in full operation, a low priority was placed on the solicitation of funds. The soundness of this decision, I feel, is debatable. None the less it must be said that fund raising conducted after the consummation of the Summer Program will have certain advantages, some of which are the experience gained, the wide-spread exposure through the mass media, and, of particular significance, the record compiled by students, i. e. the results achieved.

2. Southern Regional Education Board, Resource Development Project

Mr. Bill Ramsey, Director of the Resource Development Project, Southern Regional Education Board, donated Twenty

Thousand Dollars (\$20,000.00) to be used for the development of an internship program in Atlanta. He stipulated that the money be used, " to increase opportunities for college students to have service-learning experiences related to community development and to their educational and personal growth."

3. Summary

A concerted effort was made by Rich Speer, Bill Adams, Dave Whelan, and Marc Dash. The effort was successful and commendable.

The support provided by Mr. Bill Ramsey, Director, Resource Development Project, Southern Regional Education Board, constitutes a major portion of the total budget and to a large extent served as a catalytic agent making it possible for the idea to become reality.

Contributions received and their status as of August 21, 1969, are as follows, to wit:

Allen Foundation (1)	\$ 500.00
American Telephone and Telegraph Co. (6)	1,000.00
Atlanta Transit Company (6)	250.00
Barnes Real Estate (1)	1,000.00
C & S Bank (1)	1,000.00
Coca Cola Company (1)	1,000.00
Cousins Property, Inc. (6)	100.00
Delta Airlines (1)	500.00
Dull, James E. (4)	10.00
First National Bank (2)	1,000.00
Franklin Foundation (1)	250.00
Garson Fund (1)	250.00
Georgia Power Company (1)	1,000.00
National Bank of Georgia (1)	250.00
Parker, W. A. (4)	50.00
Patillo Foundation (1)	200.00
Resource Development Project, S. R. E. B. (7)	20,000.00
Rich's (1)	1,000.00
Sears Roebuck Foundation (5)	1,000.00
Southern Bell (1)	1,000.00
Sperry & Hutchinson Company (6)	250.00
Stern Foundation (Dan Sweat's office) (3)	1,000.00

Thorpe Brooks (1)	\$ 50.00
University of North Carolina (1)	440.00
TOTAL	<u>\$33,100.00</u>

-
- (1) Deposited.
 - (2) Encumbered - used or to be used to pay for intern participation in the Atlanta Service-Learning Conference.
 - (3) Encumbered - used or to be used for payment of \$250 each to Rich Speer, Bill Adams, Dave Whelan, and Marc Dash for services rendered prior to the creation of the Urban Corps as a Division of the Office of the Mayor.
 - (4) Encumbered - used or to be used to pay a part of the expense incurred in providing trips to Stone Mountain for Decatur-Dekalb Y. M. C. A. Day Camp educable mentally retarded children.
 - (5) Encumbered - used or to be used to compensate Arthur Pellman per contract to direct the Urban Corps - Library Theatre.
 - (6) Received but not yet deposited.
 - (7) Seven Thousand Dollars (\$7,000.00) received and deposited, Thirteen Thousand Dollars (\$13,000.00) committed but not yet received.

It is my opinion at this time that approximately One Hundred Thousand Dollars (\$100,000.00) is a realistic amount to seek and expect to receive from the private sector of the Atlanta business community for the upcoming year.

4. Recommendations

- a. Complete, accurate, detailed, and easily accessible records should be maintained recording each contact made and the response received. As an example see Appendix A, a summary of a preliminary discussion.
- b. The black business community has a stake in this city and a proportionate responsibility. A list of possible supporters whom I feel should be contacted is attached and labeled Appendix B.
- c. Local businessmen have a greater stake and interest in Atlanta than any other possible source of funding. It is my opinion that the degree of involvement by local businessmen is directly correlatable to the soundness of the

program, the acceptability to the public at large, and consequently the overall success of the Atlanta Urban Corps.

For this reason, I feel a major effort should be made to transform the potential into reality.

Specifically, I feel that an individual should be employed and given the responsibility of concentrating on this area alone. The cost is negligible in comparison to the product.

- d. The relationship between Atlanta Urban Corps and the businessmen who have thus far provided support should be nurtured and cultivated. Satisfied supporters provide an enormous supply of good will and visibility.

B. City of Atlanta Governmental Departments

An ordinance by the Finance Committee, adopted by the Board of Aldermen of the City of Atlanta on the 19th day of May, 1969, provided:

BE IT THEREFORE ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that Article III, Volume II of the City Code is amended by adding a new section thereto appropriately numbered as follows:

"Section 2-63: There is hereby created in the Office of the Mayor, a division known as the Atlanta Urban Corps. The Mayor or his duly appointed representative has the duties and responsibilities for maintaining and administering this division and the interns employed therein. The Mayor shall have authority and responsibility for entering into contracts with universities for College Work Study Program positions; non-profit organizations, other governmental units, and non-governmental organizations for the employment of interns. Said contracts shall be ratified by the Mayor and the Board of Aldermen.

A copy of the above mentioned and quoted ordinance is attached and labeled Appendage C .

A Resolution by the Finance Committee and Budget Commission, adopted by the Board of Aldermen on the 16th day of June, 1969, provided for the transfer of Fifty Two Thousand, Six Hundred and Five Dollars (\$52,605.00) to the Atlanta Urban Corps account. This transfer of funds represents the amount committed by the City of Atlanta to the Atlanta Urban Corps. A copy of the above mentioned Resolution is attached and labeled Appendage D.

Without the financial, logistical, and consultory support provided by the City of Atlanta, the Atlanta Urban Corps quite obviously would not have reached fruition.

Student interns and the governmental departments to which they were assigned are as follows:

Mayor's Office
M. Berk
W. Bloom
J. Bruce

Library
R. Brown
K. Hatcher
J. Herring

Water Works
R. Childress
D. Dragalin
M. Friedman

D. Christenberry
T. Fleming
J. Snider
T. Isaac
J. Martin
J. Menez
M. Woodward

N. Ingram
M. Moore
A. McCrary
D. Wright
S. Owens

D. Gilbert
J. Hill
W. Kemp
L. Keyes
R. Lynes
J. Wilcox
P. Johnson

Finance

M. Bodor
D. Harvey
M. Irby'
C. Liang
M. Mangham
W. Millkey
T. Snider
J. Walsh

Sanitation

F. Benfield
C. Caskey
R. Combes
A. Deluca
J. Elman
F. Goodson
J. Hotard
S. Lester
G. Myles
B. Snooks
P. Stansbury
R. Toney
W. Travis
J. Uffelman

Purchasing

R. Brown
C. Wheeler

Kennesaw

R. Bracken
A. Miller
N. Norbert
S. Pickard
M. Silberstein
R. Simmons
S. Tucker

Parks & Recreation

C. Choke
C. Davis
K. Dunlap
P. Durrah
J. Flemister
M. Floyd
E. Henderson
C. McElroy
J. Stephens

Personnel

R. Carroll
A. Mayeaux

City Attorney

J. Hollenbach

Motor Transportation

M. Winston

Housing Conf.

E. Whigham

Business License

J. Waggener

Aviation

W. Collier
J. Tumlin

Planning

M. Howedy

Traffic

H. Nash

Community Relations

F. Flowers

C. Non-Profit Organizations, Governmental Departments, and Governmental Agencies

Thirty Two (32) contracts or agreements were entered into between the City of Atlanta, Atlanta Urban Corps and non-profit organizations, governmental departments, and governmental agencies who agreed to employ student interns and to reimburse the City of Atlanta, Atlanta Urban Corps for a part of the monies expended for salaries and administrative costs.

An accounting of the funds received, and outstanding as of the 21st day of August, 1969, is as follows, to wit:

AGENCY:	OUTSTANDING :	RECEIVED :
Academy Theatre		800.00
American Cancer Society		500.00
Atlanta Girls Club		1,750.00
Atlanta Youth Council	4,250.00	4,250.00
Atlanta YWCA		250.00
Boy Scouts of America		250.00
Center for Research in Social Change	250.00	
Community Council of Atlanta Area		500.00
Decatur-Dekalb YMCA (\$125 per for 5 weeks)		750.00
Department of Justice (Immigration)	342.00	
Easter Seal Rehabilitation Center		500.00
E. O. A. (2 at \$880; 2 at \$250)	2,260.00	2,260.00
Family Counseling Center (Child Service)		500.00
Fulton County Government	250.00	
Fulton County Health Department	5,400.00	
Gate City Day Nursery Assoc.		1,000.00
Georgia Easter Seal Society		250.00
Grady Metro Girls Club		250.00
Hardee Circle Arts Theatre	300.00	450.00
Kirkwood Christian Center		1,000.00
Literacy Action Foundation	250.00	250.00
Mennonite House		250.00
Phyllis Wheatley YWCA		500.00
Saint Vincent de Paul Society		250.00
Sarah D. Murphy Homes		250.00
Southern Consortium for Int. Education	250.00	
Southern Council on International & Public Affairs		2,000.00
Southwest YMCA		250.00
SREB, Atlanta Service-Learning Conference	250.00	
Urban Lab in Education (\$50 per)	150.00	
Vine City Child Development Center (\$50 per)		50.00
Wheat Street Baptist Church (\$50 per)	100.00	300.00
	\$14,052.00	\$12,750.00
	7,442.00	\$19,360.00

Of the Fourteen Thousand and Fifty Two Dollars (14,052.00) outstanding, Twelve Thousand, One Hundred and Sixty Dollars (\$12,160.00) is owed by three organizations. They are:

1. Atlanta Children and Youth Services Council. A requisition for Four Thousand, Two Hundred and Fifty Dollars (\$4,250.00) payable to the City of Atlanta, Atlanta, Urban Corps was submitted to the City of Atlanta and approved August 20, 1969.
2. Economic Opportunity Atlanta. Mr. William W. Allison, Director was reminded in a letter dated August 14, 1969, that Two Thousand, Two Hundred and Sixty Dollars (\$2,260.00) is due and payable.
3. The Resource Development Project, Southern Regional Education Board contracting for itself and as agent for the Fulton County Health Department. Mr. Bill Ramsey, Director stated that payment in the amount of Five Thousand, Six Hundred and Fifty Dollars (\$5,650.00) is being processed.

D. College Work Study Program

A total of twenty-one (21) colleges and universities contractually agreed with the City of Atlanta, Atlanta Urban Corps for the employment by the city of certain of their students, certified certain students for the College Work Study Program and agreed to reimburse the City of Atlanta in the amount of Eighty per cent of the gross pay received by certified students.

A schedule entitled Accounts Receivable - C. W. S. P. and labeled Appendage E is attached and contains individual information relating to each college or university, to wit:

1. Gross pay earned by certified C. W. S. P. student interns for each bi-weekly pay period, through August 4, 1969,
2. The C. W. S. P. share for each bi-weekly pay period through August 4, 1969 (the amount due and payable to the City of Atlanta), and
3. The amount received for each bi-weekly pay period as of August 21, 1969

Statements have been mailed to all colleges for all bi-weekly pay periods excluding the August 18 and August 22 periods which will be combined, with the following exceptions:

1. Morehouse College - pay period ending July 21, 1969.
2. Dekalb College - pay period ending July 21, 1969.
3. Georgia State College - pay period ending August 4, 1969.
4. Morehouse College - pay period ending August 4, 1969.
5. West Georgia College - pay period ending August 4, 1969.
6. Georgia Institute of Technology - pay period ending August 4, 1969.

The six above mentioned statements should and are expected to have been mailed by no later than August 25, 1969.

The statements for the joint pay periods ending August 18, 1969, and August 22, 1969, should and are expected to have been mailed by no later than September 1, 1969.

III. Payroll

A. Procedure

Payroll disbursements were made on a bi-weekly basis as follows:

Time period ending:	Disbursement date:
June 9	June 18
June 23	July 2
July 7	July 16
July 21	July 30
August 4	August 13
August 18	August 27
August 22	August 27

One disbursement for the bi-weekly pay periods ending August 18, 1969, and August 22, 1969. The said August 27, 1969, disbursement will be contingent upon the submission by each intern on August 22, 1969, and upon the approval of the Evaluation Staff of individual intern reports.

The following instructions regarding pay periods, time cards, and disbursement dates are contained in a memorandum which was distributed to all interns:

Time cards must be turned in to Steve Mwamba or Mac Rabb in Room 7 of the Audit Department in the basement of the Atlanta City Hall, 68 Mitchell Street, S. W. , by 12:00 noon on the last day of each pay period in order for the payee to receive compensation on the above listed dates of disbursement. Supervisors should anticipate the number of hours interns will work between 12:00 noon and the close of business on the last day of each pay period and include it on the time cards.

Pay checks for interns assigned to agencies other than Governmental Departments of the City of Atlanta are to be picked up between the hours of 12:00 noon and 5:00 p. m. , on the above listed dates of disbursement in the Atlanta Urban Corps office, 30 Courtland Street, N. E. by agency supervisors or their designated representative, who present to the Payroll Auditor written authorizations from each payee represented.

B. Volunteers

Individuals who agreed to work as volunteers and who are to receive Two Hundred Dollars (\$200.00) as compensation for their services were paid One Hundred Dollars (\$100.00) on July 16, 1969, and will be paid One Hundred Dollars (\$100.00) on August 27, 1969.

It is felt that this method served to encourage the volunteer in that it permitted him to receive some monetary reward for his services prior to the conclusion of the summer program. It further has the effect of providing protection to the Urban Corps in the event that the volunteer resigns prior to the conclusion of the summer program. Payment at the beginning of the program would have left the Urban Corps without protection from financial loss should the volunteer resign. Payment at the conclusion of the program could conceivably while affording protection to the Urban Corps have imposed a burden on the volunteer and would not have contained the incentive factor inherent in the split payment method.

C. Department of Health, Education, and Welfare, College Work Study Program Division Guideline

In order to comply with guidelines as set forth by the Department of Health, Education, and Welfare, College Work Study Program Division, the following procedure was inaugurated.

1. Proof of Compensable Hours Worked

- a. A certified statement mailed to each participating college or university having College Work Study Program students includes information relating to each student as follows:
 - (1) Name,
 - (2) Wage rate,
 - (3) Total number of compensable hours worked during the immediately preceding pay period,
 - (4) Gross pay received for the immediately preceding pay period, and
 - (5) Gross pay received to date.
- b. Time cards signed by each student and his immediate supervisor certifying that a particular number of hours were worked by the student were mailed to the student's college or university in instances where the student was enrolled in the College Work Study Program.

2. Proof of Receipt of Payment

Each employee was required to pick up in person his pay check or to give written authorization to the individual who picked up the check. In the former situation the individual was required to give written certification of receipt. In the latter situation the authorized individual was required to certify receipt of all pay checks received.

3. Recommendations

- a. At present, billing colleges requires a manual transference of information from computer printouts which are grouped according to work location, typing of the bill, and checking of the figures. The city gave us the option of having the printouts grouped either by work location or school. Someone chose to have the interns grouped either by work location . This is of little value to my Department as agency (work location =

agency) financial arrangements are handled by contract. If the problem of separating CWSP interns and non-CWSP interns can be overcome (if the city can be sold on the idea) the computer printouts could be certified and mailed to the colleges. This would eliminate three steps and at the same time reduce the probability of errors. This system would, however, involve the inconvenience of sorting pay checks and grouping them by City Department and agency. Less time and effort are required to sort pay checks than to manually transfer the required information. In my estimation, this should be done at the earliest date possible.

- b. The procedure regarding proof of payment is onerous and burdensome. The interns, justifiably, do not like it. I feel HEW should be made aware of the unpalatable nature of the guide line necessitating this procedure and a request for relief made.

IV. Contracts

A. Agency Contracts

All contractual agreements between the City of Atlanta, Atlanta Urban Corps and non-profit agencies, governmental departments, and governmental agencies have been finalized and are on file in the Department of Finance, City of Atlanta, City Hall, 68 Mitchell Street, S. W., Atlanta, Georgia.

B. College and University Contracts

All contractual agreements between the City of Atlanta, Atlanta Urban Corps and colleges and universities have been finalized and are on file in the Department of Finance, City of Atlanta, City Hall, 68 Mitchell Street, S. W., Atlanta, Georgia. The said college and university contracts embody the agreements reached in relation to funding originating in the Department of Health, Education, and Welfare, College Work Study Program Division.

C. Educational Advisor Contracts

Contracts have been entered into between the City of Atlanta, Atlanta Urban Corps, and Carl Wieck, Patrick Ntokogu, Roger Whedon, Barbara Rudisill, and the Georgia Institute of Technology - Roger Rupnow. The said individuals agreed to act as Educational Advisors to the 1969 Urban Corps Project; and to perform duties including but not limited to job visitation with the interns and agency supervisors, planning and conducting education seminars for small groups, as well as all interns, working in coordination with the field evaluation staff to insure job relevancy and educational significance of the program for each intern.

For the performance of the duties as outlined above, the City of Atlanta agreed to pay each Educational Advisor One Thousand Dollars (\$1,000.00).

D. Urban Corps - Library Theatre Contract

A contract between the City of Atlanta, Atlanta Urban Corps and Arthur Pellman was executed. The contract provides in essence for the service of Arthur Pellman as Director of the Urban Corps - Library Theatre for a period of not less than ten weeks; and for the receipt by Arthur Pellman of One Thousand Dollars (\$1,000.00) as compensation for the above stated service; said compensation to be paid by the City of Atlanta.

ATLANTA URBAN CORPS, GENERAL FUND ACCOUNT
BALANCE SHEET
July 31, 1969

<u>Account Number</u>	<u>Title</u>	<u>Appropriation</u>	<u>Encumberances</u>	<u>Expenditures</u>	<u>Balance</u>
G-25-62	Partitions	646.00		646.00	0
G-25-500U	Mileage	500.00		15.00	485.00
G-25-62-830	Salaries	170,115.00		86,412.08	83,782.92
G-25-62-7140	Telephone	600.00		0	600.00
G-25-62-7600	Postage	150.00		0	150.00
G-25-62-7610	Printing and Reproduction	500.00	62.24	853.40	(415.64)
G-25-62-7700	Office Supplies	1,000.00	171.80	450.43	378.49
G-25-62-8100	Rentals	400.00	210.00	50.00	140.00

ATLANTA URBAN CORPS, GENERAL FUND ACCOUNT
BALANCE SHEET
August 14, 1969

<u>Account Number</u>	<u>Title</u>	<u>Appropriation</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Balance</u>
G-25-62	Partitions	646.00		646.00	0
G-25-500U	Mileage	500.00		281.70	218.30
G-25-62-830	Salaries	170,195.00		88,212.08	82,447.39
G-25-62-7140	Telephone	600.00		298.75	301.25
G-25-62-7600	Postage	150.00		150.00	0
G-25-62-7610	Printing and Reproduction	500.00	62.24	902.23	(464.47)
G-25-62-7700	Office Supplies	1,000.00	171.80	450.43	378.49
G-25-62-8100	Rentals	400.00	210.00	90.00	100.00

VI.

ATLANTA URBAN CORPS
STATEMENT OF REVENUES & EXPENDITURES
August 21, 1969

REVENUES:	RECEIVED:	ANTICIPATED:	TOTAL:
City of Atlanta	\$52,605.00	0	\$52,605.00
C. W. S. P.	8,771.12	64,344.88	73,116.00
Contributions	19,610.00 20,100.00	13,000.00	32,610.00 33,100.00
Non-profit Agencies	12,750.00	14,052.00	<u>26,802.00</u>
	TOTAL REVENUES		\$185,133.00 185,523.00

EXPENDITURES:	PAID:	ANTICIPATED:	TOTAL:
Intern Salaries	\$115,268.25	\$54,926.75	\$170,195.00
Operational Expenses	2,819.11	444.04	3,263.15
Educational Advisors	4,000.00	1,000.00	5,000.00
Non-Intern Staff	4,932.70	392.30	<u>5,325.00</u>
	TOTAL EXPENDITURES		\$183,783.15

SURPLUS ~~\$1,349.85~~
\$1,739.85

VII. Summation

In matters of Finance, it is absolutely essential to maintain accurate, complete, and easily accessible records. Every effort should be made to achieve this end.

Prior to mid July, 1969, this department was plagued by senseless mistakes, inadequate secretarial support, and troublesome inefficiency. The acquisition of Patty Harwell, whose competence is remarkable and whose willingness to work is admirable, eliminated the problem of inadequate secretarial support and made it possible to reduce inefficiency.

Earlier mistakes, inefficiency, and an almost total lack of secretarial support had a pyramiding effect which resulted in the depletion of many valuable hours and had the end result of causing a pronounced reduction in positive achievement.

Given a more efficient operation and the consequent increase in unconsumed man hours a great deal could have been accomplished in the area of fund raising.

Absent senseless mistakes, e. g. an absurdly inaccurate listing of students accepted and placed, a much better cash-flow ratio could have been maintained.

There is no justification for a repetition of the same mistakes.

In closing, I feel Patty Harwell, James Rabb, and Steve Mwamba should be commended for their diligence, competence, and ability to withstand frustration.



Inmond L. Deen, Jr.
Director of Finance
Atlanta Urban Corps

APPENDIX

ATLANTA URBAN CORPS
DEPARTMENT OF FINANCE

To: Sam Williams, Director, Atlanta Urban Corps

From: Inmond L. Deen, Director of Finance, Atlanta Urban Corps

Re: Initial Report on the Department of Finance

Date: July 2, 1969

I.

The payroll schedule for employees of the Atlanta Urban Corps is set forth in a memorandum (labeled Appendage "A") which has been distributed to all interns.

Individuals who agreed to work as volunteers and who are to receive \$200.00 as compensation for their services will be paid \$100.00 on July 16, 1969, and \$100.00 on August 27, 1969. It is felt that this method will serve to encourage the volunteer in that it permits him to receive some monetary reward for his services prior to the conclusion of the summer program. It further has the effect of providing protection to the Urban Corps in the event that the volunteer resigns prior to the conclusion of the summer program. Payment at the beginning of the program would leave the Urban Corps without protection from financial loss should the volunteer resign. Payment at the conclusion of the program could conceivably, while affording protection to the Urban Corps, impose a burden on the volunteer and would not contain the incentive factor inherent in the split payment method.

II.

In order to comply with guidelines set forth by the Department of Health, Education, and Welfare, College Work-Study Program Division, the following procedure has been inaugurated:

- A. A certified statement (labeled Appendage "B") will be mailed to each participating college or university having College Work-Study Program students employed by the Atlanta Urban Corps. The statement will include information relating to each student as follows:
 1. Name.
 2. Wage rate.
 3. Total number of compensable hours worked during the immediately preceding pay period.
 4. Gross pay received for the immediately preceding pay period, and
 5. Gross pay received to date.
- B. Time cards (labeled Appendage "C") signed by each student and his immediate supervisor certifying that a particular number of hours were worked by the student will be mailed to the student's college or university in instances where the student is enrolled in the College Work-Study Program.
- C. Each employee is required to pick up in person his paycheck or to give written authorization to the individual who will pick up the check. In the former situation the individual is required to give written certification of receipt. In the latter situation the authorized individual is required to certify receipt

of all pay checks received. (See Appendages "D" and "E".)

III.

A bookkeeping system has been designed and is tentatively scheduled to become operative on July 10, 1969. The system will consist of the maintenance of the following Journals and Ledgers:

- A. General Journal--posted daily Monday through Friday prior to 9:15 a. m. listing all monies received and all liabilities incurred the preceding day.
- B. Cash Receipts and Disbursements Ledger--posted twice weekly recording the flow of capital.
- C. General Ledger--posted twice weekly containing separate accounts for:
 - 1. Office equipment,
 - 2. Office supplies,
 - 3. Payment received from agencies as contracted for,
 - 4. Payment received from educational institutions as contracted for,
 - 5. Payment received in the form of grants and donations from foundations,
 - 6. Payment received in the form of grants and donations from the private business sector,
 - 7. Utilities, and
 - 8. All other necessary accounts.
- D. Individual Earnings Records--posted bi-weekly.
- E. Petty Cash Records--maintained by Sam Williams.

Inmond L. Deen, Jr.
Director of Finance
Atlanta Urban Corps

ATLANTA URBAN CORPS
DEPARTMENT OF FINANCE

To: Sam Williams, Director, Atlanta Urban Corps
From: Inmond L. Deen, Jr., Director of Finance,
Atlanta Urban Corps
Re: Departmental Report
Date: July 16, 1969

I.

After repeated efforts to resolve the unusually perplexing situation surrounding compensation for VISTA volunteers assigned through the Southern Regional Education Board to the City of Atlanta, Atlanta Urban Corps, little has been accomplished. Responsibilities, however, have been defined, to wit:

- A. VISTA volunteers will receive bi-weekly supplements from the City of Atlanta, Atlanta Urban Corps in amounts determinable by multiplying the total number of compensable hours worked by each intern during the preceding pay period by either .07, .47, or .77, depending upon the individuals educational level.
- B. Volt Technical Corporation, a subsidiary of Volt Information Sciences, Inc., 795 Peachtree Street, N.E., Suite 630, Atlanta, Georgia, a private corporation under contract with VISTA to provide administrative and logistical financial support, will disperse on a weekly basis the VISTA share of VISTA volunteers pay.
- C. The City of Atlanta, Atlanta Urban Corps supplement plus the VISTA share will closely approximate that received by all other interns of a comparable educational level.
- D. Carol Lim, Volt Technical Corporation, phone 876-6354, has been designated as the representative of her company to handle inquiries from VISTA Volunteers assigned to the Urban Corps regarding compensation from VISTA.

II.

The procedure outlined in section II of this Department's initial report, dated July 2, 1969, regarding College-Work Study Program guidelines is proving satisfactory.

III.

The book keeping system outlined in Section III of this Department's initial report is now in operation and is relatively efficient. Improvement is needed in this area. As a bare minimum the following is necessary:

- A. Working space (available for payroll auditors)
- B. Freedom from unnecessary interruptions and confusion

IV.

Mr. W. Walton Clarke, First National Bank of Atlanta, was talked with on July 10, 1969. He agreed on behalf of the First National Bank to donate One Thousand Dollars (\$1,000.00) to the City of Atlanta, Atlanta Urban Corps.

Mr. Charles S. Marvin, A.T.&T., was talked with on July 9, 1969. Mr. Marvin indicated an interest on the part of A.T.&T. to make a donation to the Urban Corps. He suggested that I call his immediate supervisor, Mr. Tom Koneig, on July 14, 1969, and arrange a conference. Mr. Koneig was ill. However, his secretary set up a conference for July 22, 1969 at 10:00 A.M.

Mr. Plemon Whatley (Junior at Harvard) , employed by A.T.&T. and assigned to E.O.A., was talked with on or about July 1, 1969, and has reported to Mr. Marvin that he feels the Urban Corps is deserving of a donation.

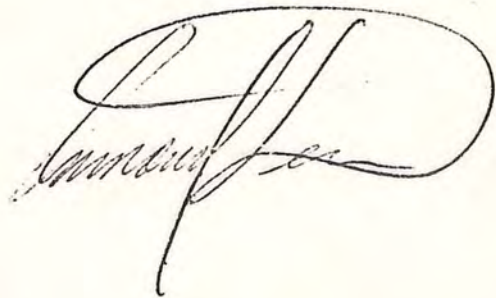
A.T.&T.'s offices in Atlanta are located at Room 1831, The Hartford Building.

V.

In general, Finance has been plagued by senseless mistakes, inadequate secretarial support, and troublesome inefficiency.

At this time the addition of Dianne Wilson to this Department in a somewhat elusive position is not, in my opinion, justifiable either in cost to the Urban Corps or in increased efficiency.

The above mentioned recommendation, if followed, will provide the needed space mentioned in Section III, A, above and will eliminate the need for close supervision and will, to some extent, provide relief from unnecessary confusion and inefficiency.

A handwritten signature in cursive script, appearing to read "R. J. [unclear]", is written in black ink. The signature is fluid and somewhat stylized, with a large loop at the end.

ATLANTA URBAN CORPS
DEPARTMENT OF FINANCE

To: Sam Williams, Director, Atlanta Urban Corps

From: Inmond L. Deen, Jr., Director of Finance,
Atlanta Urban Corps

Re: Departmental Report

Date: August 1, 1969

I. Payroll

The payroll system is functioning satisfactorily. Two areas need improvement:

- A. At present, billing colleges requires a manual transference of information from computer print outs which are grouped according to work location, typing of the bill, and checking of the figures. The city gave the option of having the print outs grouped either by work location or school. Someone chose to have the interns grouped by work location. This is of little value to my Department as agency (work location= agencies) financial arrangements are handled by contract. If the problem of separating CWSP interns and non-CWSP interns can be overcome (if the city can be sold on the idea) the computer print outs could be certified and mailed to the colleges. This would eliminate three steps and at the same time reduce the probability of errors. This system would, however, involve the inconvenience of sorting pay checks and grouping them by City Department and agency. Less time and effort are required to sort pay checks than to manually transfer the required information. In my estimation, this should be done if the city and the Urban Corps maintain their present relationship.
- B. The procedure outlined in section II, C, of my report dated July 2, 1969 is onerous and burdensome. The interns, justifiably, do not like it. I feel HEW should be made aware of the unpalatable nature of the guide line necessitating this procedure and a request for relief made. I intend to act accordingly. We were fortunate on the July 30, 1969 disbursement date. Only one problem of any significance arose: a staff member told Andrea Frye, a volunteer, she would receive \$100 on July 30. The "culprit" had not the authority to make the decision. Nonetheless, we will pay her and Young Hughley at their convenience after 12:00 o'clock noon 8/1/69.

II. College Billing

The college billing system will work adequately. Colleges will be billed (bills mailed) today for amounts owed as of July 2, 1969. They will be billed August 5, 1969, for amounts owed as of July 30, 1969. The August 13th, and August 27th, billings will be no problem. The September 10th billing should not be a problem but the mechanics have not been worked out.

III. Agency Payments

Non-profit agencies in which AUC interns are placed have contractually agreed to employ the student and to pay a part of the student's salary ranging from 100% to 00%. On Wednesday, August 6, 1969, prompting of agencies who have not fulfilled their contractual obligations will be commenced.

IV. Contracts

A. Agency Contracts

EOA was delayed in executing our contract due to the change of directorship. The contract has been delivered to George Berry for execution by the city.

We still do not have a contract with SREB for the Fulton County Health Department. This involves 21 interns. Since SREB has given us \$7,000.00 and will give us \$13,000.00 within two weeks (according to Bill Ramsay) I consider that organization reputable.

The decision was made to contract with the Academy Theater as a non-city agency even though the funds actually come from the City (Atlanta Board of Education). Miss Nancy Hagar was talked with and agreed to this arrangement on July 15, 1969. A letter confirming the earlier verbal agreement and a written contract were mailed to Miss Hagar July 16, 1969. The contract has not of this date been returned to this office.

The Atlanta Youth Council is for our purposes a non-city agency. The contract has been executed.

B. College Contracts

When the college contracts were executed, both copies of the West Georgia contract were returned to the college. Mr. Paul M. Smith, Jr., Director of Financial Aid, stated by telephone on 8/1/69 that he would on that date mail one copy to me. When it is received, Mr. Charles Davis, Director of Finance, City of Atlanta, will certify the West Georgia bill.

C. Educational Advisor Contracts

Contracts have been entered into between the City of Atlanta, Atlanta Urban Corps, and Carl Wieck, Patrick Ntokogu, Roger Whedon, Barbara Rudisill, and the Georgia Institute of Technology--Roger Rupnow,

the said individuals to act as Educational Advisors to the 1969 Urban Corps Project. Duties to be performed shall include but not be limited to job visitation with the interns and agency supervisors, planning and conducting education seminars for small groups, as well as all interns, working in coordination with our field evaluation staff to insure job relevancy and educational significance of the program for each intern, assisting the intern in his articulation of his experience and other counseling and advisory duties connected with the program.

For the services outlined above, each Educational Advisor shall be compensated in the amount of One Thousand Dollars.

D. Urban Corps-Library Theatre Contract

A contract between the City of Atlanta, Atlanta Urban Corps, and Arthur Pellman has been drawn, approved, and is in the process of execution. The contract provides in essence that Arthur Pellman is to serve as Director of the Urban Corps-Library Theatre for a period of not less than ten weeks and that he will be compensated in the amount of One Thousand Dollars.

V. Staff

Steve Mwamba is performing a task that is in my estimation tedious and demanding. He has and is continuing to keep errors at a minimum.

Mac Rabb is now working in my office and is performing at a level that is above what can ordinarily be expected or demanded of an individual.

Patty Harwell is doing an excellent job in providing secretarial support. She is diligent, unusually efficient, and in every respect a pleasure to work with.

July 24, 1969

Summation of a discussion between Atlanta Urban Corps and Fulton National Bank

Participants: J. Leland Phillips, Vice-President, Fulton National Bank
Inmond Deen, Urban Corps
Dave Whelan, Urban Corps

Materials presented: Atlanta Urban Corps Prospectus, labeled appendage "A".

Length of Discussion: 50 minutes

Major Topics:

1. Definition of Atlanta Urban Corps goals and scope
2. Fulton National's involvement in the community
(As a representative sample, Fulton National provides financial support to United Appeal, Lovett School, Westminster School, private colleges in Georgia.)
3. Fulton National, according to Mr. Phillips, has a Foundation which was created 5 years ago and which does not as yet yield substantial income. As a result of this the bulk of the money donated to service organizations, etc. is taken from the bank's net profit.
4. Need to coordinate various service groups in the Atlanta area in a fashion similar to United Appeal.
5. The ineffectiveness of Federal programs to achieve results, i. e. Job Corps, VISTA.
6. The stigma of the name Urban Corps.

Summation:

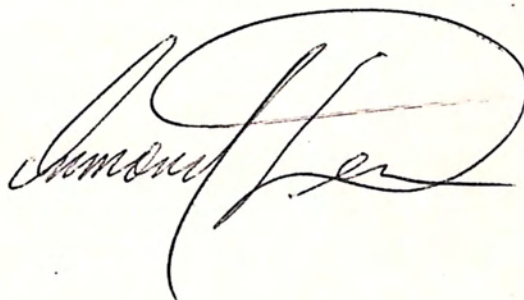
Fulton National Bank appears to be a rather conservative organization. The Urban Corps would profit considerably from endorsement of its program by Fulton National Bank. The prospects of Fulton National Bank providing financial support and thereby endorsing the Urban Corps are good. The relationship, however, must be carefully cultivated.

Action Taken:

Fulton National has been placed on the Urban Corps mailing list in an effort to provide continuing information to the bank and thereby permit closer observation and evaluation of the Atlanta Urban Corps.

Recommendations:

It is recommended that the Director who will assume leadership of the Atlanta Urban Corps at the expiration of the 1969 Summer Program contact personally Mr. Phillipps and present and explain the most thorough evaluative summary of the Atlanta Urban Corps that is obtainable. It is felt that if the program has achieved substantial fulfillment of its goals and Mr. Phillipps is appraised thereof, Fulton National Bank will provide financial support.

A handwritten signature in cursive script, appearing to read "Samuel Lee". The signature is written in dark ink and is positioned on the right side of the page.

BLACK BUSINESS COMMUNITY:

1. Citizen's Trust Company
L. D. Milton, President
2. Mutual Federal
J. B. Blaton, First Vice-President
3. Atlanta Life Insurance Company
Norris Herndon
J. D. Martin

Additional information in this area is contained in a file labeled "Fund Raising" in the Department of Finance, Atlanta Urban Corps, 30 Courtland Street, N.E., Atlanta, Georgia 30303.

May 19, 1969

ORDINANCE BY

FINANCE COMMITTEE:

WHEREAS, the City of Atlanta has decided that it is in its best interest to foster interest in municipal government within the college community; and

WHEREAS, the City believes that this goal can be enhanced through the extensive use of a college internship program; and

WHEREAS, the City is desirous of establishing within its present organizational framework an agency to control and implement this proposed internship program; and

WHEREAS, this agency is to be placed within the Department of the Mayor and to be given the title Atlanta Urban Corps;

BE IT THEREFORE ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that Article III, Volume II of the City Code is amended by adding a new section thereto appropriately numbered as follows:

"Section 2-63: There is hereby created in the Office of the Mayor, a division known as the Atlanta Urban Corps. The Mayor or his duly appointed representative has the duties and responsibilities for maintaining and administrating this division and the interns employed therein. The Mayor shall have authority and responsibility for entering into contracts with universities for College Work Study Program positions; non-profit organizations, other governmental units, and nongovernmental organizations for the employment of interns. Said contracts shall be ratified by the Mayor and Board of Aldermen."

Appendage "C"

117-336

CERTIFIED
MAY 19 1969
President Board of Aldermen

ORDINANCE BY

FINANCE COMMITTEE:

369

AMENDING ARTICLE III, VOLUME II, OF THE CITY CODE BY ADDING A NEW SECTION 2-63 CREATING IN THE OFFICE OF MAYOR A DIVISION KNOWN AS THE ATLANTA URBAN CORPS

APPROVED

MAY 21 1969

[Signature]
MAYOR

APPROVED

[Signature]
Chairman, Finance Committee

SECOND READING

June 16, 1969

RESOLUTION BY

FINANCE COMMITTEE AND BUDGET COMMISSION

WHEREAS, The Atlanta Urban Corps Project is a project developed and initiated by College Students for the purpose of introducing young people to the problems of the modern urban environment; and

WHEREAS, the Program anticipated the employment of approximately 200 students for work in city government, other local governmental units and other local nonprofit agencies to which students may be assigned; and

WHEREAS, the total city contribution to the program can be financed from accumulated savings in the funds already appropriated for salaries in the various departments of city government to which students may be assigned and, due to the Federal grants available, the City can receive the services of the students in various City functions for approximately \$50 per student for the summer.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN that the 1969 (General Fund) Budget be and is hereby amended as follows:

ADD TO ANTICIPATIONS

<u>Account No.</u>		
G-16-76 40	Grants, Non-Profit Agencies	\$15,280.00
G-16-76 45	Grants, College Work Study Program	77,856.00
G-16-76 50	Grants, Private Contribution	28,250.00
		<u>\$121,386.00</u>

ADD TO APPROPRIATIONS

<u>Account No.</u>		
G-25-62-570U	Partitions, Auditorium Offices	\$ 646.00
760U	Postage	150.00
761U	Printing and Reproduction	500.00
714U	Telephone	600.00
770U	Office Supplies and Expense	1,500.00
810U	Rentals	400.00
830U	Salaries	117,590.00
		<u>\$121,386.00</u>

TRANSFER FROM:

<u>Account No.</u>		
G-9-62-830A	Salaries, Department of Finance	6,500.00
G-11-62-830A	Salaries, Department of Public Works	1,500.00
830F	Salaries, Sanitary Division, Garbage Collection	11,605.00
G-12-62-830	Salaries, Libraries	8,500.00
G-23-62-830	Salaries, Department of Law	750.00
G-25-62-830	Salaries, Department of Mayor	7,500.00
G-29-62-830	Salaries, Department of Purchasing	750.00
G-30-62-830	Salaries, Department of Planning	2,500.00
G-34-62-830C	Salaries, Department of Parks	10,000.00
G-46-62-830	Salaries, Traffic Engineering	3,000.00
		<u>\$52,605.00</u>

✓ 17-375

CERTIFIED
JUN 16 1969
[Signature]
President Board of Aldermen

ENTION BY

CE COMMITTEE AND BUDGET COMMISSION

lishing the budget of the 1969 Urban
Project within the Office Of Mayor
icipating and appropriating
286 in grants to be received and
ffering \$52,604 in existing appropriat-

APPROVED
JUN 16 1969
[Signature]
MAYOR

APPROVED
16/6/69
[Signature]
Finance Committee

ACCOUNTS RECEIVABLE - CWSP

	7/7/69			7/21/69		
	<u>Gross Pay</u>	<u>CWSP Share</u>	<u>Received</u>	<u>Gross Pay</u>	<u>CWSP Share</u>	<u>Received</u>
University of Pennsylvania	176.00	140.80		176.00	140.80	
SREB for University of Georgia	334.30	267.44		352.00	281.60	
Southwestern at Memphis	216.00	172.80	172.80	270.00	216.00	216.00
Lake Forest College	392.00	313.60		302.40	241.92	
Ga. College at Milledgeville	464.00	371.20		481.60	385.28	
Oglethorpe	176.00	140.80		352.00	281.60	
Brandeis University	144.00	115.20		144.00	115.20	
Brown	129.60	103.68	103.68	144.00	115.20	
Emory University	176.00	140.80		176.00	140.80	
Indiana University	176.00	140.80	140.80	176.00	140.80	
Mercer	144.00	115.20		144.00	115.20	
Georgia Institute of Technology	1,635.50	1,308.40		1,676.60	1,341.28	
Clark College	1,496.80	1,197.44		1,843.60	1,474.88	
Spelman	1,241.80	993.44		1,427.70	1,142.16	
Morris Brown College	2,541.38	2,033.10		3,085.80	2,468.64	
Yeshiva	45.70	36.56				
West Georgia College	2,909.60	2,327.68	2,327.68	2,597.40	2,077.92	
Morehouse College	1,222.50	978.00		1,460.20	1,168.16	
Vassar	144.00	115.20	115.20			
Georgia State	(1) 1,649.60	(2) 1,319.68	1,204.48	1,785.60	1,428.48	
Dekalb Junior College	1,400.40	1,120.32				
TOTAL	<u>16,815.18</u>	<u>13,452.14</u>		<u>16,594.90</u>	<u>13,275.92</u>	

(1) \$1,649.60 - \$144.00 (Susie Lindsey) = \$1,505.60.

(2) 80% of \$1,505.60 = \$1,204.48.

ACCOUNTS RECEIVABLE - CWSP

	<u>Gross Pay</u>	8/4/69 <u>CWSP Share</u>	<u>Received</u>
University of Pennsylvania	176.00	140.80	
SREB for University of Georgia	352.00	281.60	
Southwestern at Memphis	255.60	204.48	204.48
Lake Forest College	320.00	256.00	
Ga. College at Milledgeville	452.80	362.24	
Oglethorpe	352.00	281.60	
Brandeis University	144.00	115.20	
Brown	144.00	115.20	
Emory University			
Indiana University	176.00	140.80	
Mercer	144.00	115.20	
Georgia Institute of Technology	1,890.00	1,512.00	
Clark College	1,520.00	1,216.00	
Spelman	1,359.60	1,087.68	
Morris Brown College			
Yeshiva	154.00	123.20	
West Georgia College	2,393.00	1,914.40	
Morehouse	1,201.00	960.80	
Vassar	144.00	115.20	
Georgia State	1,486.40	1,189.12	
Dekalb Junior College	1,512.90	1,210.32	
TOTAL	<u>14,277.30</u>	<u>11,421.84</u>	

Morris Brown College

Atlanta, Georgia 30314

STUDENT LOAN OFFICE

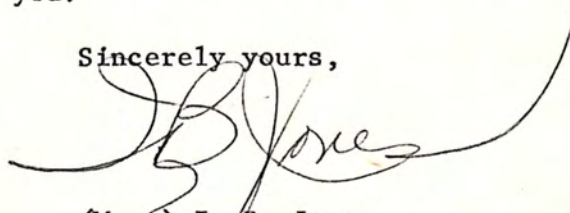
August 13, 1969

Mr. Inmond L. Deen, Jr.
Director of Finance
Atlanta Urban Corps
30 Courtland Street, N. E.
Atlanta, Georgia 30303

Dear Mr. Deen:

Please find enclosed our check for \$1,276.16 which represents the 80% federal share for Morris Brown College CWSP students through June 23, 1969. We note that Chester McElroy worked 46 hours within one week. We can only pay for 40 hours, which means that our 80% is computed on \$1,595.20 rather than the \$1,608.40 which is the total of the payroll submitted by you.

Sincerely yours,



(Mrs.) I. B. Jones
Student Financial Aid Director

IBJ/bs
Enclosure-Check \$1,276.16

Appendage No. 1

ACCOUNTS RECEIVABLE - CWSP

	6/9/69			6/23/69		
	<u>Gross Pay</u>	<u>CWSP Share</u>	<u>Received</u>	<u>Gross Pay</u>	<u>CWSP Share</u>	<u>Received</u>
University of Pennsylvania				105.60	84.48	
SREB for University of Georgia				193.60	154.88	
Southwestern at Memphis				158.40	126.72	126.72
Lake Forest College				29.70	23.76	
Ga. College at Milledgeville				211.20	168.96	
Oglethorpe				105.60	84.48	
Brandeis University	86.40	69.12		144.00	115.20	
Brown				144.00	115.20	115.20
Emory University				105.60	84.48	84.48
Indiana University				105.60	84.48	84.48
Mercer				158.40	126.72	126.72
Georgia Institute of Technology				1,074.80	859.84	
Clark College	70.40	56.32		1,296.00	1,036.80	
Spelman	57.50	46.00		688.70	550.96	
Morris Brown College	105.60	84.48	84.48	(5) 1,502.80	(6) 1,202.24	1,191.68
Yeshiva						
West Georgia College				2,027.20	1,621.76	1,621.76
Morehouse College	21.60	17.28		866.80	693.44	
Vassar				144.00	115.20	115.20
Georgia State	(1) 28.00	(2) 22.40		(3) 1,072.00	(4) 857.60	742.40
Dekalb Junior College	99.90	79.92	79.92	1,058.40	846.72	846.72
TOTAL	<u>469.40</u>	<u>375.52</u>		<u>11,192.40</u>	<u>8,953.92</u>	

- (1) \$28.00 was paid to Susie Lindsey who was not certified for C. W. S. P.
- (2) We cannot collect this due to non-certification.
- (3) \$1,072.00 - \$144.00 (Susie Lindsey) = \$928.00.
- (4) 80% of \$928.00 = \$742.40.
- (5) \$1,502.80 - \$13.20 (See appendage #1) = \$1,489.60.
- (6) 80% of \$1,489.60 = \$1,191.68.

Urban Corps

December 4, 1969

MEMORANDUM

To: Charles L. Davis
From: George Berry
Subject: Attached Checks Totaling \$1,025

The Urban Corps had forwarded to me the attached checks which represent unanticipated contributions to the Urban Corps Project. With these checks, they have sent a miscellaneous requisition payable to Norrell Temporary Services in the amount of \$113.75. In addition, they forwarded me a memorandum, dated December 3, 1969, detailing the amount of unanticipated contributions that they have forwarded to the City. The Urban Corps, of course, feels that they should have considerable latitude in expending these contributions that they solicit and which are over and above the budgeted receipts. They will, therefore, be forwarding certain other miscellaneous requisitions in the near future to be paid from this balance of \$949.06.

GB:ja

Attachments

Urban Corps

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

M E M O R A N D U M

TO: Pat Haliburton *(MR. Geo. Berry)* DATE: December 5, 1969

FROM: Ken Millwood *KLM*

RE: Urban Corps City Placements - 1970

In response to your request the following breakdown of interns by city department by program periods are submitted. It must be remembered that these are only reasonable estimates because exact placements obviously cannot be made at this early date. (Note - Model Cities is included as per our Fall, 1969 Budget procedure)

<u>Departments</u>	<u>Winter</u>	<u>Summer</u>	<u>Fall</u>
	<u>Jan. 19 - April 5</u>	<u>June 15 - Sept. 5</u>	<u>Sept. 28 - Dec. 18</u>
(1) Community Rel. Comm.	1	1	1
(2) City Personnel	2	2	2
(3) Water Works	2	12	2
(4) Building Department	2	4	2
(5) Business License	3	6	3
(6) Accounting Division	5	3	3
(7) Atlanta Youth Council	1	20	4
(8) Model Cities	6	25	8
(9) Mayor's Office	2	10	2
(10) Police Department	0	8	2
(11) Law	2	5	2
(12) Purchasing Department	0	1	0
(13) Parks	2	12	0
(14) Aviation	0	2	0
(15) Budget	0	1	0
(16) Motor Transport	0	1	0

<u>Departments</u>	Winter <u>Jan. 19 - April 5</u>	Summer <u>June 15 - Sept. 5</u>	Fall <u>Sept. 28 - Dec. 18</u>
(17) Planning Department	0	2	4
(18) Library	0	7	2
(19) Traffic Engineering	0	1	0
(20) Fire Department	0	3	0
(21) Courts	0	5	1
(22) Prisons	<u>0</u>	<u>5</u>	<u>1</u>
Totals	30	150	40

Urban Corps

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8091 / ATLANTA, GEORGIA 30303

M E M O R A N D U M

TO: George Berry

DATE: December 3, 1969

FROM: Ken Millwood *KM*

SUBJECT: Urban Corps Unanticipated Revenue

Enclosed you will find a miscellaneous requisition, its related bill, and two contribution checks payable to the Atlanta Urban Corps in the total amount of \$1,025.00. The two checks are:

American Telephone & Telegraph	\$1,000.00
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Mr. W. Elliott Dunwoody, Jr.	\$ 25.00
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This unanticipated revenue is to be totalled with the present balance of \$37.81 quoted in my memo of October 14, for a new total of \$1,062.81. The requisition for \$113.75 payable to Norrell Temporary Services brings the new balance to \$949.06. As stated in our meeting of December 2, we will maintain a record of this balance.

cc: Mr. Hugh Saxon

Urban Corps

December 8, 1969

Mr. Milton G. Farris
Gulf Oil Corporation
P. O. Box 7245, Station C
Atlanta, Georgia 30309

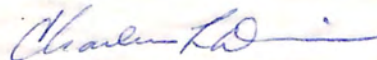
Dear Milton:

I am enclosing a copy of the memorandum I have received from Mr. George Berry regarding the funding of the Urban Corps. As you will recall, we created several positions within the City for administrative purposes for handling this program, and these positions were to terminate December 31, 1969.

It is obvious that the Budget for 1970 will not be adopted until the third meeting in January which is some two and one-half weeks beyond the Dec. 31, 1969 deadline.

Please advise of your wishes of continuing these positions at least until the 1970 Budget is adopted.

Sincerely,



Charles L. Davis
Director of Finance

CLD:lek
cc: Mr. George Berry
Mr. Ken Millwood

December 15, 1969

Mr. Ken Millwood
Director
Atlanta Urban Corps
30 Courtland Street N.E.
Atlanta, Georgia 30303

Dear Mr. Millwood:

At the request of Mr. Massell, this is to acknowledge receipt of your communication and to confirm his review of its contents.

We hope you will understand the Mayor-elect's inability to respond personally at this time to the voluminous correspondence being received during our transition period.

Sincerely,



(Mrs.) Norma Day
Secretary to Mr. Massell

P.S. Mr. Massell is interested in the Urban Corps and will plan to meet with you at a later date. In the meantime, he asks that you confer with Ken Gregor, Urban Observatory Coordinator at City Hall.

N.D.

CC: Mr. Ken Gregor ✓

ND: bh

y u

December 18, 1969

Mr. Sam Massell
Mayor-Elect
%Allan-Grayson Realty Company
40 Pryor Street, S. W.
Atlanta, Georgia 30303

Dear Mr. Massell:

At the request of Mrs. Day, I am presenting our problem to you in this letter rather than waiting the several weeks until you will be available to discuss it in person.

As you know, the Atlanta Urban Corps is a student program now operating through the Mayor's office. The program is designed to offer students an avenue for constructive community service while expanding the relevance of their college education. The program has operated successfully since June, but is now facing a very uncertain future.

The Atlanta Urban Corps is being caught in the squeeze of the change of City Administrations. For six and one-half months, (since June 16, 1969), the City of Atlanta allocated \$76,000 for the operation of the Urban Corps. This money helped pay the compensation of City interns plus administration costs. In total, the program involved 300 students in 1969. We were asked to plan and document an expanded and improved program for fiscal year 1970. Of a total budget of \$650,000, the City was asked to allocate \$139,000 for administration and City interns. The total program was designed to include 660 students, of which 220 will work for City departments. Mr. Milton Farris has decided to allocate \$40,000 to pay both matching costs and administration. The matching costs alone will amount to some \$38,000, if our plans develop as they should. Obviously, this will leave little to operate an effective program.

Unfortunately, Mr. Farris is viewing the program only in dollar terms. I feel he has overlooked some important considerations concerning the Urban Corps. He has failed to grasp the importance of a meaningful relationship between the needs of the City and the potentials of the student community. It is wasteful to disregard the motivations, energies and abilities of the area students. We have plans and procedures to produce

Mr. Sam Massell
December 18, 1969
Page 2

an effective 1970 program to build upon the documented success of our 1969 efforts. However, this serious budget cut, which represents only 28.5% of our original request and merely 6% of the total program cost, threatens to destroy the possibilities of the Urban Corps.

In real terms, the Urban Corps needs at least \$50,000 for program administration. I am asking for your personal intervention before the budget is passed to correct this situation. Mr. Dan Sweat will be glad to discuss the program with you, and is able to illustrate the benefits of the Atlanta Urban Corps. Of course, I am available and welcome the opportunity to discuss the matter with you at any time.

Sincerely,

Ken Millwood
Director

KM:sz

December 18, 1969

Mr. Maynard Jackson
Vice-Mayor Elect
#5 Forsyth Street, N. W.
Atlanta, Georgia 30303

Dear Mr. Jackson:

As you know, the Atlanta Urban Corps is a student program now operating through the Mayor's office. The program is designed to offer students an avenue for constructive community service while expanding the relevance of their college education. The program has operated successfully since June, but is now facing a very uncertain future.

The Atlanta Urban Corps is being caught in the squeeze of the change of City Administrations. For six and one-half months, (since June 16, 1969), the City of Atlanta allocated \$76,000 for the operation of the Urban Corps. This money helped pay the compensation of City interns plus administration costs. In total, the program involved 300 students in 1969. We were asked to plan and document an expanded and improved program for fiscal year 1970. Of a total budget of \$650,000, the City was asked to allocate \$139,000 for administration and City interns. The total program was designed to include 660 students, of which 220 will work for City departments. Mr. Milton Farris has decided to allocate \$40,000 to pay both matching costs and administration. The matching costs alone will amount to some \$38,000, if our plans develop as they should. Obviously, this will leave little to operate an effective program.

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Mr. Maynard Jackson
December 18, 1969
Page 2

In real terms, the Urban Corps needs at least \$50,000 for program administration. I am asking for your personal intervention before the budget is passed to correct this situation. Mr. Dan Sweat will be glad to discuss the program with you, and is able to illustrate the benefits of the Atlanta Urban Corps. Of course, I am available and welcome the opportunity to discuss the matter with you at any time.

Sincerely,

Ken Millwood
Director

KM:sz

Urban Corps

CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303

December 30, 1969



CHARLES L. DAVIS
DIRECTOR OF FINANCE

EDGAR A. VAUGHN, JR.
DEPUTY DIRECTOR OF FINANCE

W. ROY SMITH
DEPUTY DIRECTOR OF FINANCE

JAMES R. FOUNTAIN, JR.
DEPUTY DIRECTOR OF FINANCE

Mr. Ken Millwood
Atlanta Urban Corps
30 Courtland Street, N. E.
Atlanta, Georgia 30303

Dear Ken:

According to our records, there are three colleges and one agency that still owe the City for their participation in the 1969 Summer Urban Corps Program. The remaining balances are:

Clark College	\$2,350.88
Georgia Tech	279.04
University of Georgia	1,379.84
Hardee Circle Arts Center	300.00
TOTAL	<u>\$4,309.76</u>

The City of Atlanta would like to know what efforts are being made to collect the above balances. Our records indicate that the University of Georgia has not yet made any payments; if the revision of a written contract is necessary, we would appreciate it if the Urban Corps would attend to this matter as soon as possible.

On the attached sheet, please find the operating statement for the Urban Corps' 1969 Summer Program.

As you can see, this program cost the City an approximate additional \$9,458 to \$13,768 above the anticipated \$52,605 depending on how much of the remaining balances are collected. I hope that the figures will be useful to the Urban Corps' future planning. If you have any questions concerning this, please let me know.

Sincerely,

Charles L. Davis
Director of Finance

CLD:DMH:jcl

Attachment
cc: George Berry

Atlanta Urban Corps
 Operating Statement
 1969 Summer Program

	<u>Actual</u>	<u>Anticipated</u>	<u>Difference</u>	<u>Balance Due</u>	<u>Actual Total & Balance Due</u>
Income:					
College Work Study	\$67,356.76	\$77,856.00	(\$10,499.24)	\$4,009.30	\$71,366.06
Agencies	26,072.80	15,280.00	10,792.80	300.00	26,372.80
Private Contributions	33,181.80	28,250.00	4,931.80		33,181.80
	<u>\$126,611.36</u>	<u>\$121,386.00</u>	<u>\$5,225.36</u>	<u>\$4,309.76</u>	<u>\$130,921.12</u>
City's Anticipated Share	<u>52,605.00</u>	<u>52,605.00</u>			<u>52,605.00</u>
Total Income	\$179,216.36	\$173,991.00	\$5,225.36	\$4,309.76	\$183,526.12
Expenses:					
Conferences	1,000.00	0	\$1,000.00		
Office Supplies	1,843.24	1,500.00	343.24		
Auto Allowance	436.50	0	436.50		
Partitions, Auditorium	646.00	646.00	0		
Telephone	601.71	600.00	1.71		
Service Contracts	9,533.34	0	9,533.34		
Postage	343.10	150.00	193.10		
Printing and Reproduction	1,236.23	500.00	736.23		
Rentals	642.50	400.00	242.50		
Salaries	176,702.11	170,195.00	6,507.11		
Total Expenses	\$192,984.73	\$173,991.00	\$18,993.73		
Additional Cost to City	\$13,768.37				\$9,458.61

Urban Corps

CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303
November 24, 1969



CHARLES L. DAVIS
DIRECTOR OF FINANCE
EDGAR A. VAUGHN, JR.
DEPUTY DIRECTOR OF FINANCE

W. ROY SMITH
DEPUTY DIRECTOR OF FINANCE
JAMES R. FOUNTAIN, JR.
DEPUTY DIRECTOR OF FINANCE

**Mr. Ken Millwood
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303**

Dear Ken:

This is to acknowledge receipt of the following listed contracts and the return of same to you for the reasons as stated below.

Agreements between the City of Atlanta Urban Corps and: Community Council of the Atlanta Area, Inc.; Kennesaw Mountain National Battlefield Park; Community Arts, Inc.; Grant Park Community School; Metropolitan Atlanta Commission on Crime and Juvenile Delinquency; American Cancer Society; Metropolitan Atlanta Housing Conference; Child Service and Family Counseling Center, Inc.; Kirkwood Community Church & Christian Center; Department of Justice-Immigration and Naturalization Service; and Creative Atlanta-Economic Opportunity Atlanta, Inc.

The above agreements are being returned to you in order that you might have all copies dated and all titles inserted as well as your approval noted thereon. In our audit of these agreements, we found that many of them are not fully executed particularly with reference to the supplemental page relating to the amount of funds to be remitted.

The agreements between the Urban Corps and Mary Holmes College and Blayton Business College are also being returned for the same reasons.

I noticed in reviewing these agreements that the agencies and commissions are to make checks payable to the Atlanta Urban Corps, City of Atlanta. The agreements are executed by the City of Atlanta and these parties and any checks received on which the City of Atlanta's name appears are to be remitted to the City Treasury with funds to be dispersed in accordance with the program. The laws of the City do not permit any agency, commission or employee to endorse any checks made payable to the City of Atlanta.

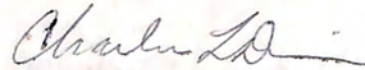
In a review of my files, I do not have filed with this office an agreement relating to the number of interns the City is to receive and the considera-

Mr. Ken Millwood
Page 2
November 24, 1969

tion the City is to pay for these interns. By a copy of this letter, I am asking the Accounts Payable Auditor not to process any payments from the funds allocated for the Urban Corps for income until this agreement is received.

If I can be of assistance to you in correcting these agreements, please advise.

Sincerely,



Charles L. Davis
Director of Finance

CLD:dhf
Enclosures

cc: Mr. George Berry
Mrs. Linda Anderson
Mr. Gerald Bernal
Mr. Horace Ward

Urban Corps

November 25, 1969

Mr. Charles L. Davis
Director of Finance
City of Atlanta
Atlanta, Georgia

Dear Charles:

The agreement with which your letter of November 24, 1969 is concerned was sent up to you on November 21, 1969. It commits the City to pay a lump sum of \$5,094.00 to the Southern Regional Education Board for the 21 interns that have been utilized by the City this fall. You will shortly receive a detailed invoice, broken down as to cost by intera, for this amount to be paid to the SREB.

Notwithstanding the fact that you had this contract in hand before your letter was written, your threat to cut off the Urban Corp's funds is highly improper. Their funds were appropriated by the Board of Aldermen for a specific purpose and are being used consistent with this purpose. We will continue to process the payroll of the Urban Corps staff and process requests for other payments consistent with their appropriation, and it will be expected that they will be honored and processed unless the Mayor and Board of Aldermen direct otherwise.

Very truly yours,

George J. Berry
Deputy Chief Administrative Officer

GJB:ja

cc: Mr. Ken Millwood
Linda Anderson
Gerald Bernal
Horace Ward

November 21, 1969

MEMORANDUM

To: Ken Millwood

From: George Berry

I am enclosing a fully executed copy of the agreement between the City of Atlanta and the Southern Regional Education Board providing for SREB acting as paymaster and assuming the financial liability therefor for the Urban Corps interns during the fall of 1969. With a copy of this letter, I am providing the Finance Director with the official City copy.

GB:ja

Enclosure

cc: Charles Davis

Urban Corps

October 28, 1969

Mr. Jay Fountain
Deputy Director of Finance
City of Atlanta
City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia

Dear Jay:

Please make the following deposits:

ACCOUNT NUMBER	DRAWN BY	AMOUNT
G-16-7640	Economic Opportunity Atlanta, Inc.	\$ 138.80
G-16-7645	West Georgia College	\$ 3,078.40
G-16-7645	Indiana University	\$ 197.12

Acknowledgement of receipt will be appreciated.

Sincerely,

Hugh H. Saxon, Jr.
Director of Finance

HHSjr:sz

Enclosures

cc: Mr. George Berry ←

Urban Corps

December 1, 1969

Mr. Jay Fountain
Deputy Director of Finance
City of Atlanta
City Hall
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposit in the Urban Corps
account:

ACCOUNT NUMBER:	DRAWN BY:	AMOUNT:
G-16-7645	Georgia Institute of Technology	\$ 138.34

Acknowledgement of receipt will be appreciated.

Sincerely,

Hugh H. Saxon, Jr.
Director of Finance

HHSjr:sz

Enclosure

cc: Mr. George Berry ←

PROPOSED REVISED BY-LAWS

Atlanta Urban Corps, Inc.

ARTICLE I. Purpose and Functions

The Atlanta Urban Corps, Inc. shall have as its purpose the development of programs for the constructive involvement of college students in various phases and forms of public service activities within the greater Atlanta area, in association with Federal, state and local governments, the business and academic communities, and such other organizations and individuals whose interests compliment the aforesaid purpose. The Atlanta Urban Corps, Inc., shall endeavor to stimulate interest and support in such programs, shall develop appropriate sources of funding and shall, either directly or in cooperation with other agencies and organizations, administer such programs as shall be consistent with the aforementioned purpose.

ARTICLE II. Offices

The principle office of the corporation in the State of Georgia shall be located in the City of Atlanta, County of Fulton. The corporation shall have such other offices, either within or without the State of Georgia as the Board of Directors may determine or as the affairs of the corporation may require from time to time.

The corporation shall have and continuously maintain in the State of Georgia a registered office and a registered agent whose office is identical with such registered office. The registered office may be, but need not be, identical with the principal office in the State of Georgia, and the address of the registered office may be changed from time to time by the Board of Directors.

ARTICLE III. Advisory Council

Section 1. Powers. All powers of the Atlanta Urban Corps, Inc., and the exercise of such powers shall be vested in an Advisory Council, except as otherwise

provided in these By-laws or by the provisions of the Charter of the Atlanta Urban Corps, Inc., or the laws of the State of Georgia. It will be the sole duty of the Advisory Council to determine the community needs in regard to Atlanta Urban Corps, Inc., and to reflect same in establishing the overall policy direction of the corporation.

Section 2. Members of Advisory Council. The Advisory Council shall be composed of 32 members, each to be of either ex officio or elected status.

(a) Ex Officio Members. Those members of the advisory Council by virtue of their office shall be:

The Executive Director of the Atlanta Urban Corps, Inc. ?

The Mayor of the City of Atlanta

The Regional Directors of the Peace Corps, VISTA, and Teachers Corps

The Director, (or his designated representative) of SREB *writes out*

(b) Elected Members. (total number in each category)

Student Representative (6) - The student members of the Advisory council shall be chosen from those students who have spent a minimum of one term in the Atlanta Urban Corps, Inc. program. They shall be students of Atlanta area colleges, no more than one student shall be chosen from any one college.

Academic Representatives (5) - Five college Presidents (or their designated representatives) shall be chosen from colleges in the Atlanta area.

Governmental Representatives (5) - Five governmental representatives shall be chosen from within the framework of city government and shall be composed of one city administrator from the Mayor's Staff, two city

department heads (from departments utilizing Urban Corps interns), and two members of the Board of Aldermen.

Agency Representative (5) - Five agency representatives from the private agencies utilizing the largest⁵ number of Urban Corps interns in the Summer Program most recently completed. No more than one representative from any one agency.

Community Representative (5) - Five members shall be chosen from the Professional and Business sectors of the Atlanta Community. No two Community Representatives shall have primary affiliation with the same organization.

Section 3. Election of Members. Members shall be elected by the Advisory Council in power at the time of the election. An affirmative vote of two-thirds of the Advisory Council shall be required for election. *Nominated by Elec. Dir.?*

Section 4. Terms.

(a) Ex Officio Members are permanent members of the Advisory Council

(b) Elected members. Student representatives and Agency representatives shall serve a term of one year. All other elected members will serve a term of two years. All elected members may be selected for successive terms.

Section 5. Termination. The Advisory Council by affirmative vote of 2/3 of all of the members of the council, may suspend or expel a member for cause after an appropriate hearing, and, by a majority vote of those present at any regularly constituted meeting, may terminate the membership of any member who becomes ineligible for membership.

Section 6. Vacancies. Any vacancy on the Advisory Council for any reason shall be tentatively filled by appointment of the Chairman of the Advisory Council.

A representative from the area whose representation is reduced by the vacancy, shall be appointed to fill said vacancy.

The appointment shall be for the unexpired term of the vacated position and shall become final upon the majority vote of those present at a regularly constituted meeting of the Council. All members of the Council shall be advised in writing of the appointment within 30 days of said appointment.

Section 7. Meetings. The Advisory Council shall meet bi-annually once in the first week in April, and again in the first week in November, for the purpose of elections and for the transaction of such other business as may come before the meeting. These by-laws shall serve as notice of regular meetings. Only the Chairman of the Advisory Council has the power to call special meetings. In doing so, he must give 10 days prior notice in writing and must inform the Chairman of the Board of Directors and the Executive Director as to his actions in advance of the notification by 3 days. Any petition bearing the signatures of 25% of the Advisory Council shall compel the Chairman to call a meeting with the due process of notification.

Section 8. Quorum. A majority of the membership of the Advisory Council shall constitute a quorum for the transaction of business at any meeting. A majority of a quorum is sufficient to act, unless specified herein. However, a majority of those present when a quorum is not present may adjourn the meeting from time to time with due process of notification until a quorum is reached.

Section 9. Voting Rights and Proxy. Each member shall be entitled to one vote on each matter submitted to a vote of the members. In case of a tie, the issue shall be defeated. Any member entitled to vote may vote by proxy executed in writing by the member or by his duly authorized designate. All proxies will be valid until the next duly constituted meeting.

Section 10. Compensation. Each member of the Advisory Council will serve without compensation except for reimbursement for authorized expenses incurred

within the scope of the business of the corporation.

ARTICLE IV. Board of Directors

Section 1. Powers of Board of Directors. The Board of Directors shall during times as the Advisory Council is not convened, exercise all the legal powers of said Council with the exception of amending the Charter or By-laws of Atlanta Urban Corps, Inc., disposing of the property of Atlanta Urban Corps, Inc. except in the regular course of business, or dissolving the Atlanta Urban Corps, Inc. Specifically, the Board of Directors shall appoint the Executive Director of the Atlanta Urban Corps, Inc., confirm his staff appointments, confirm the budget proposal of the Executive Director and organize and conduct fund raising efforts. It shall also delegate to the duly appointed Executive Director the operational control of the Atlanta Urban Corps, Inc. The Executive Director shall be appointed for a term of one year with the right to succession.

Section 2. Membership. The Board of Directors shall be composed of members of the Advisory Council in the following fashion:

Two members from Student Representatives

One each from the representatives of Government, Agencies, Community and Higher Education.

One member from the Ex Officio members of the Advisory Council

The Executive Director of Atlanta Urban Corps, Inc., (who shall not also be the Ex Officio representative)

The Treasurer of the corporation who shall be the Atlanta Urban Corps, Inc., Director of Finance, who shall not be a member of the Advisory Council and who shall be a non-voting member of the Board of Directors.

Section 3. Election. The Board of Directors shall be elected by a majority of a quorum in a duly constituted meeting of the Advisory Council. (The Executive

Director and Treasurer are ex officio members and are not voted upon.)

Section 4. Terms. Members of the Board of Directors shall serve a term which coincides with their term on the Advisory Council. Each member has the right to successive terms.

Section 5. Termination. The Board of Directors by affirmative vote of 2/3 of all the members of the ^{Board} ~~council~~, may suspend or expel a member for cause after an appropriate hearing, and, by a majority vote of those present at any regularly constituted meeting, may terminate the membership of any member who becomes ineligible for membership.

Section 6. Vacancies. Any vacancy on the Board of Directors for any reason shall be tentatively filled by appointment of the Chairman of the Board of Directors of a representative from the area whose representative is reduced by the vacancy. The appointment shall be for the unexpired term of the vacated position and shall become final upon the majority vote of those present at a regularly constituted meeting of the Board. All members of the Board shall be advised in writing of the appointment within 30 days of said appointment.

Section 7. Meetings. The Board of Directors shall meet quarterly at the following times:

1st week of March

1st Week of June

4th Week of September

1st Week of December

These meetings will be to re-evaluate the financial situation of the Atlanta Urban Corps, Inc., conduct elections, and transact any such business that may come before the meeting. Only the Chairman of the Board may call a special meeting. In doing so, he is required to give one week (7 days) prior notice in writing to all the members

of the Board of Directors. Prior to this notification (by three days) he must inform the Executive Director of the called special meeting. Any petition bearing the names of one-third of the members of the Board of Directors will compel the Chairman to call a special meeting with due process of notification.

Section 8. Quorum. A quorum shall consist of two-thirds (2/3) of the membership of the Board with a majority of quorum being sufficient to act unless otherwise specified herein. However, a majority of those present when a quorum is not present may adjourn the meeting from time to time, with due process of notification, until a quorum is reached.

Section 9. Voting and Proxy. Each member shall be entitled to one vote on each matter presented to the Board, with the exception of the Treasurer, who shall be a non-voting member. Any Board Member entitled to vote may vote by proxy executed in writing by the member ~~of~~^{or} by his duly authorized designate. Proxies shall be valid until the time of the next duly constituted meeting.

Section 10. Compensation. Each member of the Board of Directors will serve without compensation except for reimbursement for authorized expenses incurred within the scope of the business of the corporation.

ARTICLE V. Officers and Committees

Section 1. Chairman of Advisory Council. The chairman of the Advisory Council shall be official head of said Council and shall be elected by a majority of a quorum of Council. He shall serve a term corresponding to his term on said Council.

Section 2. Chairman of the Board of Directors. The Chairman of The Board of Directors shall be official head of said Board and shall be elected by a majority of quorum of the Board. He shall be a member of the Board and shall serve

a term corresponding to his term on said Board.

Section 3. Executive Director. The Executive Director shall serve in the capacity of the President of the corporation and shall be invested with the authority to execute the operational control of the corporation. He shall be chosen and elected by a two-thirds vote of the Board of Directors. He need not be a member of either the Advisory Council or the Board of Directors, but shall fill the ex officio position on both bodies upon election. He shall have a term of one year and have the right of succession.

Section 4. Assistant Director. The Assistant Director shall serve in the capacity of Secretary to the corporation and shall be invested with such powers and duties as deemed necessary by the Executive Director. He shall be appointed by the Executive Director and approved by a majority of a quorum of the Board of Directors. He need not be a member of either the Advisory Council ^{or} of the Board of Directors. He shall serve a term of one year with the right of succession.

Section 5. Director of Finance. The Director of Finance shall serve as the treasurer of the corporation and shall be invested with such powers and duties as deemed necessary by the Executive Director. He shall be appointed by the Executive Director and approved by the Board of Directors. He shall be a non-voting member of the Board of Directors but need not be a member of the Advisory Council. He shall serve a term of one year and has the right of succession.

Section 6. Removal. Any officer may be removed by the authority empowered to appoint or elect him whenever such authority in its judgement feels the best interests of the corporation would be served thereby.

Section 7. Compensation. The Advisory Council and the Board of Directors shall serve without compensation except for reimbursements specified herein. The Executive Director, Assistant Director, and Finance Director (the President, Sec-

retary, and Treasurer, respectively) shall be compensated as specified in the annual budget as approved by the Board of Directors.

Section 8. Committees. Both the Advisory Council and ⁺the Board of Directors shall have the right to appoint any committee deemed necessary to conduct the business of the body in question. The necessity, members, and chairmen of any and all committees shall be determined by a majority of a quorum of the body forming the committee. The removal of any committee, in whole or in part, shall follow the removal procedure of its parent body.

ARTICLE VI. Powers of the Corporation.

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 such gifts and grants shall be administered by the Treasurer as ^{APPROVED} ~~appointed~~ by the Board of Directors in any fashion deemed necessary (unless prior agreement with benefactor is in conflict) to carry out specific purposes of Atlanta Urban Corps, Inc.}

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 and are invested in the Executive Director (President) with the approval of the Board of Directors.

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 provision 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 VII. ~~Am~~endments to By-laws

Section 1. Power to Amend. Only the Advisory Council shall have the power to amend by-laws. Amendments shall require a vote of a majority of the members of the Advisory Council.

ARTICLE VIII. Liquidation or Dissolution

Section 1. Power to Liquidate or Dissolve. Only the Advisory Council may liquidate or dissolve the Atlanta Urban Corps, Inc., and may do so only on a 2/3 vote of those present at a properly constituted and quorumed meeting.

Section 2. Distribution of Assets. The Advisory Council shall decide, by way of a 2/3 vote of those present at the same meeting when dissolution is decided, upon the distribution of assets. Said distribution will be only to a non-profit organization(s) which has as its purpose service and/or education. The specific recipient(s) will be those deemed most worthy by the Advisory Council at the time of liquidation.

Known all men that these present that we, the undersigned, being all members of the Advisory Council of the Atlanta Urban Corps, Inc., hereby assent to the foregoing By-laws and adopt them as the By-laws of said corporation.

In witness whereof, we have hereunto subscribed our names this _____ day of _____, 19____.

SIGNATURES OF ADVISORY COUNCIL

Know all men by these presents, that the undersigned Secretary of the Corporation known as the Atlanta Urban Corps, Inc., does hereby certify that the above and foregoing By-laws were duly adopted by the members of said Advisory Council of said corporation, as the By-laws of said corporation, on the _____ day of _____, 19____, and that they do now constitute the by-laws of said corporation.

ATTEST: _____
Secretary
Atlanta Urban Corps, Inc.