

MEMO

TO: SNCC EXECUTIVE COMMITTEE  
FROM: MYLES HORTON  
RE: QUARTERLY WORKSHOPS

Since talking with you and John Lewis, I have observed two workshops, one in Greenville and the other in Selma and have discussed a SNCC education program with a number of your staff members. On the basis of recent and past contacts, we propose that SNCC set up an educational program both for new staff members and those already on the field, with a SNCC teaching staff.

Highlander will serve in an advisory capacity in training the staff and supervising the educational program until such time as these responsibilities are taken over by SNCC. From the beginning, however, the policies and program will be determined by SNCC, which will also be responsible for financing the program.

#### New Staff Members -- Quarterly Workshops

We propose that staff applicants be given a month's training in workshops and as interns on the field before being accepted as staff members.

There should be (1) a five-day residential workshop, (2) about a three-week period of internship, followed by, (3) a weekend residential workshop.

The residential workshop should be held at a place where between 20 and 35 people can be provided with housing, meals, meeting rooms, and recreation facilities. The experience of and working together is important.

Following the residential workshop, applicants should be assigned to field directors for supervised on-the-field training on the jobs to which they will later be assigned.

The last 2 or 3 days of training should take place again in a residential workshop which will include co-workers. The evening sessions of both workshops should be open to the people of the community.

(The cost of the three weeks internship period should not be included in the cost of the training program for two reasons. First, the internship period should approximate as nearly as possible the conditions under which the trainee will be working. Second, they should be free to take part in activities which are not approved by the Internal Revenue Service when tax-exempt funds are used.

Old Staff Members' Workshops--Three per Year

We propose that there be three workshops for the staff where practical problems can be thrashed out, the program evaluated, over-all plans made; and staff brought up to date on new activities to be undertaken. This would be a combination of a workshop and a staff meeting.

Subject Matter

Subject matter should include: (1) the economic and social history of the South, (2) long-range and immediate programs, (3) leadership training, (4) community organization and mobilization, (5) voter registration campaigns, (6) registration practices, (7) political strategy, (8) ways of dealing with police harrassment, (9) job relations, (10) labor unions and co-operatives and (11) preparation of staff reports.

Methods used primarily will be disc-ssion, role playing, and the use of consultants as lecturers and advisers.

Budget

The proposed budget is based on rates of \$6.00 a day, the minimum cost for room and board in any satisfactory place that is available.

New Staff Members -- Quarterly Workshops

Five-day residential workshop:		
30 People for five days (rm. & bd.)		\$900.00
Staff consultants and educational materials		200.00
	TOTAL:	<hr/> \$1,100.00
Two-day residential workshop:		
30 people for five days (rm. & bd.)		\$360.00
Staff consultants and educational materials		200.00
	TOTAL:	<hr/> \$ 560.00
Total for four quarterly workshop periods:		\$6,640.00

Old Staff Members' Workshops -- Three per Year

Five-day workshop:

30 people for five days (rm. & bd.)	\$900.00
Staff consultants and educational materials	\$200.00
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TOTAL:	\$1,100.00
Total for three workshop periods:	\$3,300.00
<u>TOTAL COST FOR ENTIRE PROGRAM:</u>	<u>\$9,940.00</u>

These estimates do not include audio-visual aids and preparation of educational materials. Neither does it include any funds for transportation or personal needs of the participants.

I hope your Board will act on these suggestions, making whatever adaptations seem appropriate. We are looking forward to working with you.

s/ Myles Horton

P.S. If desirable, tax-exempt contributions for the SNCC education program can be handled by us, checks should be made to the Highlander Center and earmarked for SNCC.