

Atlanta Urban Corps Staff

Mr.
Inmond L. Deen, Jr.
Director of Finance
Tulane Law School
New Orleans, La.

Mr.
Kytile Frye
Atlanta Service-Learning Conference
811 Briarcliff Road, N. E.
Apartment 10
Atlanta, Georgia 30306

Miss
Maggie Gerber
Education-Evaluation Staff
519 Candler Street, N. E.
Atlanta, Georgia 30307

Resna Hammer
Education-Evaluation Staff Director
1178 Briarcliff Road, N. E.
Apartment # 2
Atlanta, Georgia 30306

Patty Harwell
Secretary
Georgia Institute of Technology
Box 33503
Atlanta, Georgia 30332

Melinda Lawrence
Box 649
Milledgeville, Georgia 31061
Atlanta Service-Learning Conference

Dianne Lovejoy
Receptionist
1575 Beecher Street, S. W.
Atlanta, Georgia 30310

Mr. Ken Millwood
Public Relations Director
128 Meadowbrook Drive
Marietta, Georgia 30060

Steve B. Mwamba
Payroll Coordinator
1761 Pryor Road, S. W., # 4
Atlanta, Georgia 30315

Mr. James M. Rabb
16 Williams Street
Payroll Coordinator
Greenville, S. C.

Miss Barbara Rudisill
231 Garden Lane
Decatur, Georgia 30030
Education Consultant

Mr. Hugh H. Saxon
Finance Staff
3635 Charles Drive
East Point, Georgia 30344

Mr. Tony Whedon
1417 S. Gordon Street, S. W.
Atlanta, Georgia 30310
Educational Consultant

Miss Dianne Wilson
3712 Gordon Road
Apartment 31-M
Atlanta, Georgia
Development Staff

Mr. Dave Whelan
c/o Dr. W. E. Whelan
7721 Nelan Drive
Louisville, Kentucky
Placement & Development Director

Miss Dawn White
13790 Thornton Avenue
Detroit, Michigan
Education-Evaluation Staff

Atlanta Urban Corps Staff
Continued

Miss Sue Zander
Executive Assistant
200 Twenty sixth Street, N. W.
Apartment J - 204
Atlanta, Georgia 30309

M E M O R A N D U M

TO: Mayor Ivan Allen

DATE: September 5, 1969

FROM: Sam A. Williams, Director - Atlanta Urban Corps

SUBJECT: Thank You Letter to Urban Corps

The Urban Corps staff leaves the domain of City Hall September 5, 1969. In my opinion these students are the origin of success of the Atlanta Urban Corps. They have put in much more than the traditional forty hour week. I think they should receive recognition for an outstanding job.

I am enclosing their names, addresses and responsibility description in hopes that you might write each of them a short note.

Dan -
Please see that the
Mayor or somebody writes these
folks a note -
Sam

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16 Williams Street

**Atlanta Urban Corps Staff
Continued**

**Miss Sue Zander
Executive Assistant
200 Twenty sixth Street, N. W.
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Atlanta, Georgia 30309**

Urban Corps

September 22, 1969

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

Dear Jay:

Please make the following deposits:

ACCOUNT:	DRAWN BY:	AMOUNT:
G-16-7645	Mercer University	\$345.60

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON, Jr.
Director of Finance

HHSjr:sz

Enclosure

cc: Mr. George Berry ←

September 18, 1969

MEMORANDUM

To: Ken Millwood
From: George Berry
Subject: Urban Corps Contributions

I have read your memorandum of September 17, 1969, and I am forwarding it on to Mr. Charles L. Davis, Director of Finance, so that he can make his comments known.

It would be my feeling that you should be consistent as to where your financial affairs are handled. So far as I know, you have had complete flexibility on where and how to spend the contributions that have been made to the Urban Corps. In addition, a petty cash fund has been created to provide you with even more flexibility on small unforeseen expenditures. It is entirely possible and feasible, for example, for us to expeditiously and efficiently pay part-time clerical help through the City system. My recommendation, therefore, is that you continue to deposit all contributions with the City and continue to work within this framework for making whatever expenditures you deem appropriate with these contributed funds.

GB:ja

cc: Mr. Charles L. Davis

V. Man C.

September 18, 1969

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

Dear Jay:

Please make the following deposit:

ACCOUNT:	DRAWN BY:	AMOUNT:
G-16-7645	Yeshiva University	\$76.52

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON, Jr.
Director of Finance

HHS:sz

cc: Mr. George Berry

Urban C.

September 9, 1969

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

Dear Jay:

Please make the following deposits:

ACCOUNT NUMBER:	DRAWN BY:	AMOUNT:
G-16-7645	Georgia State College	\$1,246.72
G-16-7645	Indiana University	\$ 140.80
G-16-7645	Vassar College	\$ 115.20
G-16-7645	Emory University	\$ 281.60
G-16-7645	Brandeis University	\$ 529.92
G-16-7645	Morris Brown College	\$6,918.54
G-16-7645	DeKalb College by DeKalb Board of Education	\$1,120.32

Acknowledgement of receipt will be appreciated.

Sincerely,

Hugh H. Saxon
Director of Finance

HHS:sz

Enclosures: 7 Bank Drafts

cc: Mr. George Berry 

V. Man. C.

September 17, 1969

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

Dear Jay:

Please make the following deposit:

ACCOUNT:	DRAWN BY:	AMOUNT:
G-16-7645	Lake Forest College	\$497.92

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON, Jr.
Director of Finance

HHS:sz

Enclosure

cc: Mr. George Berry ←

Urban Corp

CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303



Sept. 17, 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. George Berry
Mayor's Office
City Hall
Atlanta, Georgia

Dear George:

This is to acknowledge receipt of your letter dated September 11, 1969 and the check of the Sperry & Hutchinson Company in the amount of \$250.00.

In accordance with your wishes, we are anticipating and appropriating these funds as set forth in your letter.

Sincerely,

A handwritten signature in cursive script that reads "Charles L. Davis".

Charles L. Davis
Director of Finance

CLD:par

Urban Corps

September 11, 1969

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

Dear Jay:

Please make the following deposits:

ACCOUNT:	DRAWN BY:	AMOUNT:
G-16-7645	State of Georgia for West Georgia College	\$2,301.44
G-16-7645	State of Georgia for West Georgia College	\$2,129.44
G-16-7645	Oglethorpe College	\$ 506.88
G-16-7645	Vassar College	\$ 113.76

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON
Director of Finance

HHS:sz

Enclosures: Four bank drafts

cc: Mr. George Berry ←

September 11, 1969

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

Dear Charles:

Enclosed is a check of the Sperry and Hutchinson Company in the amount of \$250.00 payable to the Atlanta Urban Corps. This contribution was not anticipated in the budget that was adopted for the Atlanta Urban Corps earlier this year.

Also enclosed for processing is a miscellaneous requisition payable to Mr. Alex Harris in the amount of \$150.00. This is to compensate Mr. Harris for acting as the photographer of the Urban Corps for the summer months.

It is the wish of the Urban Corps that \$150.00 of the above unanticipated contribution be used to meet this expense. They have planned an expenditure of \$100.00 for the balance of the amount and a miscellaneous requisition will follow.

Very truly yours,

George J. Berry

GJB:ja

cc: Mr. Ken Millwood

Urban Corps

1969 ATLANTA URBAN CORPS FALL PROGRAM

Anticipated Financial Needs:

The 1969 Atlanta Urban Corps Fall Program is planned to place approximately 50 student interns in city and non-city agency positions for 12 weeks (September 29 - December 19). Present requests indicate that the city will utilize 25 interns, with non-city agencies utilizing the remaining 25.

Staffing needs for this program include 4 full-time student-professional personnel, and 4 full-time CWSP students to handle clerical, field, and payroll work. Positions and salaries are as follows:

Director @ \$800/month	\$3,200.00
Executive Assistant @ \$650/month	\$2,600.00
Field Director @ \$650/month	\$2,600.00
Finance Director @ \$650/month	\$2,600.00
4 Full-time CWSP interns @ \$20/week (our cost)	\$1,280.00
	<hr/>
	\$12,280.00

Operating expenses should be the following:

Postage	\$200.00
Printing and Supplies	\$800.00
Telephone	\$400.00
Furniture and Equipment Rental	\$300.00
Travel	\$300.00
	<hr/>
	\$2,000.00
 Total Administrative Expense	 \$14,280.00

Interns: Financial Expectations

Regarding interns placed this fall, we expect that 10 will work full-time (40 hrs/week), with the remaining 40 working part-time (15 hrs/week). This will result in a mean work-load of 20 hours per week for all interns. Indications point to the following compensation rate schedule:

- 25 interns @ \$1.80/hr
- 20 interns @ \$2.20/hr
- 5 interns @ \$2.50/hr

According to this schedule, the mean compensation rate for all interns will be \$2.03/hr.

Fifty interns with an average work load of 20 hours/week and an average compensation rate of \$2.03/hr will result in a bi-weekly intern payroll of \$4,060.00.

Income will be generated from two sources:

- A. \$3,248, or 80% of the bi-weekly payroll, will be returned from participating colleges as the CWSP portion of the intern's salary. This amount will be due every two weeks commencing November 5.
- B. Intern Contracts - 50 interns will generate income from city and non-city agencies in the amount of \$7,308.00. This is the agencies' 20% share of the intern's salaries and a 10% administrative fee, due on September 29. ($\$4,060.00/\text{pay period} \times 6 \text{ pay periods} \times 30\%$)

1969 AUC FALL PROGRAM BALANCE SHEET

Assets

Appropriation	\$14,280.00
CWSP	\$19,488.00
Agency Contracts	<u>\$ 7,308.00</u>
	\$41,076.00

Liabilities

Administrative Costs	\$14,280.00
Intern Payroll	\$24,360.00
Surplus	<u>\$ 2,436.00</u>
	\$ 41,076.00

CASH FLOW - ATLANTA URBAN CORPS - FALL 1969

Income:	Sept.	Oct. 8	Oct. 22	Nov. 5	Nov. 19	Dec. 3	Dec. 19	Dec. 31	Jan. 14
Appropriation	\$14,280.00								
Intern Contracts		\$7,308.00							
CWSP				\$3,248	\$3,248	\$3,248	\$3,248	\$3,248	\$3,248
Running Total	\$14,280.00	\$21,588.00	\$21,588	\$24,836	\$28,084	\$31,332	\$34,580	\$37,828	\$41,076.00
Expenditure:									
Administrative	\$3,570	\$1,530	\$1,530	\$1,530	\$1,530	\$1,530	\$1,530	\$1,530	
Intern Payroll			\$4,100.60	\$4,060	\$4,060	\$4,060	\$4,060	\$4,019.40	
	<u>\$3,570</u>	<u>\$1,530</u>	<u>\$5,630.60</u>	<u>\$5,590</u>	<u>\$5,590</u>	<u>\$5,590</u>	<u>\$5,590</u>	<u>\$5,549.40</u>	
Running Total	\$3,570	\$5,100	\$10,730.60	\$16,320.60	\$21,910.60	\$27,500.60	\$33,090.60	\$38,640.00	

Urban Corps

September 3, 1969

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

Dear Jay:

Please make the following deposits:

ACCOUNT NUMBER:	DRAWN BY:	AMOUNT:
G-16-7645	Ga. Institute of Technology	\$2,141.52
G-16-7645	University of Pennsylvania	\$ 506.88
G-16-7645	Indiana University	\$ 140.80
G-16-7645	Brown University	\$ 115.20
G-16-7645	Dr. William Pendleton for Research in Social Change	\$ 250.00

Acknowledgement of receipt will be appreciated.

Sincerely,

HUGH H. SAXON, Jr.
Director of Finance

HHS:sz

Enclosures: 5 Bank Drafts

cc: Mr. George Berry ←

September 15, 1969

MEMORANDUM

To: Charles L. Davis
From: Dan E. Sweat, Jr.
Subject: Urban Corps Fall Budget

Attached is a breakdown showing the proposed accounts for the Atlanta Urban Corps for the fall program. This amount is in accordance with the \$12,000 figure that Mayor Allen discussed with Alderman Farris.

It would be appreciated if you would take the necessary steps to present this paper to the Finance Committee and Board of Alderman on September 15, 1969.

DESJr:ja

Attachment

ATLANTA URBAN CORPS

Appropriation

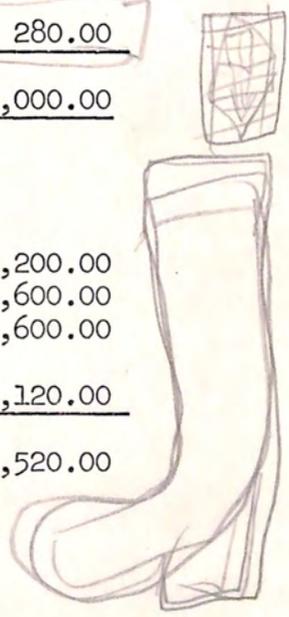
September - December, 1969

G-25-62-714U	Telephone	\$ 400.00
G-25-62-760U	Postage	\$ 300.00
G-25-62-761U	Printing & Reproduction	\$ 500.00
G-25-62-770U	Office Supplies	\$ 800.00
G-25-62-810U	Rentals	\$ 200.00
G-25-62-830U	Salaries	\$ 9,520.00*
	Travel	<u>\$ 280.00</u>
		<u>\$12,000.00</u>

\$ 200.00

* Salaries is divided as follows:

Director @ \$800/month	\$ 3,200.00
Executive Asst. @ \$650/month	\$ 2,600.00
Finance Director @ \$650/month	\$ 2,600.00
4 full-time CWSP interns @ \$20/week for 14 weeks	<u>\$ 1,120.00</u>
	\$ 9,520.00



September 10, 1969

Urban Corps

September 9, 1969

Mr. Arthur R. Swanson
Chairman
Senate Municipal Corporations Committee
General Assembly
State of Illinois
Room 1620
160 No. LaSalle Street
Chicago, Illinois 60601

Dear Mr. Swanson:

I have referred your letter of September 3, 1969 requesting information on the Atlanta Urban Corps to Mr. Ken Millwood who is currently serving as Director of the Urban Corps.

I believe that Mr. Millwood will be able to answer your questions in detail. For my purpose, I would like to say that the Urban Corps has been an unequivocal success and should be encouraged and supported at all levels of government and community activity.

I hope that we can supply yourwith whatever information necessary to help you make a decision on any plans you might have for establishing an Urban Corps type program.

Sincerely,

Dan E. Sweat, Jr.
Chief Administrative Officer

DESJr:ja

cc: Mr. Ken Millwood

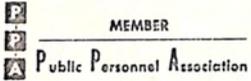


City of Savannah, Georgia

PERSONNEL DEPARTMENT

10 EAST BAY STREET

SAVANNAH, GEORGIA 31401



September 3, 1969

TO: DAN SWEAT

FROM: Urban Development Agency Chairman *DWB.*

SUBJECT: Proposed Urban Corp Program

Attached is a copy of the minutes from the meeting held on August 29, 1969, concerning the formation of an urban corp program for the City of Savannah.

Any correspondence with the Task Force Committee formed at this meeting should be addressed to:

Mr. Danny W. Brown
Urban Development Agency Chairman
c/o City of Savannah
Personnel Department
Savannah, Georgia 31401

On Friday, August 29, 1969, a meeting was held concerning the possibility of an urban corp program being formed in Savannah.

There were sixteen people present at the meeting. Their names, agencies, and titles are listed below.

Don Anderson	Armstrong State College	Associate Dean of Services
Henry Ashmore	Armstrong State College	President
Danny Brown	City of Savannah, S.R.E.B.	Intern
Wilbur Cambell	Savannah State College	Acting Registrar, Financial Aid
Tom Corish	The Research Group, Inc.	Representative
Picot B. Floyd	City of Savannah	City Manager
Jim Glass	City of Savannah	Senior Personnel Technician
Mike Hart	S. R. E. B.	Project Coordinator
W. L. Johnson	Savannah State College	Comptroller
Howard Jordan	Savannah State College	President
Joe Kelly	City of Savannah, S.R.E.B.	Intern
E. G. Martin	Model Cities Program	Physical Planning Coordinator
Virginia Nall	Armstrong State College	Financial Aid
Dan Sweat	City of Atlanta	Chief Administrative Officer
Frank Walls	City of Savannah	Personnel Director
Sam Williams	Atlanta Urban Corps	Director of Urban Corps

Mr. Frank Walls, Personnel Director for the City of Savannah, opened the meeting by welcoming all present, and stating the purpose of the meeting. The City Manager, Mr. Picot Floyd, confirmed Mr. Walls' opening statements. Mr. Tom Corish, Representative from The Research Group, Inc., was introduced and conducted the remainder of the meeting.

Mr. Dan Sweat, Chief Administrative Officer for the City of Atlanta, discussed the problems of The Urban Corp that have been encountered by the City of Atlanta. Mr. Sam Williams, Director of The Atlanta Urban Corp, explained the structure of The Atlanta Urban Corp and some of the problems that have been encountered by the Urban Corp. Mr. Williams distributed some brochures describing the Urban Corp and answered questions that were posed by others present at the meeting.

Mr. Mike Hart, Project Coordinator for the Southern Regional Education Board, led the meeting into a discussion concerning the possibility of a Savannah Urban Corp program. Mr. Hart stated that the Southern Regional Education Board would continue financial support of two interns presently employed by his organization working in Savannah. These two interns would work on a task force committee that would study all aspects of an urban program for Savannah.

Mr. Frank Walls, upon agreement by the City Manager, stated that the City of Savannah would support two interns and would finance 20% support for two interns from the two local colleges.

Dr. Henry Ashmore, President of Armstrong State College, and Dr. Howard Jordan, President of Savannah State College, stated they would allocate 80% financial support of two interns from college work study funds.

Altogether, funds were allocated for the support of six interns. The six interns will form a Task Force committee, and will set up a proposed Urban Corp program for the City of Savannah.

Mr. Danny Brown, intern working for the City of Savannah, was appointed Chairman of the Task Force Committee.

An Advisory Board was tentatively formed with all members present serving on this board.

The meeting was adjourned after a brief discussion on immediate action plans for the Task Force committee.

Urban Corps

August 19, 1969

Mr. Warren Troutman
Chief
College Work-Study Program
Bureau of Higher Education
Washington, D. C. 20202

Dear Mr. Troutman:

This summer the Atlanta Urban Corps has entered into contracts for off-campus college work-study funding with approximately 21 colleges for a projected estimate of \$70,000. At present we have expended approximately \$45,000. Unfortunately, we are late in billing colleges to collect this money and consequently have very little of it paid at this time.

It appears that the city government is "worried" about colleges repaying their share of College Work-Study Program (CWSP) funds. This factor may prohibit us from sponsoring a fall intern program unless you can reassure these officials that college financial aid officers do indeed pay their debts and that we will be able to collect bills soon after they have been issued. Will you please send us a letter to be used for this purpose.

Thank you in advance for your help in this problem.

Sincerely,



Sam A. Williams
Director
Atlanta Urban Corps

SAW:dl

cc: Dan Sweat
Charles Davis
Milton G. Farris

August 19, 1969

Dr. Charles Hamblen
Senior Program Officer
Office of Higher Education
Department of Health, Education
and Welfare
50 7th Street, N. E.
Atlanta, Georgia

Dear Dr. Hamblen:

This summer the Atlanta Urban Corps has entered into contracts for off-campus college work-study funding with approximately 21 colleges for a projected estimate of \$70,000. At present we have expended approximately \$45,000. Unfortunately, we are late in billing colleges to collect this money and consequently have very little of it paid at this time.

It appears that the city government is "worried" about colleges repaying their share of College Work-Study Program (CWSP) funds. This factor may prohibit us from sponsoring a fall intern program unless you can reassure these officials that college financial aid officers do indeed pay their debts and that we will be able to collect bills soon after they have been issued.

Thank you in advance for your help in this problem.

Sincerely,



Sam A. Williams
Director
Atlanta Urban Corps

SAW:dl

cc: Dan Sweat
Charles Davis

CITY OF ATLANTA

August 18, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

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

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

Dear Charles:

The Urban Corps Program this summer has been very significant. The publicity that it has brought the city has been favorable; it has provided students with a feeling of involvement in the city organization and, hopefully, it has provided them with a real learning experience. Further, it has provided the city with badly needed new manpower resources at relatively little cost. It is hoped that the experience will make it possible to recruit young people into municipal government service.

Under the present program, the interns will leave service on August 22, 1969. Provisions have been made to continue the central staff to September 5, 1969 to tie up loose ends and take care of all outstanding problems that might arise on final payrolls, etc. Further, provisions have been made to continue at least one enrollee on a part time basis through the fall to take care of outstanding bills to colleges, agencies, and others as well as to clear up any outstanding payroll problems.

We have had extended conferences with Sam Williams, Dave Whelan, Inmond Deen, and others of the Urban Corps Staff on Friday, August 16, 1969 for the purpose of analyzing the financial status of the summer project. As best that we can determine at this point, the project will expend a total of \$171,500. On the other side of the ledger, \$176,597 in receivables can be documented. The only problem is that, except for the \$52,605 contribution by the city, only \$28,000 in cash has actually been received to date. The majority of the uncollected amounts are from the College Work Study Program from which \$67,000 is anticipated, and all of which is secured by contract. The bills have gone out on this program just recently and there has not been any significant collections at this point. It is impossible to determine at this point whether or not this amount will come through without problems.

The total source of funds for the Urban Corps Project breaks down as follows:

Mr. Charles L. Davis
Page 2
August 18, 1969

City of Atlanta	\$ 52,605
Contributions	28,690
Agency Contracts	28,302
CWSP Agreements	<u>67,000</u>
	<u>\$ 176,597</u>

The present Urban Corps staff feels very strongly that a fall program should be implemented. It is our feeling, however, that we should recognize the value of the Urban Corps Project by funding a Director and small central staff to function this fall in accordance with these responsibilities:

1. Plan a permanent Urban Corps Program for 1970 which will include close contact with local Colleges and Universities, the U.S. and State Departments of Education; preparing a complete budget and presenting it to the city in the normal budget process.
2. Prepare a complete and documented assessment and evaluation of the summer program. (To be used among other things for justifying the financial resources required to undertake the 1970 program).
3. Insure that the 1969 Summer Program is completed by seeing that all revenue is collected that is due from Agencies, Colleges, and other contributors that have made commitments and making sure that all other problems connected with the 1969 Program are handled.

We estimate that this central staff will cost no more than \$10,000 broken down as follows:

1 Director @ \$900	\$ 2,700.00
1 Assistant @ \$650	1,950.00
1 Stenographer @ \$400	1,200.00
2 Part Time Students	1,000.00
Operating Expenses	2,000.00
Contingencies	<u>1,150.00</u>
	<u>\$ 10,000.00</u>

The resolution that was adopted by the Finance Committee earlier this year establishing the Urban Corps did not provide for any contribution from the Water Department or the Airport for the Urban Corps project even though both of these

Mr. Charles L. Davis

Page 3

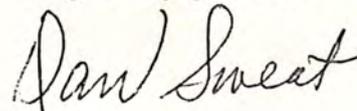
August 18, 1969

Departments utilized enrollees this summer. It is recommended, therefore, that the above amount be transferred from these department's for this purpose. The Airport Revenue Fund has an amount already appropriated for this purpose.

We very much hope that the receivables that have been established for the Urban Corps Project will materialize and that the present summer program will cost the city no more than the \$52,605 that was appropriated for this purpose. We will continue to monitor the program very closely to insure that this is the case.

We wish to emphasize that because we do not recommend that a full enrollee Urban Corps Program be implemented this fall, this is no indication that we do not support completely the idea represented by this effort. The concept of in-service learning has been espoused by the federal department of Health, Education and Welfare and by local colleges. The benefit and worth of the project are clear and we feel that it is one that the City of Atlanta should support and be involved in. We simply feel that after the rush of the summer program, we should assess and evaluate the effort, insure the financial solvency of the operation, plan a new program taking into the account the problems of the one just completed, and present the city a expanded and perhaps more effective program for 1970.

Very truly yours,



Dan Sweat

DS:je

cc: Mayor Ivan Allen, Jr.
Alderman Milton G. Farris

Urban Corps

ATLANTA URBAN CORPS

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

TO: Intern Supervisors absent from August 5th meeting
FROM: Sam Williams *sw*
DATE: August 13, 1969
SUBJECT: Interns for fall term

We are sorry that you missed our recent meeting and hope that it is no indication of poor intern performance this summer. Since we have had several telephone calls from supervisors absent, but still interested in the fall program, we are making a last minute option.

Specific information covered in this meeting included agencies costs for internships. Critical information concerning intern costs for part-time (15 hours weekly) and full-time (40 hours weekly) under the college work-study program (CWSP) is listed on the enclosed schedule. Also note the agency cost for a fully sponsored intern. (Those not eligible for college work-study funding.) Naturally we will be able to make quicker commitments to agencies who pay the full cost since we have a large group of students applying who are not eligible for CWSP funding.

As was stated during the meeting, our fall program is flexible and will probably include a significant number of part-time interns since colleges are in session. If you are interested in sponsoring an intern this fall, you must contact this office by August 22 to make arrangements for an internship proposal.

Unless you call us in the near future, we will not contact you again until March 1970, at which time the summer internships will be outlined.

ATLANTA URBAN CORPS

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

ATLANTA URBAN CORPS FALL 1969 SCHEDULE

Intern assignment duration - 12 weeks, September 29 - December 19.

Intern request forms - due August 29, 1969.

Agency contracts - due September 29, 1969.

COST TO AGENCY PER INTERN FOR 12 WEEKS

COLLEGE WORK-STUDY SPONSORED

	Freshman/Sophomore	Junior/Senior	Graduate Student
15 hour work week at 12 weeks	\$ 97.00	\$119.00	\$136.00
40 hour work week at 12 weeks	\$260.00	\$318.00	\$360.00

FULL COST OF INTERNSHIP

	Freshman/Sophomore	Junior/Senior	Graduate Student
40 hour work week at 12 weeks	\$940.00	\$1,150.00	\$1,320.00

These figures include a ten percent (10%) fee for workmen's compensation, equivalent social security, and administrative costs. Partial work week costs may be interpolated from the above data.

Consult agency contract for payment responsibilities.

Aug 12, '69

AGENCY CONTRACTS

<u>AGENCY</u>	<u>TOTAL INTERNS</u>	<u>TOTAL AMOUNT DUE</u>	<u>AMOUNT RECEIVED TO DATE</u>
Academy Theatre	(4)	800.00	
American Cancer Society	(2)	500.00	500.00
Atlanta Girls Club	(6)	1,750.00	1,750.00
Atlanta Youth Council	(27)	6,750.00 ←	
Atlanta YWCA	(1)	250.00	250.00
Boy Scouts of America	(1)	250.00	250.00
Center for Research in Social Change	(1)	250.00	250.00
Community Council of Atlanta Area	(1)	500.00	500.00
Decatur-Dekalb YMCA \$125 per for five weeks	(5)	750.00	750.00
Dept. of Justice (Immigration)	(2)	342.00	
Easter Seal Rehabilitation Center	(2)	500.00	500.00
Emmaus House (2: 1 VISTA, 1 Vol. paid by A. U. C.)			

READY CARBON MULTIPLE COPY PAD . . . To Make Any Number of Copies You Need . . .
Tear from Pad in one complete set - as many carbon-interleaved copies as you need . . . Place Original over set, with top at
opposite end, and you're ready to type . . . After typing, when detaching all carbon copies simultaneously, hold this stub be-
neath dotted line.
Reorder From: CURTIS 1000 INC.

9 lb.
ERASE-SURE
RAG BOND

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<u>AGENCY</u>	<u>TOTAL INTERNS</u>	<u>TOTAL AMOUNT DUE</u>	<u>AMOUNT RECEIVED TO DATE</u>
E.O.A. (2 at \$880; 2 at \$250)	(4)	2,260.00	
Family Counseling Center (Child Service)	(2)	500.00	
Fulton County Government	(1)	250.00	
Fulton County Health Dept.	(21)	5,400.00	
Gate City Day Nursey Assoc.	(4)	1,000.00	1,000.00
Georgia Easter Seal Society	(1)	250.00	250.00
Grady Metro Girls Club	(1)	250.00	250.00
Hardee Circle Arts Theatre	(3)	750.00	450.00
Kirkwood Christian Center	(4)	1,000.00	1,000.00
Literacy Action Foundation	(2)	500.00	250.00
Mennonite House	(1)	250.00	250.00
Phyllis Wheatley YWCA	(2)	500.00	500.00
Saint Vincent de Paul Society	(1)	250.00	250.00
Sarah D. Murphy Homes	(1)	250.00	250.00
Southern Consortium for Int. Ed.	(1)	250.00	
Southern Council on International and Public Affairs		2,000.00	
Southwest YMCA	(1)	250.00	250.00

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Recorder from CURTIS 1000 INC.

<u>AGENCY</u>	<u>TOTAL INTERNS</u>	<u>TOTAL AMOUNT DUE</u>	<u>AMOUNT RECEIVED TO DATE</u>
1. Southern Regional Education Ed. Atl. Service - Learning Conference	(1)	250.00	
2. Urban Lab in Education (\$50 per)	(3)	150.00	
3. Vine City Child Development Center (Contract read \$50 per;)	(1)	50.00	50.00
4. Wheat Street Baptist Church (\$50 per)	(6)	300.00	200.00
		<u>29,302</u>	<u>9,450</u>

Urban Corps
7-28-69

ATLANTA URBAN CORPS PROJECTED FINANCIAL REPORT

The following figures are based on the assumption that each intern will work forty hours per week for ten weeks.

COST DISTRIBUTION FOR INTERNSHIPS

Cost to the city for internships within city government

<u>City Share</u>	<u>Number of interns</u>	<u>Cost</u>
Full salary	36	\$33,030.00
At \$200.00	60	<u>12,000.00</u>
	Total Cost to City	\$45,080.00

Cost to colleges and universities for internships

<u>College</u>	<u>Number of interns</u>	<u>Cost</u>
\$800.00	4	\$ 3,200.00
704.00	70	49,280.00
576.00	36	<u>20,636.00</u>
	Total Cost to Colleges and universities	\$73,116.00

Cost to non-city agencies for internships

<u>Agency share</u>	<u>Number of interns</u>	<u>Cost</u>
Full salary	10	\$ 8,960.00
\$250.00	52	13,000.00
125.00	4	500.00
50.00	7	<u>350.00</u>
	Total Cost to Non-City Agencies	\$22,810.00

Cost to Urban Corps for internships

<u>Department</u>	<u>Number of interns</u>	<u>Cost</u>
Staff	12	\$ 7,776.00
Vista Supplement	24	4,855.70
Urban Corps share of city	9	6,496.00
Urban Corps share of non-city	25	<u>9,895.30</u>
	Total Cost to Urban Corps	\$29,023.00

TOTAL COST FOR INTERNSHIPS \$171,029.60

52 605
117 590
170,115

URBAN CORPS PROJECTED BALANCE SHEET AS OF AUGUST 22, 1969

ASSETS:

City payment for internships	\$ 45,080.00
Non-city agencies payment for internships	22,810.00
College Work-Study payments	73,116.00 -
Private Business Contributions	9,060.00
SREB contributions	<u>20,000.00</u> }
	<u>\$170,066.00</u>

LIABILITIES:

Total costs for all internships	\$171,029.60
Operational expenses	2,996.00
Compensation to the Educational Advisors	<u>5,000.00</u>
	<u>\$179,025.60</u>
	184,350.60

FINANCIAL STATEMENT

AUGUST 12, 1969

CREDITS		DEBITS	
City of Atlanta	52,605.00	Intern Salaries	171,029.60
College Work Study Program	73,116.00	Operating Expense	3,796.00
Contributions	29,440.00	Educational Advisors	5,000.00
Non-Profit Agencies	<u>29,302.00</u>	Non-intern Staff	5,325.00
	184,463.00		<u>185,150.60</u>

ATLANTA URBAN CORPS
Payroll Schedule and Instructions

All Urban Corps interns will be paid bi-weekly as is set forth in the following schedule:

<u>Period Beginning</u>	<u>Period Ending</u>	<u>Date of Disbursement</u>
June 2	June 9	June 18
June 10	June 23	July 2
June 24	July 7	July 16
July 8	July 21	July 30
July 22	August 4	August 13
August 5	August 18	August 27
August 19	September 1	September 10

Interns who begin on June 16 will be paid July 2 for work time accumulated prior to the close of business June 23.

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 o'clock 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.

Paychecks 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.

Any questions regarding the above procedure or problems arising therefrom should be directed to:

Mac Rabb, Payroll Auditor
Room 7, City Hall Audit Dept.
Phone - 522-4463 Ext 405

or

Steve Mwamba, Payroll Auditor
Room 7, City Hall Audit Dept.
Phone - 522-4463 Ext 405

Cooperation in this matter will facilitate efficiency and will most assuredly be appreciated.

Inmond L. Deen, Jr.
Fiscal Director
Atlanta Urban Corps
524-8094

ATLANTA URBAN CORPS

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

TO: Mr. Dan Sweat

Date: August 6, 1969

FROM: Sam Williams

SUBJECT: Future Needs for the Urban Corps

August 22, 1969, will be the termination date for all Urban Corps interns except staff positions. Roughly three-fourths of our staff will be retained until September 5, 1969, to evaluate intern reports, complete final payrolls and bill agencies and colleges for intern compensations. To assure complete financial records, I have retained Mac Rabb of our payroll department full-time until September 26 to work solely on summer finance records.

We are presently receiving many agency requests for interns and also inquiries from students about positions for the fall term. I recommend that we plan for a fall program beginning September 29, 1969, and ending December 19, 1969, (twelve weeks in duration) utilizing a maximum of 80 full-time college work-study financed interns.

Staffing needs for this projected program would include four full-time student-professional personnel: Director, Executive Assistant, Field Director, and Finance Director. In my opinion, these positions cannot be filled by college work-study students. At least four additional staff members should be drawn from CWSP students at 20% cost to handle clerical, field, and payroll work. Salary levels for these positions should be:

Director @ \$900/month	\$ 2,700.00
Executive Assistant @ \$650/month	\$ 1,950.00
Field Director @\$650/month	\$ 1,950.00
Finance Director @ \$500/month	\$ 1,500.00
4-Full-time CWSP interns @ our cost of \$20/week each	\$ 960.00
	<u>\$ 9,060.00</u>

In addition, operating expenses should approximate the following:

Postage	\$ 100.00
Printing & Supplies	\$ 800.00
Telephone	\$ 400.00
Furniture & Equipment Rental	\$ 300.00
Travel	\$ 400.00
	<u>\$ 2,000.00</u>
Total Administrative Expense	\$ <u>11,060.00</u>

For a projection of administrative costs from September, 1969 - May, 1970, an approximate amount could be obtained by multiplying by a factor of three.

$$3 \times \$11,060 = \$33,180$$

Memorandum - Mr. Dan Sweat
August 6, 1969
Page 2

Naturally the four main staff personnel cannot be hired on a three month contract but must be appointed for a year to insure a vital program continuity, such as student recruitment and internship development, which must be done months in advance. Therefore, we are speaking of a yearly obligation of four full-time staff members for approximately \$32,400. Summer staffing will naturally require more personnel but should not exceed three additional non-CWSP interns. The number of additional CWSP staff interns for summer operation next year will probably approach fifteen for a total program of 800 - 1,000 interns.

80 interns is a modest estimate of the needs of city departments and private agencies matched to the availability of CWSP students in metro Atlanta for fall, 1969. The present annual allocation for metro Atlanta colleges under the College Work-Study Program is \$1.1 million. Acting on policy instructions from U. S. Commissioner of Education, James E. Allen, Jr., Dr. Charles Hamblem of the Regional Office of Health, Education, and Welfare, has informed Southeastern colleges that they must henceforth expend a major portion of CWSP funds "off-campus". The Atlanta Urban Corps is the only presently existing off-campus program in the Atlanta area recognized by HEW. Therefore, counting just city based colleges we must absorb \$500,000 yearly as 80% of our intern budget. This summer we received only \$78,000 with almost \$15,000 coming in from colleges outside the metro area. Dr. Hamblem of the Regional HEW office is already predicting an increase in next year's allocation of Georgia CWSP.

Also, next year colleges must specify in advance their off-campus allocation. The deadline for 1970 budget requests is October 24, 1969. We must be able to tell colleges how many interns we can use next year so they can include that amount as off-campus. Dr. Hamblem has also stated that colleges left with a surplus of CWSP funds in December 1969, will receive budget cuts for 1970. Presently, Georgia Tech, DeKalb, and Morris Brown have excess funds over and above on-campus commitments equivalent to 50 full-time graduate students for fall term 1969 that they must spend before January 1, 1970. Each of these financial aid officers indicated to me in a meeting on August 5, 1969, that they are "most anxious" to spend this money off-campus. The conclusion of a meeting of Atlanta financial aid officers in the Urban Corps office on August 5, 1969, is that they could easily sponsor 80 interns for fall 1969, and would desire keeping that number at work through the academic year until June, 1970.

In addition to CWSP interns we have received solid requests from Emory Nursing School and Clark College and tentative requests from Georgia State College to place an approximate total of 50 students on internships that would require no pay from the user agency. These students would complete an internship for academic credit and would not need a stipend. These colleges are inquiring now if we can meet their placement needs.

In conclusion, the City Government received 114 interns for its own use this summer at an approximate cost of \$45 per man per week, including administrative and overhead costs. Counting the total of 220 interns placed in government and agencies involved with Atlanta's urban problems, the Atlanta taxpayer placed an educated student in an internship position for approximately \$23.40 per man per week. We are meeting agency and departmental representatives August 7, 1969, to discuss fall internship requests. Again, this represents the immediate need for fall staffing to process intern applications and requests.

Memorandum - Mr. Dan Sweat
August 6, 1969
Page 3

Considering that the city government employs about 8,000 people and the fact that excluding the library and education system, less than 150 city employees have college degrees*, the Urban Corps costs could be justified solely as a recruiting device.

Poverty and needed departmental assistance does not end August 22, 1969. The average intern costs for the aforementioned staff and 45 interns assigned to city government out of the total 80 internships, figuring the city's 20% plus \$11,060 administrative costs, would be only \$45.52 per man per week. Thus the fall work force can be obtained at almost the same price of summer interns. And program continuity is maintained!

However, I recommend that the Director still be paid by the Southern Regional Education Board and that the Atlanta Urban Corps, Inc., By-Laws and Board of Trustees be revised and rejuvenated in order that the city government might be released of total administrative burden and that all parties involved share commonly in the Urban Corps planning and policy making. I most highly recommend that the staff remain entirely students or recent graduates and that we continue to support top quality field staff and recruit volunteer faculty advisors. I also recommend that the Urban Corps office remain in the Old City Auditorium. Presently, I have located personnel to fill the Assistant, Field Director, and Finance Director position and have several promising contacts for the Director's position. I have a tentative commitment from SREB for the Director's salary and await your answer about this projected fall program budget.

*This figure derived through a telephone survey of department directors and assistants and checked through the personnel office.

Urban Corps -

ATLANTA URBAN CORPS

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

August 13, 1969

TO: George Berry
FROM: Inmond Deen
RE: Non-City Agency Contracts

The following contracts, ^{with,} within our definition, non-city agencies are attached:

1. Resource Development Project
Southern Regional Education Board
As agent for Fulton County Health Department.
2. Resource Development Project
S. R. E. B.
3. Acadeamy Theatre

This along with the other contracts you already have constitutes entota our non city agency contract undertakings.

August 1, 1969

MEMORANDUM

To: Jay Fountain
From: George Berry
Subject: Educational Stipends for Urban Corps

Previously, I forwarded to you two requests for payment for \$250 each to two Urban Corps interns. It is my understanding that you have paid one and are holding the other.

Attached are two miscellaneous requisitions to pay two additional stipends to the individuals named. You will note that the source of funds is the Stern Family Foundation in the Mayor's Office. In addition to paying these two stipends, it is requested that you process the one payment you are holding as well. The source of funds for this request is also TA-25-62-310.

Please advise me if there are any questions on this matter.

GB:je

GEORGIA, FULTON COUNTY

This agreement is made and entered into on the _____ day of August, 1969, by and between the City of Atlanta, a municipal corporation of the State of Georgia, and Arthur Pellman, an individual residing in the State of Georgia.

WITNESSETH:

WHEREAS, the City of Atlanta is engaged in a project which is known as the 1969 Atlanta Urban Corps Project and which is designed to employ young college students within city government and other local agencies so as to provide an effective extension of their learning experience into the modern urban environment; and

WHEREAS, there is a need for professional assistance in the conduct of such a project and;

WHEREAS, Arthur Pellman is qualified and is agreeable to providing professional assistance.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is hereby agreed, to wit:

Section 1

Beginning on the _____ day of _____, 1969.

Arthur Pellman shall act as Director of the Library - Urban Corps Theatre for a period of not less than ten weeks; and shall perform duties including but not limited to supervising interns assigned to the Street Theater; making technical arrangements such as equipment, rehearsal housing, transportation,

making arrangements for performances; directing rehearsals and insuring that interns are on work assignments as reported on time cards bi-weekly to the Urban Corps office; presenting a minimum of ten performances to the people of Atlanta.

Section 2

In consideration of the performance of services as outlined in Section One (1) above, the City of Atlanta shall compensate Arthur Pellman in the amount of no more than One Thousand Dollars (\$1,000.00), of which Five Hundred Dollars (\$500.00) will be due on the _____ day of _____, 1969, and of which the remaining Five Hundred Dollars (\$500.00) will be due on the _____ day of _____, 1969, providing a proportionate amount of the total service to be rendered has been rendered on the above stated disbursement dates.

This the _____ day of _____, 1969.

WITNESS:

CITY OF ATLANTA

Ivan Allen, Mayor

WITNESS:

Arthur Pellman

APPROVED:

APPROVED
as to form:

Sam Williams, Director
Atlanta Urban Corps

August 14, 1969

Mr. Harry West
Acting County Manager
Fulton County Courthouse
Atlanta, Georgia

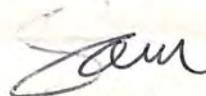
Dear Mr. West:

Enclosed is your copy of the Urban Corps intern contract for summer, 1969. As was discussed with you by Dave Whelan of our staff, we were unable to supply you with two interns due to the lack of college financial certification. Also note that the work term is ten weeks, from June 16 to August 22.

The total amount due the Urban Corps for your intern is \$250 for the ten week period.

We thank you for taking an interest in the Urban Corps during our first term of operation and hope that you will be able to utilize more interns in the future. As you know we are now operating on a quarterly program, not only during summer months, but year-round.

Sincerely,



Sam Williams
Director

SW:kar

Enclosure - Contract (copy)

cc: Inmond Deen
✓ George Berry

August 14, 1969

Mr. James McGovern
Atlanta Crime Commission
52 Farley Street
Atlanta, Georgia

Dear Mr. McGovern:

Our first quarter of operation is now closing with apparent success. We are receiving far more requests for interns for fall than we can supply and anticipate that we will utilize over one-thousand (1,000) students during next summer's program.

Presently, we are in the process of training a new staff since many of us will be going to graduate school this fall. We are also trying to "tie down" summer financial arrangements.

As we discussed in June, the Crime Commission has agreed to fund the Urban Corps, with \$2,000.00 for interns placed in your agency. Would you please state this agreement in a letter to us as soon as possible and follow with your payment so we can close our financial records for summer, 1969?

Sincerely,



Sam A. Williams
Director
Atlanta Urban Corps

SAW:dl

cc: Inmond Deen
George Berry

ATLANTA URBAN CORPS

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

TO: Mr. Dan Sweat

Date: August 6, 1969

FROM: Sam Williams

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Total Administrative Expense \$ 11,060.00

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Memorandum - Mr. Dan Sweat
August 6, 1969
Page 2

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Memorandum - Mr. Dan Sweat
August 6, 1969
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*This **figure** derived through a telephone survey of department directors and assistants and checked through the personnel office.

August 4, 1969

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

Dear Charles:

Enclosed is a copy of a letter from Mr. Donald H. Gareis, Vice President of the Sears-Roebuck Foundation committing to a grant of \$1,000 to the Atlanta Urban Corps. This grant was not anticipated by the earlier resolution by the Finance Committee and Budget Commission establishing the Urban Corps budget.

The Urban Corps proposes to utilize these funds to enter into a personal services agreement with a Mr. Arthur Pellman for technical and supervisory services connected with the interns that have been assigned to the Street Theater. Attached is a draft of a resolution authorizing the Mayor to execute this agreement as well as anticipating and appropriating the grant.

It would be appreciated if you would present this paper to the Finance Committee and advise if there are any further questions.

Very truly yours,



George J. Berry
Administrative Coordinator

GJB:je

Enclosure

cc: Mr. Sam Williams

bcc: Urban Corps File ✓
Finance Department File
Correspondence

RESOLUTION BY

FINANCE COMMITTEE AND BUDGET COMMISSION

WHEREAS, the Sears Roebuck Foundation has committed to a grant in the amount of \$1,000.00 to the 1969 Urban Corps Project of the City of Atlanta as evidenced by letter of Mr. Donald H. Gareis, Vice President, dated August 1, 1969; and

WHEREAS, the funds are needed to finance supervisory and technical services required for the operation of the Street Theater to which several Urban Corps Interns are assigned 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:

<u>Account No.</u>	<u>Add to Anticipations</u>	
G-16-7650	Grants, Private Contributions, Urban Corps	<u>\$1,000.00</u>
<u>Account No.</u>	<u>Add to Appropriations</u>	
G-25-62-830U	Salaries, Urban Corps	<u>\$1,000.00</u>

BE IT FURTHER RESOLVED that the Mayor be and is hereby authorized to execute an agreement with Mr. Arthur Pellman for technical and supervisory services connected with the operation of the Street Theater with compensation of such services not to be in excess of \$1,000 and to be charged to appropriation account G-25-62-830U.

The purpose of the resolution is to anticipate and appropriate a gift of \$1,000 to the Atlanta Urban Corps Project and to authorize the Mayor to execute an agreement with Mr. Arthur Pellman.

THE SEARS-ROEBUCK FOUNDATION

675 PONCE DE LEON AVENUE. N. E.

ATLANTA, GEORGIA 30308

August 1, 1969

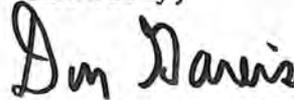
Mr. George Berry
Administrative Coordinator
Office of the Mayor
City Hall
Atlanta, Georgia 30303

Dear Mr. Berry:

The Sears-Roebuck Foundation is committed to a \$1000 grant to the Atlanta Urban Corps. Payment of the grant will be made during August of this year.

Those of us with the Foundation here in Atlanta are impressed by the Corps and its objectives and are very pleased at the backing given it by the Mayor and the city.

Sincerely,



Donald H. Gareis
Vice President
Southern Area

DHG:rm

cc: Mr. Sam Williams
Mr. Bob Wood
Mr. Clyde Ware

Urban Corps

August 8, 1969

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

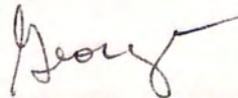
Dear Charles:

I am enclosing check no. 504541 of the First National Bank in the amount of \$1,000 payable to the Atlanta Urban Corps. These funds were not anticipated when the budget of the Urban Corps Project was established earlier this year.

The Atlanta Service Learning Conference of the Southern Regional Education Board was instrumental in organizing the recent successful In Service Learning Conference at the White House Motor Inn. It is the desire of the Urban Corps Director and his staff that these funds be used to reimburse the Southern Regional Education Board for the some \$1,300 expenses that were incurred in setting up the conference. You will find a miscellaneous requisition enclosed for this purpose.

It would be appreciated if you would present the necessary papers to the Finance Committee which would authorize the desired results.

Very truly yours,



George J. Berry

GJB:je

Enclosures

ATLANTA URBAN CORPS

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

August 5, 1969

Inmond Dean
Financial Director
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30330

Dear Inmond,

We appreciate the participation of the Urban Corps interns in the Atlanta Service-Learning Conference, June 30-July 1, at the White House Motor Inn. We look forward to having their continued support throughout the six-month conference.

In accordance with your request, we are billing you for your participation in the Atlanta Service-Learning Conference. Please consider this an invoice for the amount of \$1,000.00. Checks should be made payable to the White House Motor Inn or the Atlanta Service-Learning Conference and addressed to:

Mr. Kytile Frye
The Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303

Again we are looking forward to having you with us throughout the conference.

Sincerely,



Kytile Frye
Conference Steering Committee

~~At~~
Urban Corps

ATLANTA URBAN CORPS

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

MEMO

TO: INTERNS IN RESNA HAMMER'S GROUP

FROM: BARBARA RUDISILL

As you know, Carol Wieck has left Atlanta and will not be back before the summer ends. I, therefore, will be reading your reports in his place. Some of you have already completed your reports and turned them in. I would like to suggest that all of you who can, complete these reports by Friday, August 15, and bring them to our final seminar. The originally stated date for these reports was Monday, August 18 and I am suggesting this change so that I may have the weekend to read as many of these reports as possible. This will enable me to notify you of needed corrections or changes before you leave your job. Otherwise, it may be August 25 before I reach you for changes.

For those of you who would need the additional weekend to work, on your report, please feel free to take this time.

August 7, 1969

MEMORANDUM

To: Sam Williams
From: George Berry 
Subject: Telephone Bill -- Atlanta Urban Corps

During the period of May 13 to June 13, 1969 the Urban Corps made over 160 long distance telephone calls at a cost of over \$200. Please see to it that this extremely high rate of long distance calls is reduced. Are you keeping some justification for each long distance call as we require in other departments of the city?

GB:je

~~Joyce~~ ~~BYP~~

CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303



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

MEMORANDUM

TO: George Berry

FROM: Mike Weaver

SUBJECT: Urban Corps
College Work-Study Program

Following is a list of colleges and universities whose agreements to provide financial support for summer interns under the College Work-Study Program as authorized in a resolution by the Finance Committee approved May 21, 1969 have not been received:

Atlanta University
Marsh Draughon Business College
Fort Valley State College
University of Georgia
Edward Walters College
Cornell University
Hamilton College
Friendship College
Paine College
West Georgia College
Tougaloo College

848

Topic

MEMORANDUM

DATE: 5/21/59

MEMORANDUM

TO: George Berry

FROM: Miss Weaver

SUBJECT: Cuban Corp
College work-study program

Following is a list of colleges and universities whose agreements to provide financial support for summer internships under the College Work-Study Program as authorized in a resolution by the Finance Committee approved May 21, 1959 have not been received:

- Atlanta University
- Marsh O'Neaugh Business College
- Fort Valley State College
- University of Georgia
- Wrens State College
- Central University
- Walden College
- Friendship College
- Latno College
- West Georgia College
- Waukesha College

893 3191

August 7, 1969

MEMORANDUM

To: Mike Weaver
From: George Berry
Subject: Contracts with Colleges Regarding Urban Corps

I have reviewed your list of colleges which are mentioned on the May 21st resolution, but for which you have not received executed contracts. I have reviewed this list with the Urban Corps Finance Director, and he indicates that West Georgia College is the only one with which we will actually enter into a contract. All the other colleges were included in the original planning, but no funds were anticipated in the Urban Corps budget when established and no funds are expected from them.

GB:je

Urban Corps

ATLANTA URBAN CORPS

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

August 4, 1969

To: George Berry
From: Inmond Deen
Re: Contract with Arthur Pellman

The contract (and two copies) with Arthur Pellman we discussed is attached. It has been signed by Arthur Pellman and Sam Williams.

A Miscellaneous Requisition for the first \$500.00 is being processed.

Joyce - ~~BYP~~

3 copies sent to Horace Ward 6-9-69

August 5, 1969

MEMORANDUM

To: Senator Horace Ward

From: George Berry

Attached are copies of a contract between Mr. Arthur Pellman and the City of Atlanta concerning services provided to the Atlanta Urban Corps project. A resolution passed the Board of Aldermen on ~~June~~ ^{August} 4, 1969. A copy of this paper is attached.

It would be appreciated if you would approve this agreement as to form and return to me.

GB:je



CITY OF ATLANTA

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

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

August 1, 1969

MEMORANDUM

TO: Mr. George Berry

FROM: Johnny H. Robinson *J.H.R.*

SUBJECT: Interns Mileage (July Only)

- 1. Marty Bement - 0 Miles
- 2. Wally Bloom - *0 miles*
- 3. Jim Bruce - 300 Miles ~
- 4. Dan Christenberry - 123 Miles ~
- 5. Ray Fleming - 188 Miles ~
- 6. Tommy Isaac - *139 miles*
- 7. Joe Menez - 300 Miles
- 8. Janice Snider - 0 Miles
- 9. Meg Sowell - 450 Miles *J.H.R.*
- 10. June Woodward - 297 Miles

JHR/mc

*Copies with MR's sent to
Finance 8-12-69
Geo Berry*

OFFICE OF CITY CLERK
CITY HALL
ATLANTA, GEORGIA

Urban Corps file

RESOLUTION BY

FINANCE COMMITTEE AND BUDGET COMMISSION

WHEREAS, the Sears Roebuck Foundation has committed to a grant in the amount of \$1,000.00 to the 1969 Urban Corps Project of the City of Atlanta as evidenced by letter of Mr. Donald H. Gareis, Vice President, dated August 1, 1969; and

WHEREAS, the funds are needed to finance supervisory and technical services required for the operation of the Street Theater to which several Urban Corps Interns are assigned 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:

<u>Account No.</u>	<u>Add to Anticipations</u>	
G-16-7650	Grants, Private Contributions, Urban Corps	<u>\$1,000.00</u>
<u>Account No.</u>	<u>Add to Appropriations</u>	
G-25-62-830U	Salaries, Urban Corps	<u>\$1,000.00</u>

BE IT FURTHER RESOLVED that the Mayor be and is hereby authorized to execute an agreement with Mr. Arthur Pellman for technical and supervisory services connected with the operation of the Street Theater with compensation of such services not to be in excess of \$1,000 and to be charged to appropriation account G-25-62-830U.

The purpose of the resolution is to anticipate and appropriate a gift of \$1,000 to the Atlanta Urban Corps Project and to authorize the Mayor to execute an agreement with Mr. Arthur Pellman.

APPROVED:

Mayor

W. H. Thomas

Chairman of Finance Committee

Charles L. Howard

Member of Board of Aldermen

W. J. Knight

Member of Board of Aldermen

Charles L. Davis

Director of Finance

ADOPTED by Board of Aldermen August 4, 1969.
APPROVED August 6, 1969.

A true copy,

W. J. Little
CITY CLERK.

August 13, 1969

Dr. Alex Lacy
Dean
Urban Life Center
Georgia State College
33 Gilmer Street, S. E.
Atlanta, Georgia 30303

Dear Dr. Lacy:

Dan Sweat, City Deputy Administrator, recently told me that you might be receiving a large grant from HEW for the Urban Life Studies Program at Georgia State. Mr. Sweat also informed me that you had requested him to write responsibilities for an appropriation of \$30,000 annually for the Atlanta Urban Corps to include a Director, Secretary, and a College Liaison Man.

As you know, the Atlanta Urban Corps is legally a division of the Office of the Mayor, City of Atlanta, jointly administered by the Mayor's Office and the Southern Regional Education Board and will be continually administered as such.

On August 18, 1969, a proposal for the Atlanta Urban Corps will be presented to the Board of Alderman for the academic year September, 1969 - June, 1970. This of course does not exclude additional funding such as the Urban Life grant, which we desperately need since we had twice as many requests for interns over what we could supply this summer, due to a lack of funds. However, I must emphatically state that if \$30,000 is allocated to the Atlanta Urban Corps, it would in no way effect the administrative line of authority that presently exists from the Urban Corps to the Mayor's Office and the Southern Regional Education Board.

Dan Sweat has agreed that the Urban Life grant should be appropriated to the Office of the Mayor and included in the Urban Corps budget. If this money were to be used to hire a Director or any administrative personnel, the approval of these personnel would rest solely with Dan Sweat and Bill Ramsay.

I have discussed this arrangement with Messrs. Sweat and Ramsay, and have their support. During our discussion yesterday, you asked me to notify you by Thursday, August 14, 1969, if I desired the grant request to

Dr. Alex Lacy
August 13, 1969
Page 2

be cancelled, otherwise, it would be included. I desire for the grant to be included only if you agree with administrative stipulations stated above, and that the Atlanta Urban Corps in no way be part of the Urban Life Center and would remain an agency of the Mayor's Office and the Southern Regional Education Board.

If you do not agree with this statement, please cancel the grant request of \$30,000 from the Department of Health, Education and Welfare.

We thank you for thinking about the Atlanta Urban Corps in writing your grant request and hope you will continue thinking about us, especially in areas of educational input of Urban Life students. We look forward to cooperating with Georgia State as well as other colleges in future intern programs.

Sincerely,

Sam

SAM A. WILLIAMS
Director

SAW:sz

cc: Mr. Dan Swent, City of Atlanta ✓
Mr. Bill Ramsay, SREB
Mr. Logan Sallada, Office of Education
Mr. Michael Goldstein, National UC Development Office

August 8, 1969

Mr. Clay Coss, Editor
Civic Education Service
1733 Kay Street, NW
Washington, D.C. 20006

Dear Mr. Coss:

In reference to your letter of June 11, I have been asked to shed some light on the issue of student involvement in terms of what the Atlanta Urban Corps is attempting to do.

Atlanta Urban Corps (AUC), on whose staff I serve, is an organization whose purpose is to channel student energy and talent into service-oriented jobs in the metropolitan Atlanta area.

AUC began its operations this summer. There are "Urban Corps" functioning in approximately 20 other American cities. These range very widely in terms of the numbers of students enrolled and the scope of the programs involved.

Our operation is composed of approximately 225 students, placed in 17 city government departments and 38 private service agencies (a complete list is attached). We have a staff of approximately 20, all of whom are students.

Our financing comes from several sources: The City of Atlanta, The Southern Regional Education Board, some of the agencies with which our interns are working, various local businesses, and The Federal College Work-Study Finance Program.

Although our presently ongoing jobs terminate at the end of the summer, we have already made plans to continue our operations on a limited basis during the regular school year, and are planning for a program to involve 1,000 students next summer.

AUC subscribes to, and bases its existence on the relatively new educational theory of service-learning. This proposition contends that a significant additional dimension to the higher educational experience is to be found outside the formal classroom setting. It responds to legitimate cries for relevant educational experiences by contributing to efforts to revise the structure of higher education in a way that would allow more for the training of practitioners than of merely academicians.

AUC maintains a full-time Education-Evaluation staff of four and a consultant staff of five faculty members whose collective responsibility it is to make as significant as possible the educational experience of our interns. The staff makes

So, in the final analysis, the success or failure of our program and others like it depends on whether this very real obstacle can be overcome. If those in the establishment are disposed to change, students are willing to work with them to achieve it. If there are enough in the establishment who are determined to resist change, then students are prepared to do what is necessary to force it. And if this be the only way to achieve change, even though destructive tactics may be used, the effort could prove indeed to be the most truly constructive action that could be taken.

Sincerely,

Tim F. Rogers
Atlanta Urban Corps

TFR:blu

Enclosure

cc: Sam Williams, Director
Atlanta Urban Corps

cc: Mr. Dan Sweat ✓
Office of the Mayor
City of Atlanta

regular visits to interns in the field, aiding in any appropriate way their adjustments into their jobs, and helping them to evaluate for themselves their experience in terms both of the learning and the service aspects involved. Working with the faculty consultants, Education-Evaluation staffers also plan a regular program of seminars designed specifically to enhance the educational experience of the interns. Finally, a constant evaluation of the agencies in which our interns work is carried on, so as to assure that the jobs in which we place interns sufficiently involve both service and an opportunity for learning.

Ideally a service-learning organization such as the AUC provides a significant part of the answer to the question of how student dissent and dissatisfaction can be channeled into constructive action. There are two basic criteria which must be met if it is in fact to be so.

The first is that students must agree to involve themselves in such an effort. They must commit themselves to the idea that significant change can be achieved through working with "the establishment." By and large, we have found a good response by students in our area. Just in our first summer of operation, we had a good many more students apply than could be placed. True, a key factor in this response was the desire, indeed the necessity, for many students to earn sufficient amounts to enable themselves to continue their schooling. But I believe that if students are truly convinced that a significant opportunity for constructive change exists through working within "the establishment," then they are willing to do so.

This leads to the second, and more fundamental point. In order for a program like ours to work, agencies must be willing to open themselves up for legitimate work opportunities for students. Unfortunately, some agencies with which we are working have in fact offered only make-work jobs for our interns, or have assigned them merely to assume already existant work loads in order that regular employees may be able to enjoy lessened responsibilities during the summer.

There are three basic reasons for this attitude on the part of the agencies. First, some look only for cheap summer labor. Obviously, they do not offer the type relationships we seek, and once identified, they will presumably be referred to commercial placement agencies.

Secondly, some employers are simply not convinced of the ability of college students to perform satisfactorily in positions of responsibility. Presumably after a year or two of successful efforts of students in such capacities, the majority of the doubters will see the light.

Finally, the crux of the problem emerges. This is, simply, that many people in city and other governmental agencies, and private agencies, and many of those that support these agencies are simply not interested in change. They favor the status quo. They are not interested in channeling student dissatisfaction into constructive action. They would prefer quietly burying student dissidence in make-work or busy-work functions to busting their heads, but they would prefer the latter to acceding to demands for change. Students know that the establishment is full of this kind, and are most wary of them. Indeed, they sometimes are over-wary of them and tend to brand all "over thirties" as being of this nature. If students are going to be put down they want to go down fighting and with note-not be buried and forgotten in some treadmill of meaninglessness and/or ineffectuality.

22

August 11, 1969

Mr. C. Reggie Whitley
Governmental Intern
Mecklenburg County
720 East Fourth Street
Charlotte, North Carolina 28202

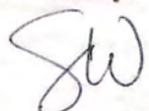
Dear Mr. Whitley:

Your letter requesting information regarding college-level internship programs in city government has been referred to me by Mr. Dan Sweat, Deputy Administrator, City of Atlanta.

I have enclosed some material about the Atlanta Urban Corps, which is a college internship program operating its initial summer program under, the Mayor's Office of the City of Atlanta. Recruitment of college students for participation in this program was handled on each campus, by both students and the college Financial Aid Officers, who certified College Work-Study eligible students to us. Selections were made by students who were working on a volunteer basis to establish the Urban Corps.

I hope this information will be of some help to you, and if I may assist you further, please let me know.

Sincerely,



Sam A. Williams
Director
Atlanta Urban Corps

SAW:dl

Enclosures

cc: Mr. Dan Sweat ✓

3552 Flaxley Drive
Dallas, Texas 75229
August 2, 1969

Mr. Dan Sweat
City Hall
Atlanta, Georgia 30303

Dear Dan:

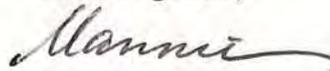
According to the doctor, I'm still pretty sick. I haven't progressed at all, and it appears that I won't be well for at the very least a couple weeks, probably longer.

Therefore, it appears that I probably won't be able to make it back to Atlanta, for even when I'm well I won't be able to resume my activities in earnest for a while. This has disappointed me considerably, since I expected it to last just a couple weeks.

I hope that you can arrange for the completion of my evaluation. Two possible methods would be having Tom Bello do what he could and having the kids in the neighborhood service centers submit individual reports. I came to some tentative conclusions by talking to people in the various agencies (assuming that what they told me was true). I will have Raymond send me my notes so that I can have something for you to work with. I don't know when I can have them ready for you, however, because the illness has me pretty much debilitated mentally -- I've been flat on my back doing nothing.

If, by some fluke, I should regain my sparkle in the near future, I will let you know. Otherwise, I am sincerely sorry for the inconvenience I have caused you.

Best regards,



Mannie Berk

August 6, 1969

Mr. Mannie Berk
3552 Flaxley Drive
Dallas, Texas 75229

Dear Mannie:

I am sorry to learn that you are still "under the weather". All your friends here in the office feel the same way and have asked that I convey their concern and best wishes to you.

I know you are very disappointed, but we are just as disappointed that we were not able to have the benefit of your help through the summer.

I hope that our paths will cross again and that you will not hesitate to call on us if there is any thing we can help with in the future.

Sincerely,

Dan E. Sweat, Jr.

DESJr:je



Urban Corp

STUDENT ASSOCIATION

GRADUATE SCHOOL OF BUSINESS
STANFORD UNIVERSITY
STANFORD
CALIFORNIA 94305

August 24, 1969

The Honorable Ivan Allen, Jr.
Mayor
Atlanta, Georgia 30300

Dear Mr. Allen:

Although I am now in California attending Stanford University, as a citizen of Atlanta I have kept interested in the progress that you have so obviously fostered.

It has become apparent to me that your Urban Corps program is astounding in its foresight. The effect on the college student participants and the persons in disadvantaged areas with whom they worked is well known here in Palo Alto, California.

I further understand that renewal of this project is under consideration. I implore you to push for its continuance. If we young people cannot find established methods such as this to put our unselfish talents and energies to work, then I fear the radicals will have proven their point in the uselessness of "working through the system".

Both you and I are proud of our city. As the city government leader, you should marshal its resources to solve its problems. Not only are the young people economically and energetically feasible, but building a base of understanding at that level can help to erase the base of hate and oppression under which we were brought up.

Sincerely,
Brook H. Byers
Brook H. Byers

Home: 1090 Carlo Woods Drive, S.W.
Atlanta, Georgia 30331

TO: Mayor Ivan Allen

Date: August 28, 1969

FROM: Sam Williams

SUBJECT: Future Needs for the Urban Corps

August 22, 1969, will be the termination date for all Urban Corps interns except staff positions. Roughly three-fourths of our staff will be retained until September 5, 1969, to evaluate intern reports, complete final payrolls and bill agencies and colleges for intern compensations. To assure complete financial records, I have retained Mac Rabb of our payroll department full-time until September 26 to work solely on summer finance records.

We are presently receiving many agency requests for interns and also inquiries from students about positions for the fall term. I recommend that we plan for a fall program beginning September 29, 1969, and ending December 19, 1969, (twelve weeks in duration) utilizing a maximum of 80 full-time college work-study financed interns.

Staffing needs for this projected program would include four full-time student-professional personnel: Director, Executive Assistant, Field Director, and Finance Director. In my opinion, these positions cannot be filled by college work-study students. At least four additional staff members should be drawn from CWSP students at 20% cost to handle clerical, field, and payroll work. Salary levels for these positions should be:

Director @ \$900/month	\$ 2,700.00
Executive Assistant @ \$650/month	\$ 1,950.00
Field Director @ \$650/month	\$ 1,950.00
Finance Director @ \$500/month	\$ 1,500.00
4-Full-time CWSP interns @ our cost of \$20/week each	\$ 960.00
	<u>\$ 9,060.00</u>

In addition, operating expenses should approximate the following:

Postage	\$ 100.00
Printing & Supplies	\$ 800.00
Telephone	\$ 400.00
Furniture & Equipment Rental	\$ 300.00
Travel	\$ 400.00
	<u>\$ 2,000.00</u>

Total Administrative Expense \$ 11,060.00

For a projection of administrative costs from September, 1969 - May, 1970, an approximate amount could be obtained by multiplying by a factor of three.

3 X \$11,060 = \$33,180

Naturally the four main staff personnel cannot be hired on a three month contract but must be appointed for a year to insure a vital program continuity, such as student recruitment and internship development, which must be done months in advance. Therefore, we are speaking of a yearly obligation of four full-time staff members for approximately \$32,400. Summer staffing will naturally require more personnel but should not exceed three additional non-CWSP interns. The number of additional CWSP staff interns for summer operation next year will probably approach fifteen for a total program of 800 - 1,000 interns.

80 interns is a modest estimate of the needs of city departments and private agencies matched to the availability of CWSP students in metro Atlanta for fall, 1969. The present annual allocation for metro Atlanta colleges under the College Work-Study Program is \$1.1 million. Acting on policy instructions from U. S. Commissioner of Education, James E. Allen, Jr., Dr. Charles Hambleton of the Regional Office of Health, Education, and Welfare, has informed Southeastern colleges that they must henceforth expend a major portion of CWSP funds "off-campus". The Atlanta Urban Corps is the only presently existing off-campus program in the Atlanta area recognized by HEW. Therefore, counting just city based colleges we must absorb \$500,000 yearly as 80% of our intern budget. This summer we received only \$78,000 with almost \$15,000 coming in from colleges outside the metro area. Dr. Hambleton of the Regional HEW office is already predicting an increase in next year's allocation of Georgia CWSP.

Also, next year colleges must specify in advance their off-campus allocation. The deadline for 1970 budget requests is October 24, 1969. We must be able to tell colleges how many interns we can use next year so they can include that amount as off-campus. Dr. Hambleton has also stated that colleges left with a surplus of CWSP funds in December 1969, will receive budget cuts for 1970. Presently, Georgia Tech, DeKalb, and Morris Brown have excess funds over and above on-campus commitments equivalent to 50 full-time graduate students for fall term 1969 that they must spend before January 1, 1970. Each of these financial aid officers indicated to me in a meeting on August 5, 1969, that they are "most anxious" to spend this money off-campus. The conclusion of a meeting of Atlanta financial aid officers in the Urban Corps office on August 5, 1969, is that they could easily sponsor 80 interns for fall 1969, and would desire keeping that number at work through the academic year until June, 1970.

In addition to CWSP interns we have received solid requests from Emory Nursing School and Clark College and tentative requests from Georgia State College to place an approximate total of 50 students on internships that would require no pay from the user agency. These students would complete an internship for academic credit and would not need a stipend. These colleges are inquiring now if we can meet their placement needs.

In conclusion, the City Government received 114 interns for its own use this summer at an approximate cost of \$45 per man per week, including administrative and overhead costs. Counting the total of 220 interns placed in government and agencies involved with Atlanta's urban problems, the Atlanta taxpayer placed an educated student in an internship position for approximately \$23.40 per man per week. We are meeting agency and departmental representatives August 7, 1969, to discuss fall internship requests. Again, this represents the immediate need for fall staffing to process intern applications and requests.

Considering that the city government employs about 8,000 people and the fact that excluding the library and education system, less than 150 city employees have college degrees*, the Urban Corps costs could be justified solely as a recruiting device.

Poverty and needed departmental assistance does not end August 22, 1969. The average intern costs for the aforementioned staff and 45 interns assigned to city government out of the total 80 internships, figuring the city's 20% plus \$11,060 administrative costs, would be only \$45.52 per man per week. Thus the fall work force can be obtained at almost the same price of summer interns. And program continuity is maintained!

However, I recommend that the Director still be paid by the Southern Regional Education Board and that the Atlanta Urban Corps, Inc., By-Laws and Board of Trustees be revised and rejuvenated in order that the city government might be released of total administrative burden and that all parties involved share commonly in the Urban Corps planning and policy making. I most highly recommend that the staff remain entirely students or recent graduates and that we continue to support top quality field staff and recruit volunteer faculty advisors. I also recommend that the Urban Corps office remain in the Old City Auditorium. Presently, I have located personnel to fill the Assistant, Field Director, and Finance Director position and have several promising contacts for the Director's position. I have a tentative commitment from SREB for the Director's salary and await your answer about this projected fall program budget.

*This figure derived through a telephone survey of department directors and assistants and checked through the personnel office.

ATLANTA URBAN CORPS

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

file

August 28, 1969

Mayor Ivan Allen, Jr.
Mayor's Office
City Hall
Atlanta, Georgia

Dear Mayor Allen:

As we sat in your office Tuesday telling you about the Urban Corps, its fulfillment and its frustrations and tried to answer questions you posed to us about Atlanta's problems; you kept quietly shaking your head saying: "Write it down. Write it all down." So I am taking you for your word and I am writing it down.

I don't know exactly what I want to say to you, Mayor Allen, but I know there are numerous things which need to be said-if only for my own peace of mind.

You must not let the Urban Corps fail. I'll try, as best I can to tell you why.

First, I am a college student. I am what some would call a privileged child- because I am getting a college education. But I think this is a misconception. College today is not a luxury, as it once was; it is a necessity and every year its need becomes greater. No longer will college educated people become the upper and upper-middle classes. They will be the middle class-the backbone of our country-the inhabitants of our cities. But these college students-this emerging middle-class will be different from the one which exists today. They will be more intelligent, more aware, and more concerned. But why and how? This is not something which happens spontaneously. This is something which happens when a student is able to realize himself as a person...when he is able to realize that those around him are people...and finally that even those he doesn't know, those whom he'll never see are people too...and he will appreciate them as he appreciates himself.

At a campus college, a student can feel a part, he can start to feel these realizations much more than a student who is not on a campus.

Allow me to give you a case in point. Now I speak for myself and from personal

experience-but I think I speak for a vast number of today's college students. My first year at school, I was at a campus college. It was a new and a broadening experience and I loved it. But then financial problems arose and I had to come home to Atlanta and find a job. The first year it was not too bad. I was still experiencing "newness" at a new school and a new job. My mind was open and I was intellectually aggressive. But then something happened. The "newness" wore off and I found myself trapped. I was in a non-stimulating job and my college courses were becoming more and more mundane. By the time I reached my junior year-it took me almost 4 years to do so-I realized that I was intellectually and even socially retarded. I was like a middle-aged spinster at the tender age of 22 and I did things more out of habit than anything else. And then it happened, I had a sociology course in which I was required to do "field work." It was great-it was relevant-it was exciting and it was stimulating. So much so that I worked part-time on the project while holding down a full-time job and carrying 10 hours at school. About the time this project ended, I inadvertently became involved in another "field work project" indirectly related to a course in which I was required to do a child study. Then things began to happen. I began to attend "inner collegiate meetings" with others who were interested in "community service." At one of these meetings I was introduced to the Urban Corps concept.

I was immediately sold. Coming from a conservative, middle-class family and never having the opportunity to be influenced by "liberals" on a campus I frowned on things like VISTA and the Peace Corps-but the Urban Corps-it sounded great.

I love Atlanta. Atlanta is my home and I hope it will always be. I want to see Atlanta grow and prosper and I want to help it attain its goals. What better way is there, I thought, than to become involved in Atlanta now-constructively involved and be more than just a voting citizen.

Well, in this summer in the Urban Corps, I haven't done anything earth shaking in Atlanta. But Atlanta, and primarily a group of concerned students in Atlanta, have done something earth shaking to me. They have made me become aware. Aware of myself, aware of my city, my state, my country and "my" people.

I will no longer be content to sit around and bemoan my fate and the fate of all as I did for six years in school. I'll want to do something-as little as it may seem-as little as it may be-at least I'll be doing something.

This summer I did something small. I helped to plan the Service-Learning Conference. The conference which you and the United States Commissioner of Education attended. I helped to promote the service-learning concept. It seemed like such a small, such an insignificant thing. But it has people all over the country buzzing. People are looking to us-to Atlanta...asking us questions, seeking material and information. "Service-Learning" has become almost a "household term" and people want to know about it and find out how they can apply it.

When we can tell them about the Urban Corps and show them that the Urban Corps is embodying and emulating the service-learning idea they are satisfied. They understand and they want to try it themselves. From California to New Jersey

people are looking to Atlanta-looking to something which is being done. Small as it may be it is something. It is a start. It is a way to make students-college students-those who will someday be the backbone of America-beome invilved-constructively-rather than destructively, as they are in so many places. They are envious of Atlanta-and now-as so many times before people are looking to us as the leader.

Maybe, Mayor Allen, the question is not so much-Can the City of Atlanta afford to have the Urban Corps-as Can the City of Atlanta afford not to have the Urban Corps?

Sincerely,

A handwritten signature in cursive script that reads "Babs Kalvelage".

Babs Kalvelage
Atlanta Urban Corps Intern

BK:blu

August 28, 1969

Urban Corps

Mr. Joseph A. Myers
Area General Manager
American Telephone and Telegraph
100 Edgewood Avenue, N. E.
Atlanta, Georgia 30303

Dear Mr. Myers:

On behalf of 225 student interns I thank you for AT&T's recent \$1,000.00 contribution to the Atlanta Urban Corps. This kind of cooperation between the business, student and government community is tremendously helpful to Atlanta.

I enjoyed meeting with you recently to discuss the Urban Corps and hope that you will continue your interest next year. Please convey our thanks to Mr. Charles Morris and others at AT&T who helped make your support possible. I am enclosing a report one of our students completed this summer to give you an idea of what an intern can do for our city.

Sincerely,

Sam

SAM A. WILLIAMS
Director

SAW:sz

Enclosure

cc: Mayor Ivan Allen, Jr. ✓

*Urban
Corps*

August 12, 1969

Mr. Sam Williams, Director
Atlanta Urban Corps
30 Courtland Street, N. E.
Atlanta, Georgia 30303

Dear Sam:

Thank you for your note regarding the most of the members
of the Urban Corps staff leaving on August 22nd.

I regret that I will be unable to stop by, as I will be out of
the City on that day.

Sincerely yours,

Ivan Allen, Jr.

IAJr:lp

ATLANTA URBAN CORPS

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

TO: Mayor Ivan Allen

Date: August 7, 1969

FROM: Sam Williams *Sam*

SUBJECT: Needed Letter to James E. Allen, Jr., U. S. Commissioner
of Education

The Federal College Work-Study Program (CWSP) provides 80% of a certified student's stipend while working as an Urban Corps intern. The employing agency pays the 20% requisite fee.

Unfortunately, intern programs require staffing to handle administrative problems. We also have found that having a competent field staff to prod agencies and interns helps to keep the student's experience "relevant." This year city government paid roughly one-third of full administrative summer cost of \$30,000 plus matching stipend for 114 interns assigned to city departments. Due to the difficulty of obtaining additional administrative funds from limited city sources, we must seek funds elsewhere for September - June internships. It is almost impossible to plan a budget pending business donations.

In my opinion the Office of Education should allow off-campus agencies such as the Urban Corps an administrative fee. Presently colleges can be paid a 3% administrative fee for CWSP money channeled through that campus. This provision was originally created to help campuses defray costs of directing students working "on campus." Colleges are still allowed to keep this 3% fee even if their CWSP funds are spent through an "off-campus" agency such as the Urban Corps at relatively no cost to the campus.

If you agree, I recommend that you write Commissioner Allen a letter similar to the following, which hopefully will initiate action to revise the administrative allocation.

"The College Work-Study Program of the Office of Education has provided the City of Atlanta a unique opportunity to utilize college students in internship positions proving beneficial to the student in terms of education and the city in terms of services. The Atlanta Urban Corps involved 225 such interns throughout the city in government, as well as private agencies.

"We appreciate your interest in involving colleges in our urban problems and especially your statements concerning a major utilization of work-study funds "off-campus" in programs such as our Urban Corps. Your Regional staff has been actively promoting planning to help implement your guidelines for Atlanta.

"This year administrative expenses for the Urban Corps were shouldered by city government and private agencies but will increase appreciably next year if projections of 1,000 interns prove correct. I understand that a three percent fee on each campus' allocation can be kept by participating colleges for compensation of their administrative burdens. In my opinion this fee should be increased to at least five percent and allocated to the off-campus agency calculated on the basis of the off-campus grant. This amount would help defray a portion of the administrative agency's operating costs.

"Please consider this suggestion and let me know if we might discuss it at a greater length."

atl Urban Corp

August 21, 1969

Miss Careatha Daniels
110 Second Avenue, S. E.
Atlanta, Georgia

Dear Miss Daniels:

Thank you very much for your letter telling me of your interesting experience this summer working as an intern with Atlanta Urban Corp.

May I extend my best wishes for a most successful future.

Sincerely,

Ivan Allen, Jr.
Mayor

IAJr:lrd

110 Second Ave., S.E.
Atlanta, Georgia
August 20, 1969

Mayer Ivan Allen Jr.
Atlanta
Georgia

Dear Mayer Allen:

I had the most gratifying, meaningful, educational, and eye-opening experience this summer working as a summer intern with the Atlanta Urban Corps. This was a very unique experience and an experience I wish that more young people could encounter.

I would just like to extend sincere gratitude to you and all those who serve Atlanta that gave the Urban Corps a chance which meant entrusting a lot into the hands of young people.

I think I speak for each intern when I say that your gamble was worthwhile and that we hope the program doesn't die now that the

summer is ending. May I extend my thanks
again to you and your Staff for giving me, a college
student, a chance to learn and serve Atlanta
simultaneously.

yours in gratitude,
Coretha Daniels

August 22, 1969

Mr. Dan E. Sweat, Jr.
Chief Administrator
City of Atlanta
City Hall
Atlanta, Georgia 30303

Dear Dan:

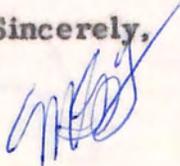
This has reference to your letter of August 18 directed to Charlie Davis in connection with the Urban Corps Program.

I certainly do agree that the City received considerable benefit from this program during this summer, but I also agree with your position that we should discontinue this program for an interim period until we can take stock of what our situation is, particularly the question of receiving all of the contributions that have been pledged to this program.

It would seem to me that your staff is fully capable of planning a 1970 program without the necessity of continuing with a director, assistant director, stenographer, etc.

I would also like to mention that any program you propose for 1970 be fully documented not only as to the funds required from the City of Atlanta, but also the benefits that have been and are expected to be derived from the program. There is some question in my mind as to whether or not we should set this up as a permanent part of the City's organization but instead continue on a summer program basis.

Sincerely,



MGF/AS

cc: Mayor Ivan Allen, Jr. ✓
C. L. Davis

Urban Corps



CITY OF ATLANTA

DEPARTMENT OF FINANCE
501 CITY HALL
ATLANTA, GEORGIA 30303
August 27, 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. Sam A. Williams
Director
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303

Dear Sam:

This is to acknowledge your letter of August 22, 1969, and the check of Sears-Roebuck Foundation in the amount of \$1,000 which is a contribution to the Atlanta Urban Corps for the Street Theater. In accordance with your wishes, we are depositing these funds and earmarking them for this purpose.

Sincerely,

A handwritten signature in blue ink that reads "Charles L. Davis".

Charles L. Davis
Director of Finance

CLD:dhf
cc: Mr. George Berry
Mrs. Linda Anderson

Urban Corp.

August 27, 1969

TO: Jay Fountain *gw*
FROM: Sam Williams, Urban Corps Director
SUBJECT: Urban Corps Grant from Atlanta University Center, Inc.

Pursuant to our recent conversation I am attaching a list of summer interns from colleges in the Atlanta University Center. We placed fifty College Work-Study financed students and seventeen non-work-study interns. You can interpolate which college had interns from the attached list.

The seventeen non-work-study interns were placed by the Urban Corps at an approximate cost to us of \$13,000.

This information might be helpful in encouraging the Atlanta University Center, Inc., to use part of the money contracted to them by the City of Atlanta to support interns from the Urban Corps.

Naturally we are proud of the work-study funds allocated to us by Atlanta University college financial-aid officers so please encourage this.

cc: ✓ George Berry
Mayor Ivan Allen, Jr.

Urban Corps

August 26, 1969

Mr. Jay Fountain
Deputy Director of Finance
City of Atlanta, Atlanta City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia 30303

Re: Atlanta Urban Corps Revenue Accounts

Dear Jay:

Please make the following deposits:

Revenue Account Number:	Drawn by:	Amount:
G-16-7640	Southern Council on International and Public Affairs	\$2,000.00
G-16-7645	Emory University	\$140.80

Acknowledgement of receipt will be appreciated.

Sincerely,

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

ILD:pch

cc: Mr. George Berry

Enclosures: Two bank drafts.

~~Urban Observers~~
Urban
Corps

August 26, 1969

Mr. Jay Fountain
Deputy Director of Finance
City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposits:

Revenue Account Number:	Drawn by:	Amount:
G-16-7640	Economic Opportunity, Atlanta, Inc.	\$1,760.00
G-16-7640	Economic Opportunity, Atlanta, Inc.	\$500.00
G-16-7645	Southwestern at Memphis	\$593.28

Acknowledgement of receipt would be appreciated.

Sincerely,

Hugh H. Saxon, Jr.
Director of Finance
Atlanta Urban Corps

HHS:pch

Enclosures: Three bank drafts

cc: Mr. George Berry

Urban Corps

August 25, 1969

Mr. David Whelon, Coordinator
Atlanta Urban Corps
30 Courtland Street, N. E.
Atlanta, Georgia 30303

Dear Mr. Whelon:

Attached are Internship Proposals for five Urban Corps workers who will be used during the Fall quarter of 1969. The proposals deal with the following positions:

1. Customer Service Technician - City Hall Business Office -
40 hours per week
2. Engineer of Applications - City Hall Business Office -
15 hours per week
3. Civil Engineer - Engineering Division -
40 hours per week
4. Two Civil Engineers - Engineering Division -
15 hours per week each

We have omitted financing arrangements until such time as a determination can be made of the exact role in which the City of Atlanta will play in the Fall program. It is possible that we will be in a position to pay the full cost of the two full-time Interns and that Federal-College participation for the part-time Interns would be required.

Sincerely,



W. T. Bush

WTB/rr

cc: Mr. George J. Berry

Urban Corps

August 25, 1969

Mr. Jay Fountain
Deputy Director of Finance
City of Atlanta
68 Mitchell Street, S. W.
Atlanta, Georgia 30303

Dear Mr. Fountain:

Please make the following deposits:

ACCOUNT NUMBER	DRAWN BY:	AMOUNT
G-16-7645	Indiana University	\$ 225.28
G-16-7645	Vassar College	\$ 115.20
G-16-7640	City of Atlanta	\$4,250.00
G-16-7640	Wheatstreet Baptist Church	\$ 100.00

Sincerely,

HUGH H. SAXON, Jr.

Enclosures: Four bank drafts

cc: Mr. George Berry

By-Laws Meeting

August 19, 69

Atlanta Urban Corps, Inc.

At Offices of Nall, Miller, Cadenhead & Denis

Present: Dennis Webb, Attorney

For the Urban Corps:

Hugh Saxon
Dave Whelan
Sam Williams

Mr. Webb explained the exemption certificate issued to Atlanta Urban Corps, Inc. by Internal Revenue. We can choose our own fiscal year but must file IRS annual report five months (5) after start of operation. (If January is first of fiscal year, file in May, if June then in October).

To revise By-Laws, look at old By-Laws and see revision methods.

Mr. Webb suggested that we get big money backers on Board of Trustees to help Atlanta Urban Corps, Inc. get funds for payroll coffers. He also suggested borrowing payroll money and get a firm to underwrite the interest payments.

The general conclusion of the meeting were: Atlanta Urban Corps, Inc. now has tax exemption certified by I. R. S.; the Board of Trustees is a legal body, even though the Urban Corps is not operating under its responsibility; the Board of Trustees can amend the By-Laws by "a majority vote of those in attendance at any properly-called meeting"; the new director should rejuvenate the membership committee, convene the Trustees, get the By-Laws revised and let the Trustees, help solve some of the problems the Urban Corps has, whether they be financial, administrative, dealing with colleges or governmental agencies.

Mr. Webb has the corporation papers, charter and exemption certificate in his file.

Sam Williams
Director
Atlanta Urban Corps

Urban Corp >

August 22, 1969

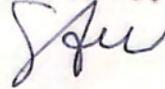
Mr. Charles Davis
Comptroller
City of Atlanta
68 Mitchell Street, S. W.
Atlanta, Georgia 30303

Dear Charles:

Enclosed is a check for \$1,000 from the Sears-Roebuck Foundation to be deposited in account number G-16-7650. This check covers the salary for Mr. Arthur Pellman who directed the Atlanta Urban Corps Street Theater this summer.

This transaction was outlined in a resolution adopted by the Board of Aldermen August 4, 1969. Under a contract signed by the proper city authorities, Mr. Pellman's grant would be \$1,000 to be paid in four installments of \$250 each. This check covers the total cost of that contract.

Yours truly,



SAM A. WILLIAMS
Director

Enclosure: Sears-Roebuck Foundation Check-\$1,000

cc: Mr. George Berry ✓
Mr. Hugh Saxon



CITY OF ATLANTA

DEPARTMENT OF LAW
2614 FIRST NATIONAL BANK BUILDING
ATLANTA, GEORGIA 30303

HENRY L. BOWDEN
CITY ATTORNEY
FERRIN Y. MATHEWS
ASSISTANT CITY ATTORNEY

August 18, 1969

ROBERT S. WIGGINS
MARTIN MCFARLAND
EDWIN L. STERNE
RALPH C. JENKINS
JOHN E. DOUGHERTY
CHARLES M. LOKEY
THOMAS F. CHOYCE
JAMES B. PILCHER
ASSOCIATE CITY ATTORNEYS

HORACE T. WARD
DEPUTY CITY ATTORNEY

ROBERT A. HARRIS
HENRY M. MURFF
CLAIMS ATTORNEYS

JAMES B. HENDERSON
SPECIAL ASSOCIATE CITY ATTORNEY

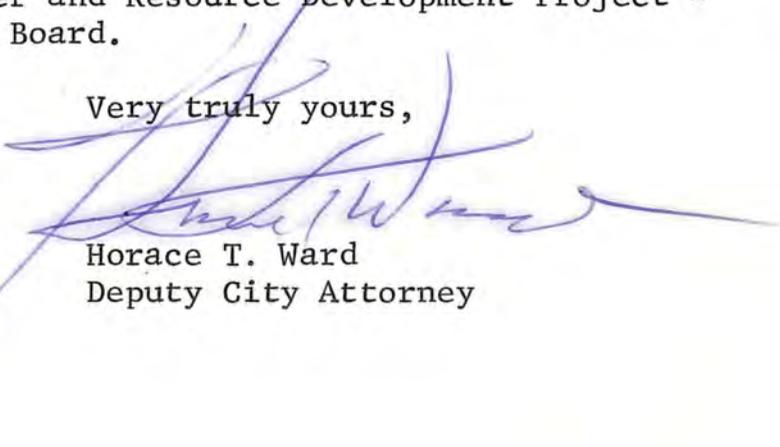
Mr. George Berry
Administrative Coordinator
City Hall
Atlanta, Georgia 30303

Dear Mr. Berry:

Attached hereto is the agreement relating to Mr. Arthur Pellman which has been approved as to form.

Please check with me concerning the two agreements with the following agencies: The Academy Theater and Resource Development Project - Southern Regional Education Board.

Very truly yours,



Horace T. Ward
Deputy City Attorney

HTW/cj

Enclosure

OFFICE OF CITY CLERK
CITY HALL
ATLANTA, GEORGIA

Urban Corps file

RESOLUTION BY

FINANCE COMMITTEE AND BUDGET COMMISSION

WHEREAS, the Sears Roebuck Foundation has committed to a grant in the amount of \$1,000.00 to the 1969 Urban Corps Project of the City of Atlanta as evidenced by letter of Mr. Donald H. Gareis, Vice President, dated August 1, 1969; and

WHEREAS, the funds are needed to finance supervisory and technical services required for the operation of the Street Theater to which several Urban Corps Interns are assigned 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:

<u>Account No.</u>	<u>Add to Anticipations</u>	
G-16-7650	Grants, Private Contributions, Urban Corps	<u>\$1,000.00</u>
<u>Account No.</u>	<u>Add to Appropriations</u>	
G-25-62-830U	Salaries, Urban Corps	<u>\$1,000.00</u>

BE IT FURTHER RESOLVED that the Mayor be and is hereby authorized to execute an agreement with Mr. Arthur Pellman for technical and supervisory services connected with the operation of the Street Theater with compensation of such services not to be in excess of \$1,000 and to be charged to appropriation account G-25-62-830U.

The purpose of the resolution is to anticipate and appropriate a gift of \$1,000 to the Atlanta Urban Corps Project and to authorize the Mayor to execute an agreement with Mr. Arthur Pellman.

Urban Corps

August 21, 1969

Mr. Jay Fountain
Deputy Director of Finance
City of Atlanta, City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia 30303

Re: Atlanta Urban Corps Accounts

Dear Jay:

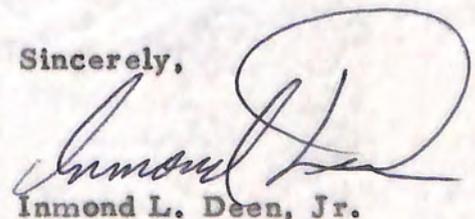
Please make the following deposits:

Revenue Account Number:	Drawn by:	Amount:
G-16-7645	Georgia State College	\$1,946.88
G-16-7645	Brown University	\$ 218.88

The Georgia State payment is 80% of Two Thousand, Four Hundred Thirty-Three and Sixty One Hundredths Dollars (\$2,433.60). We billed them for 80% of Two Thousand, Seven Hundred Fifth and Forty One Hundredths Dollars (\$2,750.40). The discrepancy is due to the fact that Susie Lindsey has not been certified for College Work-Study Program funding. Consequently, we will not receive 80% of the Three Hundred Sixteen and Eighty One Hundredths Dollars (316.80) she has been paid.

Acknowledgement of receipt will be appreciated.

Sincerely,



Inmond L. Deen, Jr.

Enclosures: Two bank drafts

cc: Mr. George Berry

Urban Corps

August 14, 1969

Mr. Jay Fountain
Deputy Director of Finance
City of Atlanta, City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia 30303

Dear Jay:

Please deposit the enclosed checks and credit the accounts indicated:

Revenue Account Number:	Drawn by:	Amount:
G-16-7640	Family Counseling Center	\$ 500.00
G-16-7645	Emory University	\$ 84.48
	Mercer University	\$ 126.72
	Morris Brown College	\$1,276.16
	Southwestern at Memphis	\$ 126.72

Acknowledgement of receipt will be appreciated.

Sincerely,

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

ILD:pch

Enclosures: Five checks.

cc; Mr. George Berry
Deputy Chief Administrative Officer
Room 209 City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia

Urban
Corps

August 28, 1969

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

Dear Jay:

Please make the following deposits:

Account Number:	Drawn by:	Amount:
G- 16 - 7645	Lake Forest College	\$337.36

Acknowledgement of receipt would be appreciated.

Sincerely,

Hugh H. Saxon, Jr.
Director of Finance
Atlanta Urban Corps

HHS;dl

Enclosure

cc: Mr. George Berry

Urban Corps

August 29, 1969

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

Dear Jay:

Please make the following deposits:

ACCOUNT NUMBER:	DRAWN BY:	AMOUNT:
G-16-7650	Southern Regional Education Board	\$13,000.00
G-16-7640	SREB, for Atlanta Service-Learning Conference	\$ 250.00
G-16-7640	SREB, for Fulton County Health Department	\$ 5,400.00
G-16-7640	Commissioner of Roads and Revenues, Fulton County	\$ 250.00

Acknowledgement of receipt would be appreciated.

Sincerely,

HUGH H. SAXON

Enclosures: 2 Bank Drafts

cc: Mr. George Berry ←

Urban Corps

August 13, 1969

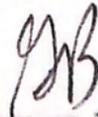
Mr. Charles L. Davis
Director of Finance
Department of Finance
City of Atlanta

Dear Charles:

Enclosed is the city's copy of the agreement with Fulton County concerning their participation in the Atlanta Urban Corps.

The other copies have been distributed.

Very truly yours,



George J. Berry

GJB:je

Enclosure

cc: Mr. Sam Williams

Urban Corps - Mileage Report

John Waggener	360 Miles	@ 10¢ = \$36.00 ✓
Jeff Coker	220 Miles	@ 10¢ = \$22.00 ✓
Tom Eady	100 Miles	@ 10¢ = <u>\$10.00</u> ✓
Total		\$68.00

See Gerald
re: past
auto payments

~~Make checks payable to [unclear]~~

Sam Williams
524-8091

Mike Trombello
Blase have
Sam Williams
to insure mine
my & each
person
W

2/2/68

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

TO: The Atlanta Urban Corps

FROM: _____ Hereafter called the "Agency"

(Name of Agency)

(Address)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dated this _____ day of _____ 19_____.

For the Agency:

Authorized Signature

Title

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

Dated

Signature of Authorized Urban Corps
Official

Title

CITY OF ATLANTA



August 18, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

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

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

Dear Charles:

The Urban Corps Program this summer has been very significant. The publicity that it has brought the city has been favorable; it has provided students with a feeling of involvement in the city organization and, hopefully, it has provided them with a real learning experience. Further, it has provided the city with badly needed new manpower resources at relatively little cost. It is hoped that the experience will make it possible to recruit young people into municipal government service.

Under the present program, the interns will leave service on August 22, 1969. Provisions have been made to continue the central staff to September 5, 1969 to tie up loose ends and take care of all outstanding problems that might arise on final payrolls, etc. Further, provisions have been made to continue at least one enrollee on a part time basis through the fall to take care of outstanding bills to colleges, agencies, and others as well as to clear up any outstanding payroll problems.

We have had extended conferences with Sam Williams, Dave Whelan, Inmond Deen, and others of the Urban Corps Staff on Friday, August 16, 1969 for the purpose of analyzing the financial status of the summer project. As best that we can determine at this point, the project will expend a total of \$171,500. On the other side of the ledger, \$176,597 in receivables can be documented. The only problem is that, except for the \$52,605 contribution by the city, only \$28,000 in cash has actually been received to date. The majority of the uncollected amounts are from the College Work Study Program from which \$67,000 is anticipated, and all of which is secured by contract. The bills have gone out on this program just recently and there has not been any significant collections at this point. It is impossible to determine at this point whether or not this amount will come through without problems.

The total source of funds for the Urban Corps Project breaks down as follows:

Mr. Charles L. Davis

Page 2

August 18, 1969

City of Atlanta	\$ 52,605
Contributions	28,690
Agency Contracts	28,302
CWSP Agreements	<u>67,000</u>
	<u>\$ 176,597</u>

The present Urban Corps staff feels very strongly that a fall program should be implemented. It is our feeling, however, that we should recognize the value of the Urban Corps Project by funding a Director and small central staff to function this fall in accordance with these responsibilities:

1. Plan a permanent Urban Corps Program for 1970 which will include close contact with local Colleges and Universities, the U.S. and State Departments of Education; preparing a complete budget and presenting it to the city in the normal budget process.
2. Prepare a complete and documented assessment and evaluation of the summer program. (To be used among other things for justifying the financial resources required to undertake the 1970 program).
3. Insure that the 1969 Summer Program is completed by seeing that all revenue is collected that is due from Agencies, Colleges, and other contributors that have made commitments and making sure that all other problems connected with the 1969 Program are handled.

We estimate that this central staff will cost no more than \$10,000 broken down as follows:

1 Director @ \$900	\$ 2,700.00
1 Assistant @ \$650	1,950.00
1 Stenographer @ \$400	1,200.00
2 Part Time Students	1,000.00
Operating Expenses	2,000.00
Contingencies	<u>1,150.00</u>
	<u>\$ 10,000.00</u>

The resolution that was adopted by the Finance Committee earlier this year establishing the Urban Corps did not provide for any contribution from the Water Department or the Airport for the Urban Corps project even though both of these

Mr. Charles L. Davis

Page 3

August 18, 1969

Departments utilized enrollees this summer. It is recommended, therefore, that the above amount be transferred from these department's for this purpose. The Airport Revenue Fund has an amount already appropriated for this purpose.

We very much hope that the receivables that have been established for the Urban Corps Project will materialize and that the present summer program will cost the city no more than the \$52,605 that was appropriated for this purpose. We will continue to monitor the program very closely to insure that this is the case.

We wish to emphasize that because we do not recommend that a full enrollee Urban Corps Program be implemented this fall, this is no indication that we do not support completely the idea represented by this effort. The concept of in-service learning has been espoused by the federal department of Health, Education and Welfare and by local colleges. The benefit and worth of the project are clear and we feel that it is one that the City of Atlanta should support and be involved in. We simply feel that after the rush of the summer program, we should assess and evaluate the effort, insure the financial solvency of the operation, plan a new program taking into the account the problems of the one just completed, and present the city a expanded and perhaps more effective program for 1970.

Very truly yours,

DS:je

Dan Sweat

cc: Mayor Ivan Allen, Jr. ✓
Alderman Milton G. Farris

MEMORANDUM

TO: Dan Sweat

DATE: August 22, 1969

FROM: Sam Williams *SW*

SUBJECT: Departmental Opinion of Urban Corps

Attached are letters from city departments praising the performance of interns assigned to them. We've added a few of the letters we've received from public interest agencies. The list includes:

Airport
Business License Division, Finance
City Attorney
Finance Department
Library
Parks & Recreation
Planning Department
Purchasing
Sanitation Division, Public Works
Traffic Engineering
Water Works
Youth Council
Atlanta Easter Seal Society
Boy Scouts
Emmus House
Grady Hospital
Literacy Action Foundation
Metro-Atlanta Housing Conference
National Park Service
Rent-a-Kid
Inspector of Buildings - did not participate in the summer program, but wants a fall intern.
Municipal Court - did not participate in the summer program, but wants a fall intern.

These letters represent a firm opinion from every city department that sponsored an intern this summer except the Mayor's Office. And I trust you will attach yours to make the list complete.

Also notice that many departments have asked for interns this fall. We have not included all the fall intern request letters but will do so under a separate memo. We have more than sixty written requests from city departments for fall interns to date, and the deadline is still a week away.

I trust that the opinions expressed in these letters will erase any notion that city interns were not appreciated or not worth the investment.

cc: Mayor Ivan Allen, Charles Davis, Milton Farris, Bill Ramsey

CITY OF ATLANTA
DEPARTMENT OF WATER WORKS

68 MITCHELL STREET, S.W.
102 CITY HALL-525-8341
ATLANTA, GEORGIA 30303

PAUL WEIR
GENERAL MANAGER
WILLIAM T. BUSH
ASST. GENERAL MANAGER

WENDELL R. CAMPBELL
OFFICE MANAGER
W. CURTIS HESTER
AUDITOR

August 21, 1969

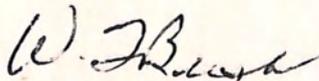
Mr. David Whelon, Coordinator
Atlanta Urban Corps
30 Courtland Street, N. E.
Atlanta, Georgia 30303

Dear Mr. Whelon:

The 1969 Summer Urban Corps Program has been most beneficial to the Water Department. A great deal has been accomplished on our projects involving individual research by the students. We could not have undertaken this extra work without Urban Corps workers.

It is our hope that a limited program can be maintained during the fall and that additional projects can be undertaken next summer.

Sincerely,



W. T. Bush

WTB/rr



CITY OF ATLANTA

DEPARTMENT OF LAW
2614 FIRST NATIONAL BANK BUILDING
ATLANTA, GEORGIA 30303

August 20, 1969

HENRY L. BOWDEN
CITY ATTORNEY
FERRIN Y. MATHEWS
ASSISTANT CITY ATTORNEY

ROBERT S. WIGGINS
MARTIN MCFARLAND
EDWIN L. STERNE
RALPH C. JENKINS
JOHN E. DOUGHERTY
CHARLES M. LOKEY
THOMAS F. CHOYCE
JAMES B. PILCHER
ASSOCIATE CITY ATTORNEYS

HORACE T. WARD
DEPUTY CITY ATTORNEY

ROBERT A. HARRIS
HENRY M. MURFF
CLAIMS ATTORNEYS

JAMES B. HENDERSON
SPECIAL ASSOCIATE CITY ATTORNEY

Mr. Sam A. Williams, Director
Atlanta Urban Corps
30 Courtland Street, N. E.
Atlanta, Georgia 30303

Dear Mr. Williams:

During the summer the Law Department has participated in the intern program, and Miss Joan Hollenbach has been the intern assigned to the Law Department.

We have found the intern program to be an excellent one. Miss Hollenbach has performed able research on behalf of the attorneys in the office and has contributed substantially to the work of the Law Department. As to be expected, the intern also learns in the performance of this program but, at the same time, it enables the other attorneys on the staff to perform other duties, thereby increasing the amount of work turned out by the Law Department.

Depending upon the decision of the City of Atlanta to participate further in this program, we would be interested in having a fall intern should the City decide to participate. We feel that it is an excellent program beneficial to both the intern and the employer.

Yours very truly,

Ferrin Y. Mathews
Assistant City Attorney

FYM/lj1



CITY OF ATLANTA

PUBLIC WORKS DEPARTMENT

SANITARY DIVISION

102 CITY HALL ANNEX - 260 CENTRAL AVENUE, S.W.

ATLANTA, GEORGIA 30303

August 19, 1969

RAY A. NIXON
DIRECTOR

RICHARD W. RESPESS
DEPUTY DIRECTOR

R. E. HULSEY
SUPERINTENDENT OF SANITATION
ORMAN A. POWER
ASST. SUPERINTENDENT OF SANITATION

Mr. David Whelan
Atlanta Urban Corps
30 Courtland St., N. E.
Atlanta, Ga. 30303

Dear Mr. Whelan:

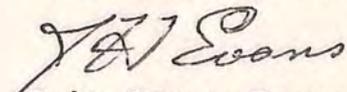
Upon your request, I have submitted a critique of the activities of interns of the Atlanta Urban Corps:

The Sanitary Division employed 14 interns for various duties during the summer months of 1969. Their functions ranged from administrative work, to time and motion studies, cost analysis, public relations, and general survey of garbage and rubbish collection. Their purpose was to do research into almost every aspect of the Division's operations and report the relative efficiency of each and report any new concepts they deemed relevant.

Each intern, within minor limitations, was allowed to work on his project quite freely, with little hindrance or interference from any supervisory personnel. Although much of the work is still in process, we are able to draw some conclusions and assessments at this time. On the whole, the interns have done acceptable work which is generally of above-average quality. There have been no major problems during the course of the summer's operations and, generally, the Sanitary Division feels that this program is of considerable value to both the student and the department. As an example of our high regard for the Corps, Mr. R. E. Hulsey has authorized me to hire, if possible, several interns to continue into the fall on a full-time basis.

As far as the operation of the Urban Corps itself is concerned, I feel that the operation was basically efficient. Although there were some minor problems with getting the program under way, these are to be expected in the first year of such a large operation. All in all, the Sanitary Division has benefited from the program and we feel that the students had a real experience so far as the "service-learning" concept is concerned.

Very truly yours,


John Haney Evans
Sanitary Division

JHE/gb





ATLANTA PUBLIC LIBRARY

126 Carnegie Way, N.W. Atlanta, Georgia 30303

Carlton C. Rochell, Director - Mary Louise Rheay, Assistant Director

August 13, 1969

Mr. Sam A. Williams, Director
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303

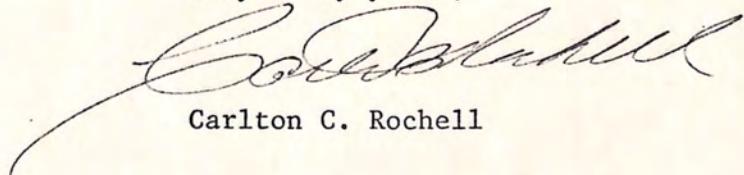
Dear Mr. Williams:

As we near the end of the first summer of Urban Corps, I would like to take this opportunity to express enthusiasm for the program.

Not only were we fortunate in the degree of commitment and enthusiasm of the Corps members assigned to the library but we also are finding a likely ground for recruitment to the profession. With a crisis manpower problem (50,000 vacancies) this could be no small part of the total impact.

I hope there will be ways found for continuing the program as we have barely tapped the potential for enrichment of programs which these youngsters offer.

Very truly yours,



Carlton C. Rochell

CCR:mm

CITY OF ATLANTA

August 21, 1969



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

DEPARTMENT OF PLANNING
COLLIER B. GLADIN, Director

Mr. Dave Whelan
Atlanta Urban Corps
Old Municipal Auditorium
30 Courtland Street, S. E.
Atlanta, Georgia 30303

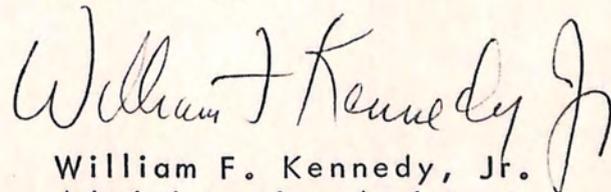
Dear Dave:

Congratulations to you and the other Urban Corps staff members who worked so hard to make the first Atlanta Urban Corps Program a success.

The two interns assisting the Planning Department both did an excellent job. I feel that the experience was valuable to them as well as to the Planning Department.

I hope you will be able to find the funds and support to continue your effort.

Sincerely,



William F. Kennedy, Jr.
Administrative Assistant

WFK, Jr:pw



CITY OF ATLANTA

TRAFFIC ENGINEERING DEPARTMENT

Atlanta, Georgia 30303

August 6, 1969

KARL A. BEVINS
Traffic Engineer

Mr. Sam A. Williams
Director
Atlanta Urban Corps
30 Courtland Street, S.E.
Atlanta, Georgia 30303

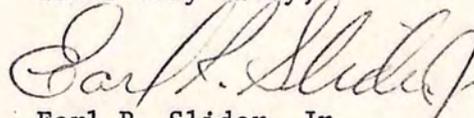
Dear Mr. Williams;

In answer to your letter requesting our opinion on the Urban Corps and the interns used by this office, we should like to give you the following report,

We had originally hoped that at least five or six interns could be assigned to this office to assist us in studying high accident locations within the city. This number would have justified our assigning a full time supervisor to their activities. However, since the beginning of the Urban Corps program on June 16 we have had only one intern assigned to our department. This intern, Harold R. Nash, Jr. has received a very minimum amount of supervision but has done a commendable job. Using procedures outlined in Traffic Engineering publications he has organized and carried out both the office and field investigations in a very satisfactory manner. He has also worked very well with other members of our permanent staff. Based on this limited experience, we feel that an expanded project of this type could be of great value to this department and to the motoring public.

We appreciate the opportunity to make these comments to you concerning the Urban Corps program. If you desire any additional information, please feel free to call on us.

Yours very truly,


Earl R. Slider, Jr.
Assistant City Traffic Engineer

ERS/ga

cc: Mr. H.R. Nash, Jr.

MEMO

TO: Mr. Sam Williams - Director, Atlanta Urban Corps.

FROM: Al Randall, Assistant Purchasing Agent

DEPARTMENT OR COMPANY: _____

() Wants you to call _____
(phone number)

() Returned your call () Came by to see you

MESSAGE

Sam, this is just to say how much we have enjoyed participating in your program this summer. Certainly, our intern, Mr. Robert Brown, has accomplished much toward our project of establishing a commodity coding system and updating of our bid list. Our only regret is that this fine program must end on August 22nd.

Certainly, we are most interested in your proposed Fall internship program and would like to have another intern at that time. Please let us know if it is approved. If we may be of any help to you in the days ahead, please let us know.

DATE August 13, 1969 TIME _____

BY Al Randall



CITY OF ATLANTA

DEPARTMENT OF PARKS AND RECREATION

CITY HALL ANNEX

ATLANTA, GEORGIA 30303

August 18, 1969



JACK C. DELIUS
GENERAL MANAGER

STANLEY T. MARTIN, JR.
ASST. GEN. MANAGER

F. PIERCE WHITLEY
ASST. GEN. MANAGER

CARL W. RYALS, JR.
SR. ADMIN. ASSISTANT

VIRGINIA CARMICHAEL
DIR. OF RECREATION

Mr. Sam A. Williams, Director
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303

Dear Mr. Williams:

The City of Atlanta Parks and Recreation Department is very much interested in participating in your fall intern program. Ronald Ransom, Recreation Coordinator, and myself attended the latest meeting concerning the internship proposals for the fall and we both have requests which we believe should receive top priorities.

Mr. Ransom will write you concerning his requests later this week. I will be responsible for interns working on a current inventory of park and recreational facilities. This project, which deals more in the area of research, could be completed by two (2) part-time or one (1) full time student during the fall quarter. Our department could possibly use part-time employees that could spend twenty to twenty-five hours a week working on this project. We would consider either the one full time or two part-time interns, which ever is available to us.

Presently, Chester McElroy, intern from Morris Brown College, is assigned to our department. He has expressed an interest in working on this project and I feel he could handle the task very successfully. However, Chester does not have an automobile, which we feel would be a necessity for this project. Chester and I have talked about it and he agrees that he should possibly apply for another position not requiring as much travel. We feel that a student could handle this job with a minimal number of twenty hours a week and be a benefit to our department.



Mr. Sam A. Williams, Director
August 18, 1969
Page 2

The intern should be familiar with recognizing athletic facilities such as tennis and multi-use courts, playground apparatus, and athletic fields of all types.

Thank you very much for your cooperation and we are looking forward to participating in your fall intern program.

Sincerely,

A handwritten signature in cursive script that reads "Carl W. Ryals, Jr." The signature is written in dark ink and is positioned above the typed name.

Carl W. Ryals, Jr.
Senior Administrative Assistant

CWRJr:bf

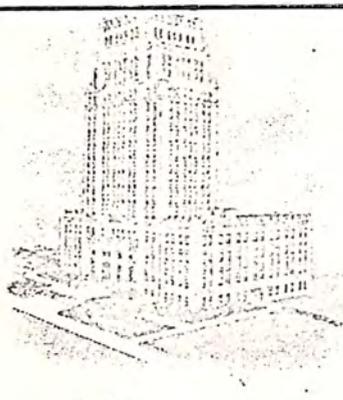
CITY OF ATLANTA

DEPARTMENT OF PARKS AND RECREATION

CITY HALL ANNEX

ATLANTA, GEORGIA 30303

August 14, 1969



JACK C. DELIUS
GENERAL MANAGER

STANLEY T. MARTIN, JR.
ASST. GEN. MANAGER

F. PIERCE WHITLEY
ASST. GEN. MANAGER

CARL W. RYALS, JR.
SR. ADMIN. ASSISTANT

VIRGINIA CARMICHAEL
DIR. OF RECREATION

Mr. Ernest Henderson
Atlanta Urban Corps Intern
Department of Parks and Recreation

Dear Mr. Henderson:

I have just completed reading your final survey report, "Non-resident Use of Atlanta Park Facilities".

I feel that your effort in this project has been very commendable and an asset to the Parks Department. The information presented was concise and to the point with pertinent statistics to back your conclusions.

I am seriously taking into consideration several of your recommendations, as I feel that they are in line with programs and policies needed on our golf courses. I am most interested in your recommendation to establish a non-resident green fee. Golf courses cater to a special interest group within our parks system and should, therefore, help defray the cost in maintaining and improving these facilities, especially when they do not contribute to the tax burden of the City.

I am sure that you will enjoy success in your field of endeavor. If I can be of any assistance to you in the future on any matter, please feel free to call on me at any time.

Respectfully,

Martin A. Petsonk
Superintendent of Golf Courses

MAP:tm

cc: Jack C. Delius, General Manager of Parks and Recreation
Carl W. Ryals, Jr., Senior Administrative Assistant

Mr. Sam Williams, Dir., Atl. Urban Corps
30 Courtland St, N.E.



Atlanta Children and Youth Services Council

1201-B CITY HALL

PHONE 522-4463 - EX. 437

ATLANTA, GEORGIA 30303

Ivan Allen, Jr., Mayor
Jerry Luxemburger, Chairman
John W. Cox, Executive Director

Franklin W. Thomas, 1st V. Chairman
Mrs. Rhodes Perdue, V. Chairman
Michael H. Trotter, Secretary
Fletcher Coombs, Treasurer
Robert M. Wood, Member at Large

Mr. Sam Williams
Director
Urban Corps
30 Courtland Street, N. E.
Atlanta, Georgia 30303

Dear Mr. Williams:

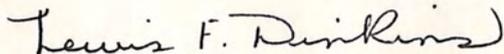
I am writing to express my feelings regarding the necessity of the Atlanta Urban Corps in our community.

The unlimited energy and enthusiasm exhibited by the interns participating in this summers program has greatly enhanced the sociological environment for the entire metropolitan Atlanta area.

Hopefully, Urban Corps will continue to exist and may perhaps be extended to a year round enterprise.

Thanking you for a job well done.

Sincerely yours,



Lewis F. Dinkins
Acting Executive Director



CITY OF ATLANTA

MUNICIPAL COURT

General Division

165 DECATUR STREET, S. E. — JACKSON 4-7890

Atlanta 3, Georgia

ROBERT E. JONES
Chief Judge

EDWARD T. BROCK
Associate Judge
T. C. LITTLE
Associate Judge

August 20, 1969

Mr. Dave Whelan
Atlanta Urban Corps
30 Courtland St. N.E.
Atlanta, Georgia 30303

Dear Sir:

As per our telephone conversation this morning,
please accept this letter as notice of our interest in
sponsoring one or two interns this fall.

Yours very truly,

Eddie Basmajian
Office Mgr. Gen.Div. of Mun. Court



CITY OF ATLANTA

OFFICE OF INSPECTOR OF BUILDINGS

800 CITY HALL

Atlanta, Georgia 30303

WILLIAM R. WOFFORD, P.E., R.A.
INSPECTOR OF BUILDINGS
CHARLES M. SMITH, E.E.
ASST. INSPECTOR OF BUILDINGS

August 18, 1969



MEMORANDUM

TO: Mr. Dave Whelan,
Atlanta Urban Corps

FROM: W.A. Hewes *W.A.H.*

RE: Fall Intern Program

The Building Division of the City of Atlanta plans to request three interns under the Fall Program. We will have our request by August 29, 1969.



CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303

August 13, 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

Memorandum

To: Dave Whalend, Atlanta Urban Corps

From: James R. Fountain, Jr. *JRF*

Subject: Urban Corps Interns for Fall and Winter 1969

I have done a brief review of the possible needs of our department for Urban Corps Interns for the coming Fall and Winter. I believe that we will be able to use somewhere in the neighborhood of eight interns, possibly more, for that period of time. The exact number would, of course, be dependent on the availability of CWSP to provide financial assistance.

If you require a more definite figure, I will be glad to develop the information for you.

JRF:jcl

CITY OF ATLANTA

DEPARTMENT OF FINANCE

ATLANTA, GEORGIA 30303

August 13, 1969

TO: Urban Intern Corps

FROM: Howard R. Green
Administrative Director
Business License Division

SUBJECT:

Please be advised that there is a possibility of the Business License Division using three to five interns during the fall quarter.

80 BUTLER STREET, S. E., ATLANTA, GEORGIA 30303

Grady Memorial Hospital

Maternal and Infant Care Project

August 18, 1969

Mr. Sam Williams, Director
Atlanta Urban Corps
30 Courtlandt Street, N.E.
Atlanta, Georgia 30303

Dear Mr. Williams:

Enclosed you will find the internship proposal for Mrs. Careatha Daniels whom we would like to have as an intern for the Fall Quarter. Mrs. Daniels has indicated that she will be enrolled full time as a student at Georgia State College. We are requesting that she work 15 hours per week and we will arrange the hours around her class schedule.

Mrs. Daniels' work has been very satisfactory and we hope that the experience has been beneficial to her. Her responsibilities this Fall Quarter will be the same as this Summer Quarter. Her primary responsibility will involve interviewing patients with regard to their interest in family planning services. Mrs. Daniels has indicated an interest and willingness to work in this assignment if the internship is approved. If she is not available we might consider another intern but we prefer Mrs. Daniels.

Our agency is prepared to pay \$119.00 which represents 20% of the cost for the period from September 29, 1969 to December 19, 1969. We hope this internship will be approved.

We will look forward to hearing from you as soon as possible.

Sincerely,

(Mrs.) *Hazel Ann Hutcheson*
Hazel Ann Hutcheson
Chief Nurse
Maternal and Infant Care Project
Grady Memorial Hospital

kp
Enc.

RENT - A - KID

136 MARIETTA STREET N. W.
ATLANTA, GEORGIA 30303

AC 404 577-5252

August 13, 1969

Mr. Sam Williams, Director
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303

Dear Mr. Williams:

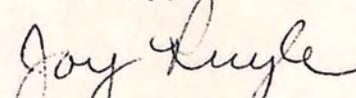
As you know, the summer phase of Rent-a-Kid will end on August 22. We are presently engaged in pulling together the statistical and narrative evaluation of the project's effectiveness.

I believe that Rent-a-Kid is the only agency participating in your program this summer which is entirely dependent on interns for its operation. Therefore, I would like to take this opportunity to express my thanks to The Atlanta Urban Corps for the superb staff with which you provided us. Without exception, each of the ten interns on the Rent-a-Kid staff have displayed great initiative, dedication, enthusiasm and reliability. I feel that the high degree of success we achieved in this summer's efforts is evidence of the quality of their work.

If they are a random sampling of the Atlanta Urban Corps interns, surely the entire city has benefited immeasurably through your efforts this summer.

Thank you very much.

Cordially,



(Mrs.) Joy Ruyle
Administrator

JR/pwc

cc: Emmett McCord/Leon Scandrick/Alan Keck/Elizabeth Hillbrath/
Jim Wilson/John Mann/Gary Wood/Valinda Spaulding/Larry Tilley/
Arlon Kennedy

you need the help, and so do they

Atlanta Easter Seal Rehabilitation Center

1362 W. Peachtree Street, N. W. / Atlanta, Georgia 30309 / AC 404-873-2886 - 2887

Charles E. Chafee, R.P.T.
Director

Edward C. Loughlin, Jr., M.D.
Medical Director

August 5, 1969

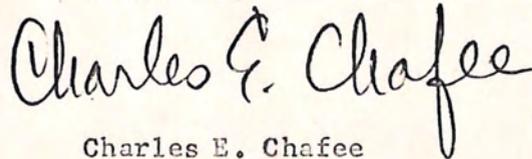
Mr. Sam A. Williams, Director
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303

Dear Mr. Williams:

During this summer, we have had the pleasure of working with two Urban Corps interns and have found this a most worthwhile experience. Their interest in their work and willingness to explore new areas and expand their knowledge has proven very rewarding.

The program of the Urban Corps provides opportunities for young people to help in the community, while increasing their own work experience. We heartily endorse this program and urge its support and continuance.

Sincerely,



Charles E. Chafee
Director

ECE:cc

The Georgia Easter Seal Society

August 8, 1969

Mr Sam A. Williams
Urban Corps Director
Atlanta, Georgia

Dear Mr Williams:

As director of an agency which has worked directly with three Urban Corps interns this summer, I want to take this opportunity to express my gratification in the program.

The recruitment of concerned and competent men and women from the campuses, and the provision the Urban Corps makes for their training, supervision, and compensation makes it possible for small agencies such as ours to make use of talents and skills that would otherwise be out of our reach.

Thank you for a well-planned program. We hope it will be possible for the Urban Corps to find the funds to continue its valuable work.

Sincerely,

Austin Ford

Rev Austin Ford
Emmaus House Director



UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

Kennesaw Mountain
National Battlefield Park
P. O. Box 1167
Marietta, Georgia 30060

IN REPLY REFER TO:

A98

August 14, 1969

Mr. Sam A. Williams, Director
Atlanta Urban Corps
30 Courtland Street, N. E.
Atlanta, Georgia 30303

Dear Mr. Williams:

I am quite happy to respond to your letter of July 30, requesting an outline of our opinion of the Urban Corps and the interns placed with us this summer.

Through the aid of the Atlanta Parks and Recreation Department and the Southern Regional Education Board, seven interns were assigned to Kennesaw Mountain National Battlefield Park to aid with the Environmental Education Program and to act as leaders and teachers for youngsters visiting the Park Environmental Study Area from the Atlanta area recreation departments and for the Atlanta School System.

We did not have as many youngsters participate in the program as expected, since the Atlanta School System encountered some problems with their initiation of the twelve-months school program and was not able to participate in our program. By August 22, the Urban Corps interns will have indoctrinated between 2,500 and 3,000 youngsters into our concept of environmental education.

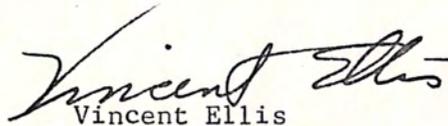
After indoctrination, two of the interns have been placed on a special assignment and have selected and laid out Environmental Education Trails for the Atlanta Parks and Recreation Department at Lake Allatoona, near Marietta, Georgia, and on five Parks within the city limits of Atlanta. They have also prepared, in draft form, teachers' manuals for the future use of leaders in carrying out an Environmental Education Program on Parks and Recreation Department-owned land.

The five interns who have participated principally in leading youngsters through the Environmental Education Trails at Kennesaw Mountain National Battlefield Park have also worked during the summer on revising the teachers' manual which we had prepared for this area.

All the interns assigned to Kennesaw Mountain were intelligent, enthusiastic workers. They are a credit to the Urban Corps and to the schools from which they were selected.

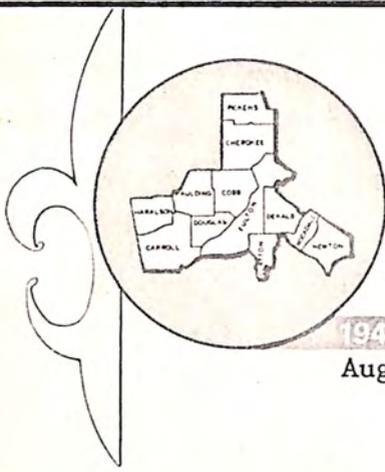
We were quite satisfied with the interns selected for our use, and we hope to be able to participate in the Atlanta Urban Corps program in the future.

Sincerely yours,



Vincent Ellis
Superintendent

In duplicate



ATLANTA AREA COUNCIL -No. 92

Boy Scouts of America

194 LUCKIE ST., N.W., ATLANTA, GA. 30303 PHONE 523-7682

August 20, 1969

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

Dear Mr. Williams:

I am writing in reference to your fall intern program, per your correspondence of August 13, 1969.

At this time, we find ourselves unable to participate in this program during the fall period, September 29 through December 19, 1969. However, we are still vitally interested in participating in the summer season program.

We would be interested in up to eight interns to work as resident summer counselors to work at one of our three summer camp operations. All of our camps are outside of metropolitan Atlanta, the furthest one being located eight miles south of Covington. I have specified distance involved because we had some minor trouble during the past summer with intern payroll, etc.

May I take this opportunity to commend you and all personnel involved in the Atlanta Urban Corps for a fine job that you are doing.

Sincerely,

ATLANTA AREA COUNCIL, INC.
BOY SCOUTS OF AMERICA

Edward H. Peek
Asst. Scout Executive

EHP/bh

LITERACY ACTION FOUNDATION, INC.
201 Washington Street, S. W.
Atlanta, Georgia 30314

August 19, 1969

Mr. Sam Williams
Atlanta Urban Corps
30 Courtland St., N. E.
Atlanta, Georgia 30303

Dear Mr. Williams:

Literacy Action Foundation has one intern on the work-study program assigned to us by The Urban Corps, for the summer program of 1969. Miss Betty Lynn Peters, a senior at Clark College, has worked out very effectively in our program. The Literacy Project she is working to set up in the Atlanta University complex area, is being thoughtfully and systematically planned.

Ben White, a graduate of University of North Carolina and Ramona Howard, a graduate of Spellman College were assigned to LAF by VISTA. Ben completed his assigned task and turned in an excellent report on August 1, 1969. Romona is still working on her assignment and has been very creative and sensitive to the people with whom she has come in contact in the process of carrying out her assigned task.

The Urban Corps is a valuable and much needed coordinating agency for agencies and students. The personnel of Urban Corps has been very helpful and cooperative, even going "above and beyond" in some instances to gain additional needed information helpful to us or a student.

Sincerely yours,



Frankie Sanders
Assistant Director

FS:blp

ATLANTA URBAN CORPS

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

August 22, 1969

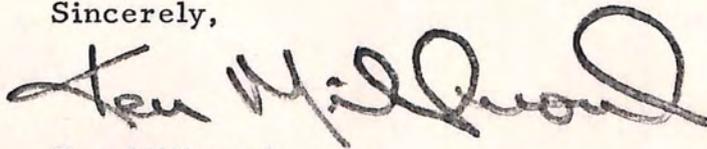
Dear Sir:

This memo is an introduction to the summary statement which is enclosed. The statement is for your personal information and interest and can serve as a press release. We are deeply interested in keeping all concerned people, including the general public, informed of our progress.

We are also devoted to spreading the service-learning concept that the Urban Corps is based upon. Even though the Corps is striving for improvements in the urban situation, we know that little progress can be made on a 3 month basis. Therefore we are expanding the Corps into a year-round project. Likewise, since the needs for real, applicable education do not cease in 3 months our efforts in revitalizing and re-structuring education are also continuing.

Thank you for your interest in us this first summer. We hope to build upon and strengthen our relationships with you during the coming fall.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ken Millwood". The signature is fluid and cursive, with a large, looping initial "K".

Ken Millwood
Public Relations Director
Atlanta Urban Corps

KM:pch

Enclosure

ATLANTA URBAN CORPS

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

ATLANTA URBAN CORPS COMPLETES ITS FIRST SUMMER'S OPERATION

The Atlanta Urban Corps will officially end its first summer internship program on August 22. The 220 interns of the Corps are leaving work to return to the various campuses of Atlanta and the nation. The administration of the program will continue throughout the academic year however.

Collectively the interns have this summer experienced all the implications of urban life. While attempting, each in his own way, to improve the city's environment, the interns' real reward has been to gain a first hand understanding of how the city functions, what the roots of the problems are, and what some long range solutions might be. Through recommendations and summary reports the interns have pointed out needs and suggestions for the city departments and non-private agencies for which they work.

Service is of prime importance in the Urban Corps concept. The students are activists in that they are not content to let problems continue to be problems. But realistically service is limited because time is very limited. The learning that comes from this new type of education, the "education of reality", helps students expand that service into a broader scope. Each intern because of this experience will be better able to contribute positively to his community in the future.

Urban Corps

ATLANTA URBAN CORPS

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

To: George Berry
From: Inmond Deen
Re: Transference of funds
Date: August 6, 1969

Please transfer Six Hundred Dollars (\$600.00) from account 770 U (office supplies and equipment) to account 761 U (printing and reproduction).

2

500

~~500~~

378.49

Note - not done because 770U
did not have the necessary funds

AB

Urban Corps

August 6, 1969

Mr. Jay Fountain
Deputy Director of Finance
City of Atlanta, City Hall
68 Mitchell Street, S. W.
Atlanta, Georgia 30303

Dear Jay:

Please make the following deposits:

Revenue Account Number:	Drawn by:	Amount:
G-16-7650	The Fulton Nat'l Bank of Atlanta As agent: John and Mary Franklin Foundation	\$250.00
G-16-7640	Grady Homes Community Girls Club	\$250.00
G-16-7650	University of North Carolina	\$440.00

The University of North Carolina draft is not a College Work-Study Program payment.

Acknowledgement of receipt will be appreciated.

Sincerely,

Inmond L. Deen, Jr.
Director of Finance

ILD:pch

Enclosures: three checks

cc: George Berry

Urban Corps



CITY OF ATLANTA

DEPARTMENT OF FINANCE
501 CITY HALL
ATLANTA, GEORGIA 30303
August 27, 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. Sam A. Williams
Director
Atlanta Urban Corps
30 Courtland Street, N.E.
Atlanta, Georgia 30303

Dear Sam:

As you know the Urban Corps Program closed Friday, August 22. In order to assure the City that the proper records have been maintained and all accounts have been billed and collected, I am asking Mr. Chris Suber of our Audit Division to contact you regarding the audit of your records at the earliest possible date.

I would appreciate your working with Mr. Suber in this matter.

Sincerely,

Charles L. Davis
Charles L. Davis
Director of Finance

CLD:dhf
cc: Mr. George Berry
Mrs. Linda Anderson
Mr. Chris Suber

ATLANTA URBAN CORPS

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

August 27, 1969

To Sam Fountain

TO: Jay Fountain *Sam*
FROM: Sam Williams, Urban Corps Director
SUBJECT: Urban Corps Grant from Atlanta University Center, Inc.

Pursuant to our recent conversation I am attaching a list of summer interns from colleges in the Atlanta University Center. We placed fifty College Work-Study financed students and seventeen non-work-study interns. You can interpolate which college had interns from the attached list.

The seventeen non-work-study interns were placed by the Urban Corps at an approximate cost to us of \$13,000.

This information might be helpful in encouraging the Atlanta University Center, Inc., to use part of the money contracted to them by the City of Atlanta to support interns from the Urban Corps.

Naturally we are proud of the work-study funds allocated to us by Atlanta University college financial-aid officers so please encourage this.

cc: George Berry
Mayor Ivan Allen, Jr.

Non-College Work-Study Students

Atlanta University

<u>Name</u>	<u>Agency</u>	<u>Pay Rate</u>
K. Liang	Finance	\$2.50
D. White	Atlanta Urban Corps	2.50

CLARK COLLEGE

College Work-Study Students

<u>Name</u>	<u>Agency</u>	<u>Pay Rate</u>
L. Alexander	Dekalb YMCA	\$1.80
C. Bonner	Peace Corps	2.20
R. Childress	Water Works	2.20
C. Choice.	Parks & Recreation	2.20
W. Driver	Community Arts	2.20
G. Fretwell	Atlanta Youth Council	2.20
J. Herring	Library	2.20
D. James	Atlanta Youth Council	1.80
C. Knight	Wheat Street Church	2.20
B. Peters	Literacy Action	2.20
M. Simmons	Atlanta Youth Council	1.80
D. Wright	Library	2.20

Non-College Work-Study Students

I. Hightower	Community Arts	2.20
B. Holland	Urban Lab	Volunteer
P. Johnson	Water Works	2.20

Declining Students

M. Bostick
 J. Bussey
 I. Cleveland
 M. Tagen
 B. Stinson
 B. Thompson
 T. Williams
 P. Wilkes

MOREHOUSE COLLEGE

College Work-Study Students

<u>Name</u>	<u>Agency</u>	<u>Pay Rate</u>
R. Carroll	Personnel	\$2.20
K. Dunlap	City Parks	2.20
M. Floyd	City Parks	2.20
E. Gaffney	Vine City	2.20
A. Kennedy	Atlanta Youth Council	1.80
E. McMichael	Community Arts	2.20
J. Moore	American Cancer Society	2.20
L. Sanders	Atlanta Youth Council	2.20
J. Stephens	Parks & Recreation	2.20

Non-College Work-Study Students

E. Barrett	Georgia Employment	2.20
R. Brown	Purchasing	2.20
L. Keys	Water Department	2.20
M. Mangham	Finance	2.20
M. St blefield	Street Theatre	2.20
R. Terry	Water Department	2.20
C. Wilson	Traffic	Volunteer

Declining Students

C. Burnett
 T. Cuffie
 A. Dollar
 K. Fagen
 K. Martin
 A. Moses
 J. McCottrell
 G. Simpson
 W. Wilson

MORRIS BROWN COLLEGE

College Work-Study Students

<u>Name</u>	<u>Agency</u>	<u>Pay Rate</u>
B. Comer	Atlanta Girls Club	\$2.20
C. Davis	Parks & Recreation	2.20
A. Hamilton	Atlanta Youth Corps	1.80
R. Haywood	EOA	2.20
D. Humphrey	YWCA	1.80
R. Jefferson	Mennonite House	2.20
A. Mitchell	Wheat Street Baptist Church	2.20
C. McElroy	Parks & Recreation	2.20
C. Myrich	Academy Theatre	2.20
B. Pennington	Immigration	1.80
C. Simmons	Atlanta Girls Club	2.20
D. Small	Immigration	1.80
M. Strozier	American Cancer Society	2.20
B. Underwood	Atlanta Urban Corps	2.20
C. Waddell	Easter Seal	1.80
O. Wheeler	Finance	2.20
R. Williams	Gate City Day Nursery	2.20
R. Braxton	Fulton County Health Dept.	1.80
D. Hicks	Gate City Day Nursery	2.20

Non-College Work-Study Students

J. Myles	Sanitation	2.20
S. Prator	Sarah D. Murphy Homes	2.20

Declining Students

M. Comb
M. Cohen
J. Delay
W. Flanders
J. Howard
S. Johnson
A. Jones
D. Lemon
A. Lovelace
J. Powell
R. Rynder
Y. Ross
R. Sistarie
W. Smith
C. Smith
C. Williams
E. Warner
V. Chandler

SPELMAN

College Work-Study Students

<u>Name</u>	<u>Agency</u>	<u>Pay Rate</u>
R. Arnold	Kirkwood Center	\$2.20
A. Chapman	Gate City Nursery	2.20
P. Dozier	Easter Seal	2.20
D. Lewis	Atlanta Girls Club	1.80
M. Moore	Library	2.20
B. Quillins	Kirkwood Center	2.20
T. Sinkfield	Atlanta Youth Council	2.20
C. York	Family Counseling	2.20

Non-College Work-Study Students

L. Howard	Literacy Action	2.20
M. Kreger	Fulton County Health Dept.	2.20
S. Mincey	Wheat Street Church	Volunteer

Declining Students

S. Holiday
V. Smith

Urban Corps

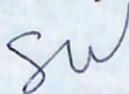
August 14, 1969

Atlanta Youth Council
City of Atlanta
Atlanta, Georgia

Attention: Mr. Denkins

The amount of \$5,750 is requested representing \$250 each
for each of the attached named enrollees per contract.

Sincerely,



Sam Williams
Director
Atlanta Urban Corps

SW:je

G. Fretwell
A. Frye
B. Grimes
A. Hamilton
F. Hillbraith
X. Hughley
J. Ingle
B. James
A. Kennedy
J. King
J. Mann
C. Myrich
E. McCord
R. Padgett
W. Patterson
L. Sander
L. Scandrick
T. Sinkfield
M. Simmons
V. Spaulding
L. Tilley
G. Wood
A. Keck

Urban Corps

ATLANTA URBAN CORPS

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

TO: George Berry
FROM: Sam Williams *SW*
DATE: August 12, 1969
SUBJECT: Telephone bill

During the period May 13 to June 13, 1969, the Urban Corps accrued a large telephone bill due to calls made to college Financial Aid Officers concerning college work study sponsorship of summer interns. Naturally, this bill was larger than expected due to placement of students during the planning period. We are aware of city regulations concerning long distance telephone calls and have records in our office to justify every call. If you would like for us to itemize this bill, please send it back to us and we will do so.



NATIONAL DEVELOPMENT OFFICE

250 BROADWAY
NEW YORK, N. Y. 10007
(212) 964-5552

MICHAEL B. GOLDSTEIN
DIRECTOR

August 26, 1969

Hon. Ivan Allen
Mayor
City Hall
Atlanta, Georgia

Dear Mayor Allen:

As the summer draws to a close, I would like to take this opportunity to commend your city for the extraordinary job it has done in establishing what is perhaps the nation's most creative new Urban Corps program.

On the basis of evaluations we have performed among the 15 presently operating Urban Corps throughout the nation, it is fair to report that the Atlanta program has shown unusual ability to provide its young men and women with the opportunity for a constructive, first-hand involvement in all aspects of urban government. Coupled with this has been a deep and abiding concern for relating the work experience to the student's intellectual development. It is this sort of developing relationship between the city and the academic community which is so central to the Urban Corps concept.

The presence of the SREB-sponsored Atlanta Service-Learning Conference, and your fine Urban Observatory combine with the Urban Corps to provide a unique opportunity for the establishment of the sort of innovative and effective programming we sincerely hope other communities will be able to emulate. There appears to be special interest in how the Atlanta program will make the transition into an academic-year operation, considering the high level of involvement of the local academic community.

We, and indeed every city which shares your concern for the future of urban society, look forward to the continued growth and success of the Atlanta Urban Corps.

Sincerely yours,

Michael B. Goldstein
Director

cc: Sam Williams

*Urban
Coop*

August 25, 1969

Mr. Donald Gareis
Vice President - Southern Area
The Sears-Roebuck Foundation
675 Ponce de Leon Avenue, N. E.
Atlanta, Georgia 30308

Dear Mr. Gareis:

On behalf of all 225 interns, I thank you for the recent \$1,000 donation from the Sears Foundation. I realize that you made an "extra effort" to obtain the check quickly and we are especially grateful.

I am enclosing a prospectus of our summer program for your information. Again, thank you and we will be in contact with you in the future as you suggested.

Sincerely,



SAM A. WILLIAMS
Director

SAW:sz

Enclosure

cc: Mayor Ivan Allen, Jr. ←