

THE PRESIDENT HAS SEEN . . . *

THE PRESIDENT HAS SEEN.....
President Ford Committee

1828 L STREET, N.W., SUITE 250, WASHINGTON, D.C. 20036 (202) 457-6400

TABLE OF CONTENTS

WEEKLY REPORT #26 -- Week Ending January 24

GENERAL CAMPAIGN ORGANIZATION

STATE CAMPAIGN ORGANIZATIONS

Colorado
Hawaii
Idaho
Illinois
Indiana
Iowa
Kansas
Kentucky
Michigan
Montana
Nebraska
New Mexico

LEGAL

FINANCE

TREASURER'S REPORT

SCHEDULE - Week of January 26

TAB A Nancy Brataas Orientation Handbook
TAB B Finance Committee "NEWS"
TAB C Treasurer's Report

President Ford Committee

1828 L STREET, N.W., SUITE 250, WASHINGTON, D.C. 20036 (202) 457-6400

January 26, 1976

MEMORANDUM FOR THE PRESIDENT

FROM: BO CALLAWAY 

SUBJECT: Weekly Report #26 - Week Ending January 24, 1976

GENERAL CAMPAIGN ORGANIZATION

Nancy Brataas held orientation meetings in Concord, New Hampshire; Ft. Lauderdale and Tampa, Florida, last week to brief phone bank leaders on the method of operation. Sample instruction sheets for recruitment and orientation are attached at TAB A.

Vince Horn has been named PFC Chairman in Wyoming to replace Diemer True who resigned over the energy legislation. Diemer, however, along with Stan Hathaway and John Wold, was instrumental in getting Vince to accept. He is a former AA to Hathaway.

STATE CAMPAIGN ORGANIZATIONS

COLORADO - A Denver polling organization shows Republicans here favoring you by a 47-29% over Reagan, with the remainder undecided or favoring another candidate. Humphrey, Wallace and Udall are the current Democratic front-runners in the State.

HAWAII - Precinct caucuses will be held Tuesday, January 27, and all three networks are scheduled to cover. There will be 231 caucuses with 1,234 delegates selected for the County Conventions. After extensive phone calls during the past four days, no Reagan organization is yet uncovered.

IDAHO - The probability of Senator Frank Church running as a favorite son in the primary could seriously hurt us in Idaho as voters can cross over on the primary ballot and PFC leadership believes he'll draw from your support. We'll be keeping close watch on this, particularly since Idaho is one of the key pre-California primaries as mentioned in last week's report.

ILLINOIS - 92 committed Ford delegates have filed in 21 of the 24 Districts, with an additional 21 shown as uncommitted but supporting you. Six Congressmen are listed as committed to Ford - Derwinski, Erlenborn, Findley, Railsback, Anderson and Michel. The Illinois PFC is currently analyzing the total list to determine which Ford delegates will be "authorized" (can raise and spend money on their own behalf for their election).

INDIANA - Agricultural policy continues to be the predominant issue, with unemployment a great concern in Lake County and the northern part of the State. We are continuing to work on the delegate selection process, while the Reagan forces have still made no effort in the State.

IOWA - The Republican precinct caucuses can at best be described as press events as opposed to being significant barometers for delegate strength. The Iowa GOP conducted a straw poll among 62 precincts selected at random (actually drawn from a hat) asking all attendees if they favored Ford or Reagan. The final results - 264 Ford - 248 Reagan - 62 Undecided - and 9 scattered. This 45-42% ratio tracks pretty closely with other straw polls conducted by the news media.

However, among actual delegates elected, PFC and GOP leaders in the State feel that the ratio is closer to 60/40 Ford, although with approximately 12,000 delegates chosen from the 2,500 precincts, it's difficult to get an accurate reading. County Conventions will be held on February 28 at which 3,500 delegates will be chosen for the District and State Conventions.

KANSAS - We have divided the State into 15 regions, with chairmen presently named in 10. In addition, 15 counties now have chairmen.

KENTUCKY - The Governor has indicated that he will veto any bill to abolish the May 25 primary where delegates will be committed proportionately to the results. Marlow Cook has been working with us to identify a good PFC Chairman but with an extremely weak GOP organization to work with, he's been having difficulties.

MICHIGAN - All but one of the 19 Congressional District Chairmen have been appointed, as well as almost half of the County Chairmen. Delegate petitions are being circulated and delegates will be distributed proportionately based on the May 18 primary results.

The Reagan forces have made no effort to organize in the State.

MONTANA - Sharon Ashton has been named Executive Director of the Montana PFC and has done a good job in lining up volunteer leaders for Special Interest activities including Youth and Senior Citizens. A mailing to 1,000 Republicans has been sent asking for their support.

The Reagan organization is extremely active in the State with several members of the Legislature assuming active roles.

NEBRASKA - We are currently working to enlist people to file for national delegates, with 30 identified to date. The filing deadline is March 12.

Milan Bish, a former State GOP Chairman, has been appointed the Reagan State Chairman. At a meeting of the Central Committee on January 17, attended by 60 of the 102 members, Reagan was chosen by 80% of the group, with concern over agriculture policy being the key issue.

NEW MEXICO - Current estimates by PFC State Chairman Bob Grant show 18 of the 21 delegate votes are for you at present. All our County Chairmen are in place and this organization is our best in the Southwest.

LEGAL

The Delegate Selection Panel met to report its progress. Early this week the PFC should have a complete report which will include the most current, comprehensive information on the delegate selection process in each State.

We have filed Articles of Incorporation, Certificate of Incorporation and By-Laws for Campaign '76 Media Communications, Inc., with the Federal Election Commission and asked for an Advisory Opinion with regard to this organizational procedure.

The National Telephone Agreement has been executed and will provide for the best possible telephone service at the most savings to the PFC on a national basis. Work is also being done to consolidate our insurance policies so that we will have good coverage at the minimum cost to the PFC, and this should be finalized next week.

The appropriate filings were made to have the President's name on the ballot in the North Carolina primary.

FINANCE

We had the best week to date in fund-raising and Bob Mosbacher and Bob Odell are to be congratulated. Of particular significance is the number of contributors which almost doubled in one week's time - from 6052 year-to-date to 13,361. This resulted from a test mailing which was sent to 63,000 people in mid-January. An additional 110,000 pieces were dropped over the weekend and Bob is anticipating another record week. A copy of Finance "NEWS" is attached at TAB B.

TREASURER'S REPORT

\$273,867 was raised for the week, for a total of \$2,140,532.
\$247,346 was disbursed. A treasurer's Report is listed at
TAB C.

SCHEDULE - Week of January 26

Tuesday	Mrs. Marvin Selig, PFC Committee, Texas
Wednesday	Doug Shanks (PFC Chairman for Mississippi) Gil Carmichael
	Washington Press Club dinner for Members of Congress
	Young Republican Leadership Conference
Friday/ Saturday	Midwest Regional Republican Conference, Dearborn, Michigan

Copy to:
Dick Cheney
Rogers C.B. Morton

T
A
B
A

THE PRESIDENT FORD COMMITTEE

TELEPHONE CAMPAIGN

ORIENTATION HANDBOOK
for LEADERS
and
HANDBOOK FOR 10-DAY
GROUP RECRUITMENT BLITZ

To be used by:

1. The Phone Center Chairman
2. The Group Recruiter Chairman
3. Local Ford Coordinators and Other Leaders

Form (f)110-rechb

Copyright © Nancy Brataas Associates 1975
Rochester, Mn. 55901 Reprint by permission only.

THE TELEPHONE CAMPAIGN

IT'S UP TO YOU!

In this Handbook you have
the outline of the Telephone Campaign as a whole.

The plan is workable and challenging
and can be one of the President's most effective victory tools.

By offering a comprehensive telephone program
the President Ford Committee
opens the way for thousands of citizens
to actively participate in the Ford campaign.

Our purpose is to attract and win votes in order to elect
a man who has brought integrity back to the
Office of the President
and made Congress more responsible
to the people of the United States.

Person-to-person contact can be the key to winning
this primary election.

Your participation is a very real contribution
to the campaign.

We appreciate your joining us
in our grass roots, action-oriented effort
to elect Gerald R. Ford President of the United States.

Welcome aboard!

The President Ford Committee
TELEPHONE CAMPAIGN
ORIENTATION AND RECRUITMENT HANDBOOK

TABLE OF CONTENTS

OUTLINE OF THE TELEPHONE CAMPAIGN PROGRAM

Title Page: Outline of the Telephone Campaign Program

OBJECTIVES -- Why?

- Telephone Campaign Goals. Page 1

OPERATION -- How?

- Phone Center Work Force, Schedule, Phones, Quotas and Reports. Page 2
- Outline of Recruitment Materials. Page 3

LEADERSHIP -- Who?

- Organization Chart. Page 4
- Job Descriptions:
 - Phone Center Chairman. Page 5
 - Vice-Chairmen, Schedule Coordinators, Tally Clerks Page 6
 - Supervisors, Phoners, Clerical Volunteers. Page 7
- Training. Page 8

LOCATION -- Where?

- Criteria for Location
 - Criteria for Site Selection Page 9
- Suggested Phone Center Floor Plan:
 - Where the Phones and Tables Go. Page 10

SYSTEM -- What?

- Voters Listed on 2-Part Computer Sheets Page 11

TIMING -- When?

- Timetable Page 12
- Calendar. Page 13

HANDBOOK FOR
10-DAY GROUP RECRUITMENT BLITZ

Title Page: 10-Day Group Recruitment Blitz

- Introduction to Recruitment. Page 1
- Explanation of the 10-Day Group Recruitment Blitz. Page 2
 - Group Recruitment Charts and Illustrations
- Membership Lists Needed for Group Recruitment Success. Page 3
- Day Roster Folder (sample) Page 4
 - Blitz Jobs in a Nutshell (front page)
 - Day Roster Form (inside)
 - Diagram of the 10-Day Group Recruitment Blitz (back page)

OUTLINE of the TELEPHONE CAMPAIGN PROGRAM

OBJECTIVES.Why?
OPERATIONHow?
LEADERSHIP.Who?
LOCATION.Where?
SYSTEM.What?
TIMING.When?

OBJECTIVES of the Telephone Campaign

1. Identify voters favorable to President Ford.
 - Get-Out-the-Vote phone calls to all favorables on Election Day.
2. Identify voters opposed to President Ford.
 - Eliminate any future direct mail or phone calls.
3. Identify voters who are undecided.
 - Trigger a direct mail letter from the President to those who have not yet made up their minds.
4. Call back undecideds to locate those who have now decided to vote for the President.
5. Generate a massive Get-Out-the-Vote telephone campaign to all favorables on Election Day.
6. Mobilize volunteers who will carry out the Telephone Campaign for President Ford's election.
 - Most voters, whatever their party, are impressed by a candidate who inspires volunteers to work enthusiastically on his behalf.
 - Many voters decide to vote for a candidate because a volunteer cared enough to ask for their vote.

OPERATION of the Phone Centers

PHONE CENTER WORK FORCE

All volunteer leaders and workers.

Weekday shifts filled primarily by women.

Third shift is excellent time for students.

Evening and Saturday shifts filled primarily by men and students.

PHONE CENTER SCHEDULE

Daily -- Open 9:00am to 9:00pm.

Shift #1 Morning 9:00am to 1:00pm

Shift #2 Afternoon 12:30pm to 4:30pm

Shift #3 Evening 4:00pm to 6:30pm

Shift #4 Night 6:00pm to 9:00pm

Shifts overlap to allow for training and for volunteers who arrive a "little late" and/or leave a "little early."

Weekly -- Open six days a week, Monday through Saturday.

Duration -- Most Phone Centers open from 5 to 6 weeks.

PHONES

As a General Rule:

Five to ten "Quota Phones" per Center for making Voter Identification Calls.
All unlisted numbers.

One to two "Back-Up Phones" for making On-Going Recruitment Calls.
Unlisted numbers.

One phone for incoming calls.
Listed number.

DAILY QUOTA OF COMPLETED CALLS

The quota for each Quota Phone in the Phone Center is 150 completed calls per phone per day.

Per Quota Phone, this is an average of 12 1/2 completed calls per hour.

For Back-Up Phones, there is no quota on the number of calls completed.

The total number of calls completed on Phone Center Quota Phones is to be reported daily to State Ford Headquarters.

OUTLINE OF RECRUITMENT MATERIALS

(Distributed at Orientation Session)

FOR RECRUITMENT LEADERSHIP

Orientation Handbook for Leaders
and Handbook for 10-Day Group Recruitment Blitz

FOR PHONE CENTER CHAIRMEN

Phone Center Chairman's Notebook
Samples of Materials Pocket Folder

FOR RECRUITMENT PHONERS

Group Recruiter Phoners' Suggested Conversation

FOR KEEPING TRACK OF THE VOLUNTEERS' WORK SCHEDULE

Volunteer Work Sheets
Volunteer Notebook
Call-Back Notebook

FOR KEEPING TRACK OF THE PHONE CENTER'S WORK SCHEDULE

Master Recruitment Book. This book covers the entire telephone campaign, day by day, shift by shift, job by job.

FOR THE PHONE CENTER WORK FLOW

Self-stick labels applied to cardboard boxes which hold Phone Center materials give point-by-point instructions at each work station for each type of job.

Blue box labels = Phoning jobs.
Green box labels = Clerical jobs.
Black box labels = Leaders' jobs.

FOR THE PHONE CENTER WALLS

Phone Stations Signs
Work Area Signs

FOR THE SIGN-IN TABLE

Attendance Book
Sign-In Table Sign
Name Tags

The goal of all Telephone Campaign materials is to provide instructions that are brief but complete:

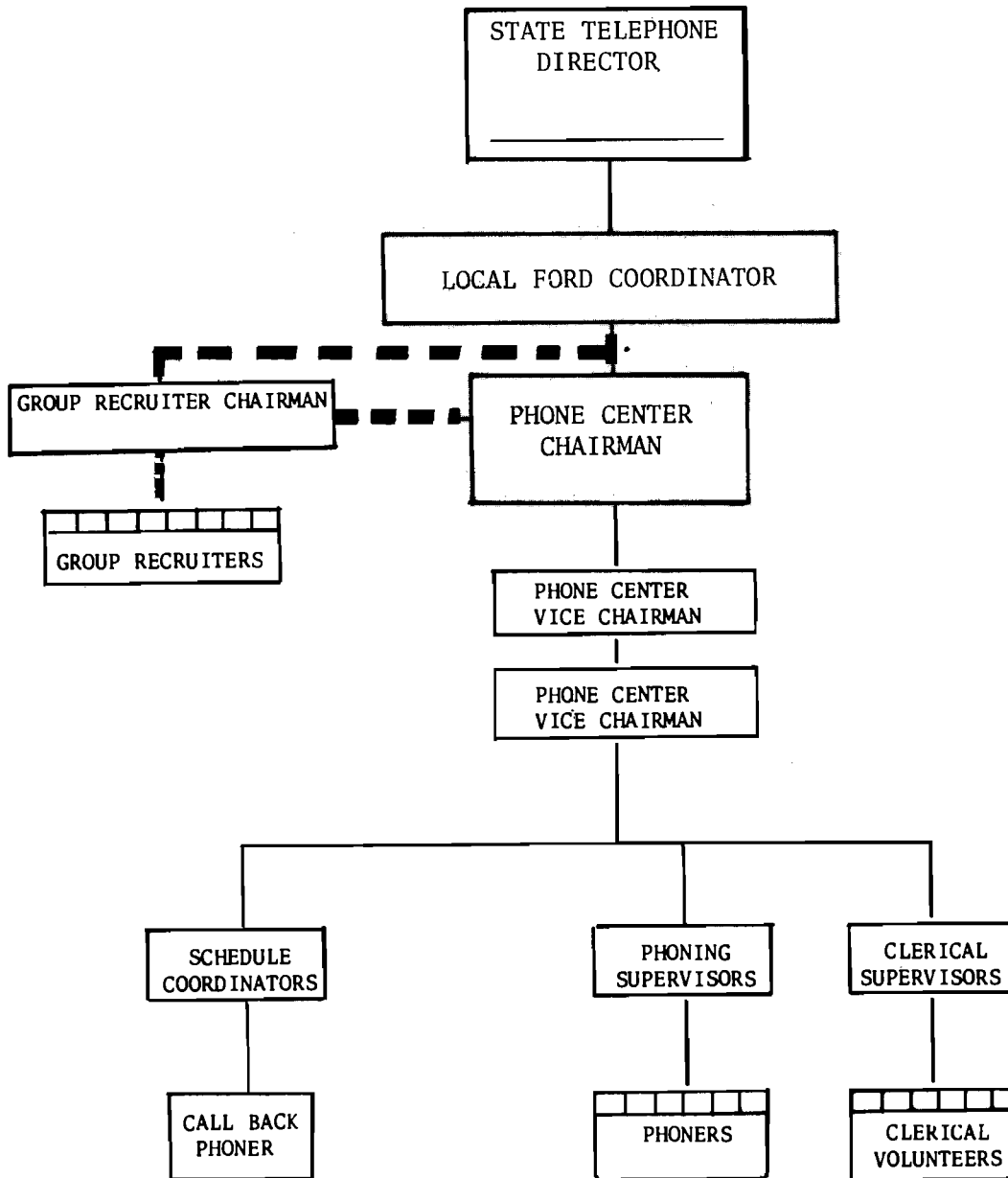
- so no previous experience in Phone Centers or in politics is necessary to do any job.
- so volunteers are not burdened with instructions that do not apply to them.

The main topics in the outline above serve as a guide to explain the purpose for which each type of material is designed.

Materials for Voter I.D. Calls will be distributed at the Orientation Session but should not be opened until recruitment is well under way. The boxes marked Voter I.D. will include Suggested Conversation for Voter I.D. Calls, How to Mark the Computer Sheet, Phoner's Tally Pad for Voter I.D. Calls and the Phone Center Tally Book.

The President Ford Committee

TELEPHONE CAMPAIGN ORGANIZATION CHART



PHONE CENTER CHAIRMAN

GENERALLY

A volunteer, with the ability to supervise, delegate responsibilities and bring out the best in people.

Enjoys seeing others succeed.

Works on daily basis through Primary Election Day.

SPECIFICALLY

Attends Statewide Orientation Session, bringing her 10 Team Leaders and their Shift Captains with her.

Following the Orientation, she asks each Team Leader to accept specific responsibility for one aspect of the Phone Center operation so that Team Leaders are serving as:

...Vice-Chairmen, Schedule Coordinators, Tally Clerks or Supervisors.

Sets up and supervises the Phone Center with the help of her 10 Team Leaders who now have specific job assignments.

Oversees Kick-Off Day (opening day at the Phone Center) and the preparations required to make the day a success.

Understands and follows through on all Phone Center operations.

Looks for leadership potential among her volunteers...and makes use of it by asking them to take on bigger jobs.

Responds to the leadership of state and national Telephone Campaign leaders.

Sees that the Phone Center atmosphere is warm, friendly and productive so volunteers enjoy working and want to come back.

PHONE CENTER VICE-CHAIRMEN

At least 3 per Phone Center, recruited before the Phone Center opens.

Responsible for assisting Phone Center Chairman in training other leaders.

- ...One Vice-Chairman can be assigned responsibility for developing and training Schedule Coordinators -- people who are persuasive phoners and enjoy keeping the Phone Center's schedule of volunteers up-to-date.
- ...Another Vice-Chairman can be assigned responsibility for developing and training Tally Clerks -- people from the ranks of the Phone Center's volunteers who are mathematically inclined and like keeping an accurate tally of calls completed.
- ...Still another Vice-Chairman can be assigned responsibility for developing and training Supervisors -- people who enjoy helping others and take a genuine interest in keeping the work flow of the computer sheets running smoothly.

Work on a daily basis

- ...Shifts divided between Vice-Chairmen and Phone Center Chairman so that at least one top leader is in the Phone Center at all times.

SCHEDULE COORDINATORS

At least 12 per Phone Center, with as many as possible recruited before the Phone Center opens, and all recruited within the first few days after opening.

Responsible for coordinating the Phone Center's volunteer schedule.

- ...Placing reminder calls to people who are scheduled to volunteer;
- ...Cross-checking and keeping Master Recruitment Book current;
- ...Filling any volunteer vacancies that may exist.

Delegates portions of the above responsibilities to On-Going Recruitment Phoner(s) as needed and supervises the On-Going Recruitment procedure.

Recruited to serve on one specific day or evening each week for at least a month, and hopefully through Election Day.

- ...One Schedule Coordinator per day to serve for the morning and afternoon shifts, 9:00am to 4:30pm.
- ...One Schedule Coordinator per night to serve for the evening and night shifts, 4:00pm to 9:00pm.

TALLY CLERKS

Eventually, at least 12 per Phone Center. Tallying calls completed begins with Voter I.D. Calls, so all Tally Clerks should be recruited within 10 days after the Phone Center opens.

Responsible for totaling calls completed at the end of each shift and entering these totals in the Phone Center's Tally Book.

Recruited to serve on one specific day or evening each week through Primary Election Day.

- ...One Tally Clerk per day to serve for the morning and afternoon shifts, 9:00am to 4:30pm.
- ...One Tally Clerk per night to serve for the evening and night shifts, 4:00pm to 9:00pm.

SUPERVISORS

At least 12 per Phone Center with as many as possible recruited before the Phone Center opens and all recruited within the first 10 days after opening.

Responsible for:

- ...Arriving early before shift begins to greet volunteers and create congenial atmosphere;
- ...Seeing that volunteers have needed supplies, helping them do their jobs correctly and being alert to those who need additional assistance.

Recruited to serve one specific day or evening each week through Primary Election Day.

- ...One Supervisor per day to serve for the morning and afternoon shifts, 9:00am to 4:30pm.
- ...One Supervisor per night to serve for the evening and night shifts, 4:00pm to 9:00pm.

PHONERS

Scheduled Volunteers who come to the Phone Center, shift by shift, to call voters on behalf of President Ford.

- ...Voter Identification Calls.
- ...Call-Backs to Undecideds (for Phone Centers which finish Voter I.D. Calls early.)
- ...Get-Out-the-Vote Calls to favorable voters on Primary Election Day.

CLERICAL VOLUNTEERS

Scheduled Volunteers who come to the Phone Center, shift by shift, to do the clerical tasks required to carry out the Phone Center program.

- ...If necessary, write in missing phone numbers on computer sheets used by Phoners in making their calls.
- ...Hand address envelopes to all "Undecided" households.
- ...Arrange computer lists in appropriate order for Election Day Get-Out-the-Vote phoning.

TRAINING

ORIENTATION SESSION

One large statewide meeting.

Purpose:

To give the Telephone Campaign leadership an overall view of the Telephone Campaign.

- ...Introductory speech.
- ...During Orientation portion of meeting, emphasis on recruitment of Phone Center volunteers.
- ...Recruitment materials and Voter I.D. materials distributed at the end of the meeting.

Attended by:

Local Ford Coordinators

All Phone Center Chairmen

- ...plus the 10 Team Leaders recruited by each Phone Center Chairman as potential key leaders of their Phone Center. Team Leaders should urge their Shift Captains to attend.

All Group Recruiter Chairmen

- ...plus the 10 Team Leaders recruited by each Group Recruiter Chairman to be responsible for one day of Group Recruitment phoning. Team Leaders should urge their Shift Captains to attend.

Other state, district, county and city political leaders.

PHONE CENTER KICK-OFFS

Opening Day at each Phone Center.

Group Recruiter Phoners man the Phone Center telephones to recruit their friends for future days' shifts.

Phone Center Chairman and key assistants learn how to use recruitment tracking books before operational materials arrive.

CRITERIA for LOCATION

Located within Telephone Company NO-TOLL boundaries.

Ideally in relation to the most important ticket-splitting precincts.

Availability of volunteers.

CRITERIA for SITE SELECTION

PRIME

Minimum of 100 square feet of space per phone

If part of a campaign headquarters, must be a separate room or separated by partitions.

Possible to install correct number of phones
(Note: State Telephone Director will check telephone line capacity with the telephone company.)

In correct telephone exchange for calling precincts selected

Acoustics good for phoning

Sufficient lighting and fixtures

Heating system in and working

Air conditioning in and working

Bathroom facilities acceptable

Drinking water available

EXTERNAL

Free parking available nearby

Located in safe area for women

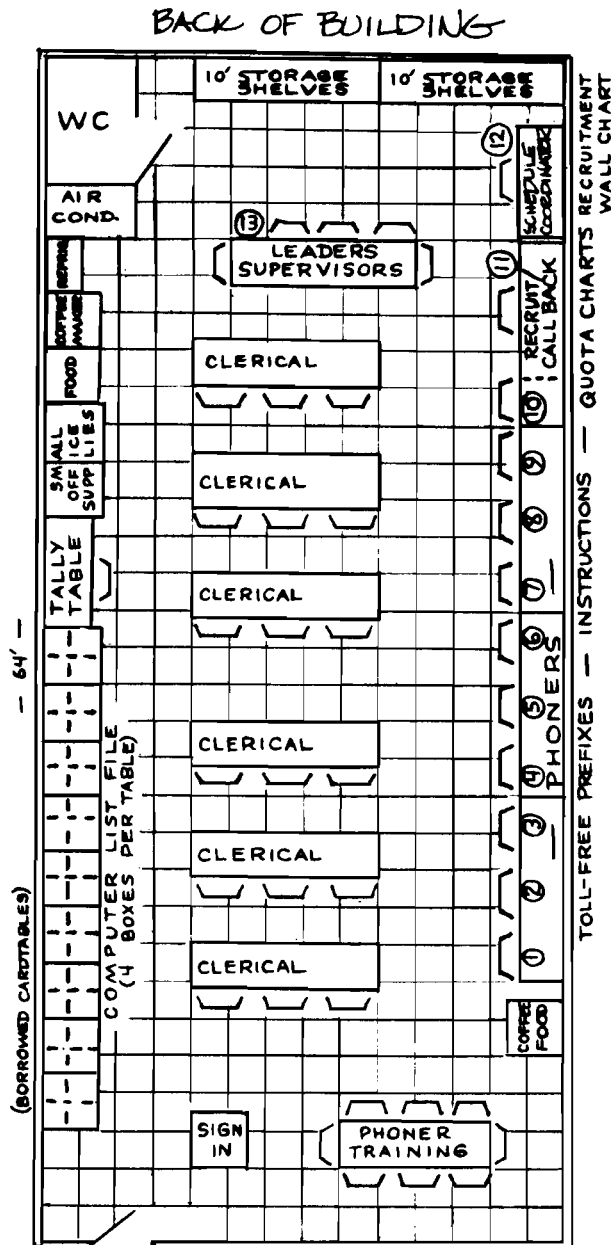
Parking area lighted at night

Location where women are comfortable wearing casual clothes

Rubbish disposal and janitorial service
(minimum: once a week)

SUGGESTED PHONE CENTER FLOOR PLAN

WHERE THE PHONES AND TABLES GO



SCALE - 1 SQUARE = 2'
 TOTAL SPACE = 1,792 SQ. FT.
 FRONT OF BUILDING

This is a suggested floor plan, for a Phone Center of 1,792 square feet.

Before you begin your own Phone Center's physical set-up, draw a floor plan according to its particular measurements using these recommendations as guidelines.

WHERE THE PHONES GO

1. Phones #1 through #10 are installed 3 ft., 4 in. apart; unlisted number.
2. Phone #11 is installed 6 feet beyond #10; unlisted number.
3. Phones #12 & #13 are installed as illustrated. Phone #12 is unlisted. Phone #13 is for incoming calls, and is the only listed number.

WHERE THE TABLES GO

1. All Phoners face wall; no space between tables.
2. All Clerical tables spaced equidistant down the aisle, except for the center cross-aisle. Chairs face toward back of center, to avoid glare of sun and increase efficiency.
3. All card tables for computer list file boxes along wall; four boxes to a card table.
4. Supervisors at rear, where they can see the entire center.
5. Small office supplies, coffee maker, refrigerator and storage shelves at rear.
6. Other tables are placed as illustrated.
7. Wall charts applied to wall at locations designated for best visibility.

COMPUTER SHEETS

for each Phone Center

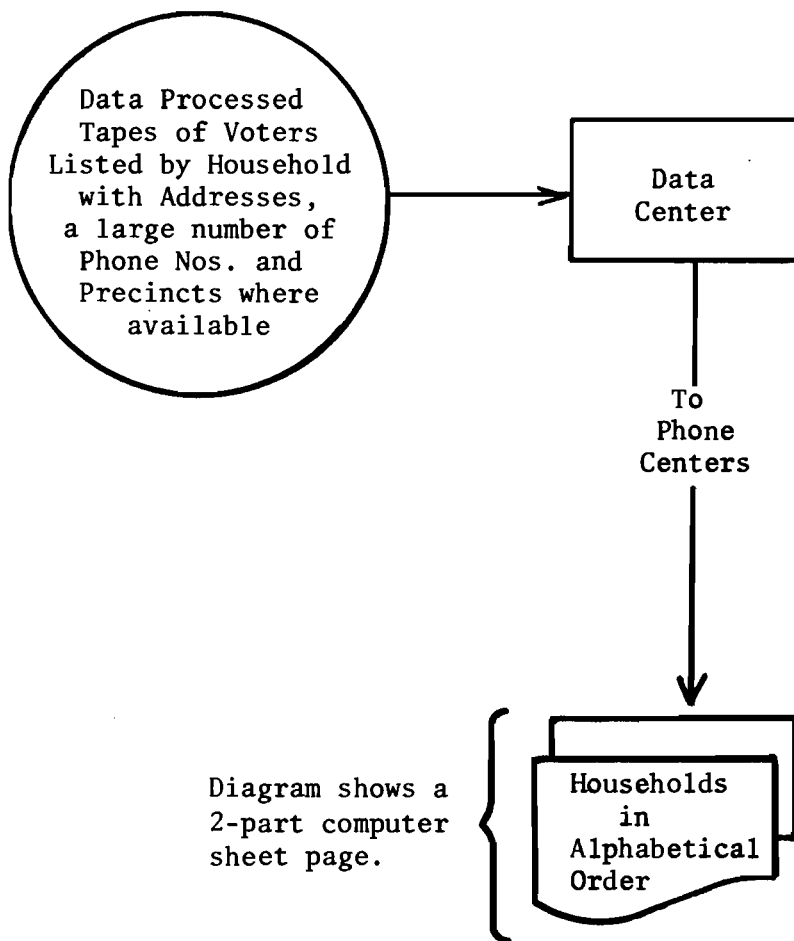


Diagram shows a 2-part computer sheet page.

TIMING

Using your state's filled in "Plan Ahead for 1976" Timetable as a guideline, please fill in your Phone Center's deadlines below for President Ford's Telephone Campaign.

Indicate the name of the person responsible for each Task/Event in the column provided.

Turn to the next page and fill in the blank "Plan Ahead for 1976" Calendar with the same information.

Every day counts...every day is crucial!

<u>STATE DEADLINE</u>	<u>TASK/EVENT</u>	<u>NAME OF PERSON RESPONSIBLE</u>
_____	Building leases signed and phones ordered.	_____
_____	Phone Center Chairman and Group Recruiter Chairman recruited.	_____
_____	Furniture arrangements made.	_____
_____	Team Leaders of the Day recruited.	_____
_____	Take possession of Phone Center building. Have utilities turned on.	_____
_____	Move furniture into building.	_____
_____	Shift Captains recruited.	_____
_____	Phones installed.	_____
_____	<u>STATEWIDE ORIENTATION SESSION</u>	_____
_____	<u>PHONE CENTER KICK-OFF DAY (opening day)</u>	_____
_____	<u>10-DAY GROUP RECRUITMENT BLITZ</u> (from Kick-Off Day and continuing for 10 days)	_____
_____	<u>VOTER IDENTIFICATION CALLS</u> (On-Going Recruitment Calls, as necessary)	_____
_____	<u>CALL BACKS TO UNDECIDEDS</u>	_____
_____	<u>RECRUITMENT OF HOME PHONERS</u> (Preparation for Election Day and Get-Out-the-Vote)	_____
_____	<u>ELECTION DAY GET-OUT-THE-VOTE CALLS</u>	_____

PLAN AHEAD FOR 1976

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
JANUARY				1	2	3 4
	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	31
FEBRUARY	2	3	4	5	6	7 8
	9	10	11	12	13	14 15
	16	17	18	19	20	21 22
	23	24	25	26	27	28 29
MARCH	1	2	3	4	5	6 7
	8	9	10	11	12	13 14
	15	16	17	18	19	20 21
	22	23	24	25	26	27 28
	29	30	31	1	2	3 4
APRIL	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	1 2
MAY	3	4	5	6	7	8 9
	10	11	12	13	14	15 16
	17	18	19	20	21	22 23
	24	25	26	27	28	29 30
	31	1	2	3	4	5 6
JUNE	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28	29	30			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN

TELEPHONE CAMPAIGN

HANDBOOK for
10-DAY
GROUP RECRUITMENT
BLITZ

To be used by:

1. The Phone Center Chairman
2. The Group Recruiter Chairman

Form 110-RECHB

10-DAY GROUP RECRUITMENT BLITZ

Introduction to Recruitment

Explanation of the 10-Day Group Recruitment Blitz
--Group Recruitment Chart and Illustrations

Membership Lists Needed for Group Recruitment Success

Day Roster Folder (sample)

- Blitz Jobs in a Nutshell (front page)
- Day Roster Form (inside)
- Diagram of the 10-Day Group Recruitment Blitz (back page)

INTRODUCTION TO RECRUITMENT

10-DAY GROUP RECRUITMENT BLITZ

The Group Recruitment Blitz begins on Kick-Off Day (opening day at the Phone Center) and continues for 10 days.

Group Recruiter Phoners, using Phone Center "Quota Phones":

- ...make calls from their personal phoning lists of friends, acquaintances and associates.
- ...ask their friends to come to the Phone Center for specific shift(s) as volunteer phoners to make Voter I.D. Calls in future weeks.

Result: Group Recruiter Phoners are able to recruit enough people to fill the majority of the volunteer positions for the weeks of Voter I.D. phoning, and in addition,

- ...a wide cross-section of people (many of them newcomers to politics) are active participants in the Ford Telephone Campaign.

ON-GOING RECRUITMENT CALLS

On-Going Recruitment Calls begin after the 10-Day Group Recruitment Blitz and continue through Election Day.

Volunteer phoners, using one or two "Back-Up Phones":

- ...make calls from computer lists furnished at the Phone Center.
- ...ask favorable voters discovered in the Voter I.D. Calls to volunteer at the Phone Center.

Result: Since most volunteer positions for future weeks' phoning and clerical work have been filled during the 10-Day Group Recruitment Blitz described above, the volunteers making On-Going Recruitment Calls concentrate on:

- ...filling the few vacancies which may exist for the coming week.
- ...filling any vacancies which exist for future weeks.

Explanation of the 10-DAY GROUP RECRUITMENT BLITZ

The 10-Day Group Recruitment Blitz is an intensive 10-Day recruitment program. It begins on Kick-Off Day, the opening day of the Phone Center, and continues for a total of 10 operating days.

The purpose of Group Recruitment is to achieve the Phone Center's most challenging assignment...the initial recruitment of massive numbers of volunteers to make Voter Identification Calls.

RECRUITMENT STRUCTURE

PRIOR TO PHONE CENTER KICK-OFF...recruiting from home or office

The Phone Center Chairman and the Group Recruiter Chairman each have the responsibility for the recruitment of enough volunteers to man 1/2 the total number of Quota Phones in the Phone Center throughout the 10-Day Group Recruitment Blitz.

The organizational structure necessary to carry out this responsibility is as follows:

The Phone Center Chairman and the Group Recruiter Chairman

- ...Each recruit 10 Team Leaders, who, in turn,
 - ...Each recruit 4 Shift Captains, who, in turn,
 - ...Each recruit a sufficient number of Group Recruiter Phoners to man 1/2 the total number of Quota Phones in the Phone Center.
- All Team Leaders and Shift Captains should schedule themselves as Group Recruiter Phoners.

DURING THE 10-DAY BLITZ...recruiting from the Phone Center

The Group Recruiter Phoners, in turn,

- ...Each recruit enough Volunteer Phoners to make the Voter Identification Calls in future weeks.

AFTER THE 10-DAY BLITZ IS OVER

Voter I.D. Calls begin in the Phone Center. Volunteer Phoners, who have been recruited during the Blitz, use computer lists to make Voter I.D. Calls.

HOW THE PROGRAM WORKS

PRIOR TO THE 10-DAY GROUP RECRUITMENT BLITZ

Group Recruiter Phoners collect their own membership lists (professional, business, civic, social and church) and bring the lists with them when they report to the Phone Center for their shift(s).

DURING THE 10-DAY BLITZ

Group Recruiter Phoners, working as a group at the Phone Center, use their membership lists to call their friends, acquaintances, and associates to recruit them as volunteers to work specific shift(s) at the Phone Center during the coming weeks of Voter Identification Calls.

Group Recruiter Phoners do not make Voter Identification Calls. Their job is to recruit the Volunteer Phoners who will be making Voter I.D. Calls.

AFTER THE 10-DAY BLITZ

Voter I.D. Calls begin under the direction of the Phone Center Chairman...with her 10 Team Leaders serving in leadership roles as vice-chairmen, schedule coordinators and day or night supervisors.

The Recruitment Blitz responsibilities of the Group Recruiter Chairman, his Team Leaders, Shift Captains and Group Recruiter Phoners are completed.

Usually, however, most become so involved in the spirit of the Phone Center that they continue to work as volunteer leaders or phoners through Election Day.

RESULT

Experience has shown that after a successful 10-Day Group Recruitment Blitz, so many volunteers have been recruited that the Phone Center becomes self-sustaining thereafter with many "repeat" volunteers.

Note: For a visual illustration of the Group Recruitment concept outlined above, refer to the diagram of the 10-Day Blitz on the back of the yellow Day Roster...and the illustrations on the following pages.

State Telephone Chairman

Organization Chart

DURING

GROUP RECRUITMENT

DAYS

State Telephone Director

County Chairman and/or Group Recruiter Chairman

Phone Center Chairman

10 Team Leaders

10 Team Leaders

Vice-Chairman

Vice-Chairman

4 Shift Captains

4 Shift Captains

in

R

Schedule Coordinator

5 Group Recruiters

5 Group Recruiters

R

1

2

3

4

5

Phone Supervisor

6

7

8

Clerical Supervisor

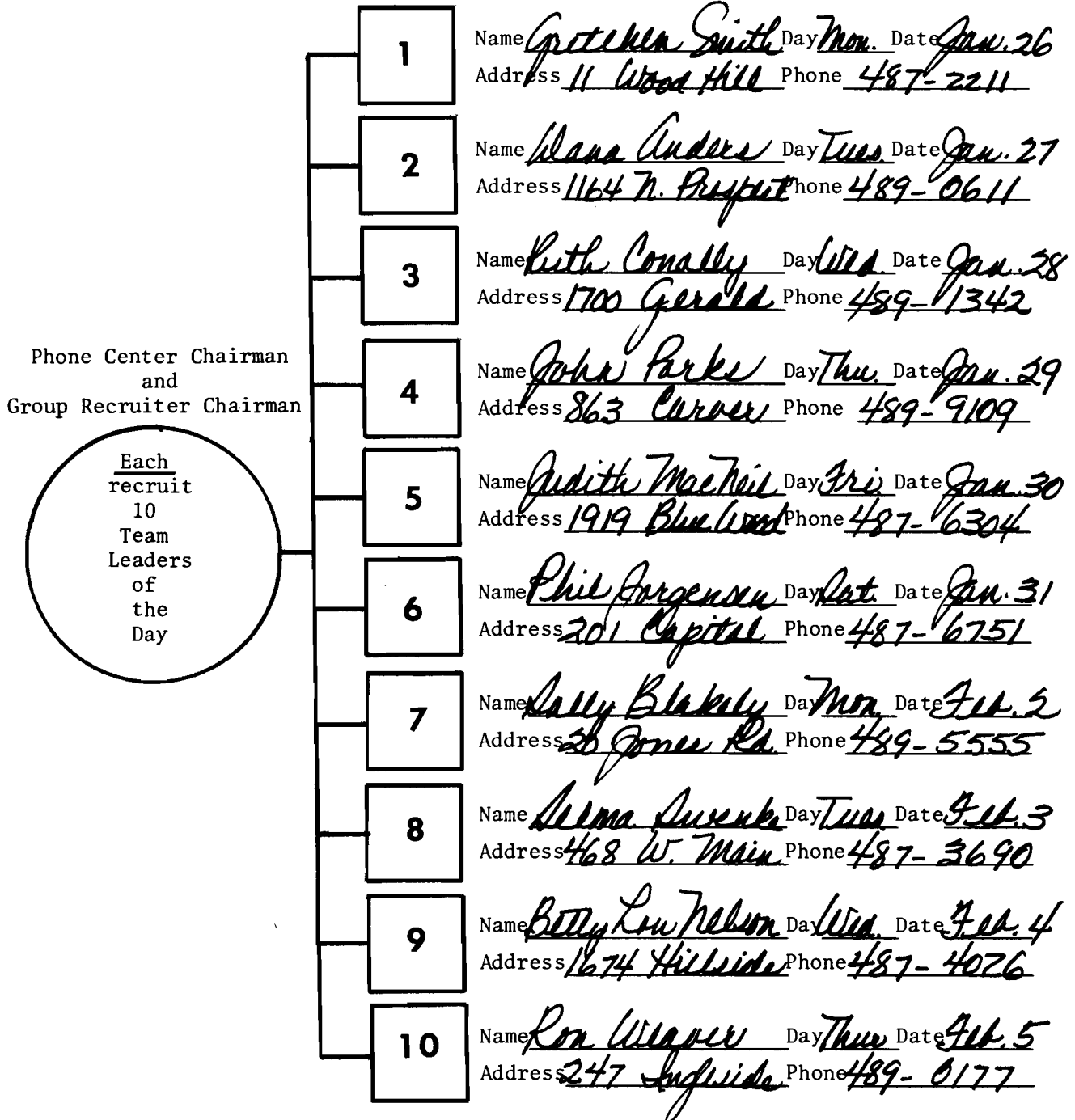
9

10

ILLUSTRATION OF RECRUITMENT

To be completed by:

PHONE CENTER CHAIRMAN and GROUP RECRUITER CHAIRMAN



All Team Leaders of the Day are to be recruited prior to the state-wide Orientation Session in order that they may attend the Session.

I L L U S T R A T I O N O F R E C R U I T M E N T

To be completed by:

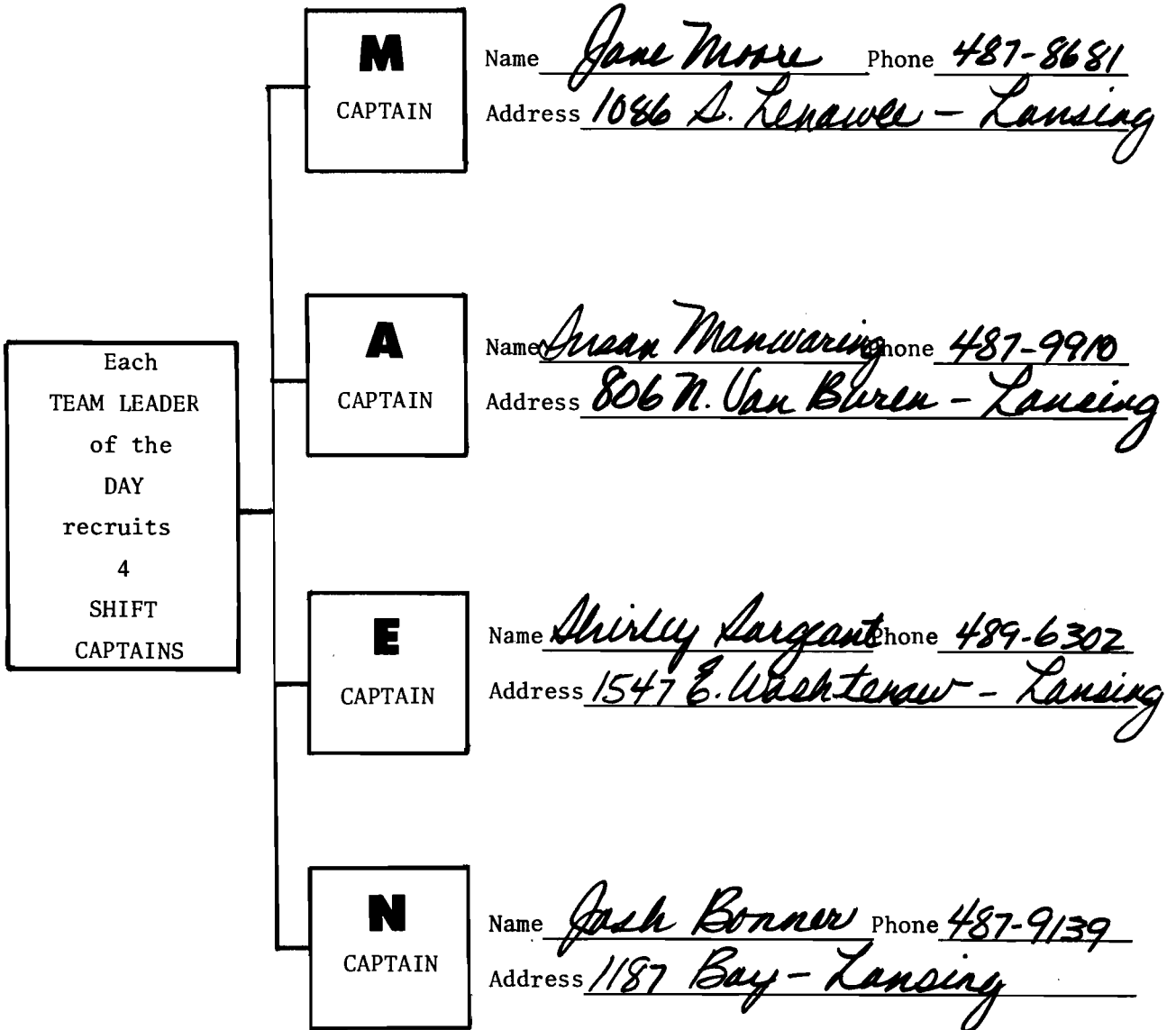
Team Leaders of the Day

in the recruitment of their 4 SHIFT CAPTAINS (one per shift)

4 DAILY SHIFTS

M = Morning 9:00am-1:00pm
A = Afternoon 12:30pm-4:30pm
E = Evening 4:00pm-6:30pm
N = Night 6:00pm-9:00pm

DAY Monday DATE Jan. 26



REPORT COMPLETION OF ASSIGNMENT TO:

Phone Center Chairman or Group Recruiter Chairman

Phone # 487-2223

I.L.L.U.S.T.R.A.T.I.O.N O F R E C R U I T M E N T

To be completed by:

Shift Captains

Note: Since there are 4 Shift Captains each day, check the box at the right to indicate the shift for which you are responsible.

- Morning
- Afternoon
- Evening
- Night

Day Monday Date January 26

SHIFT CAPTAIN	1st Chair	Your Name <u>Josh Bonner</u> (Each Captain occupies one of the 5 phoning chairs he is recruiting for)
	2nd Chair	Name <u>Pete Munlop</u> Phone <u>489-6662</u> Address <u>91 Kensington - Lansing</u>
	3rd Chair	Name <u>Alex Moran</u> Phone <u>489-1631</u> Address <u>1437 Columbia - Lansing</u>
	4th Chair	Name <u>Kitty Cochrane</u> Phone <u>487-1909</u> Address <u>570 Madison - Lansing</u>
	5th Chair	Name <u>Luke Van Dyke</u> Phone <u>487-0176</u> Address <u>2160 New Hill - Lansing</u>

REPORT completion of your recruitment assignment to the Team Leader of the Day who recruited you.

MEMBERSHIP LISTS NEEDED for GROUP RECRUITMENT SUCCESS

BROAD-BASED CORPS OF VOLUNTEERS

In order to assure the involvement of a wide cross-section of volunteers in the Phone Center, the Phone Center Chairman and Group Recruiter Chairman should try to recruit Team Leaders from among several of the most active civic and social groups in the community.

The list below may serve as a reminder of acquaintances in various organizations.

CONTINGENCY SUPPLY OF MEMBERSHIP LISTS

When Group Recruiter Phoners are recruited, they are asked to bring their own club and membership lists with them to the Phone Center during their shifts. They then use their own lists to recruit people whom they know and have worked with on other occasions.

However, with the best of intentions, some Group Recruiter Phoners will forget their lists. Others will bring their lists, but may run out of names to call before their shifts are over.

The Phone Center Chairman and Group Recruiter Chairman should each prepare for this situation by collecting and xeroxing, in advance, as many types of professional, business, civic, social and church lists as each can possibly locate.

- ...Start by getting the membership lists of organizations in which you and your spouse are active.
- ...Ask friends for copies of their membership lists from other organizations such as those suggested below.
- ...Note: Any membership lists which have only business phone numbers should be given to a volunteer so that the home phone numbers can be looked up and added to the lists prior to Kick-Off Day, opening day of the Phone Center.

DON'T COUNT ON COMPUTER LISTS FOR GROUP RECRUITMENT PHONING

The computer lists of voters for Voter I.D. Calls are not supposed to arrive at the Phone Center until the 10-Day Group Recruitment Blitz is well underway.

- ...Group Recruitment success hinges on Group Recruiter Phoners using their own membership lists and recruiting their own friends and acquaintances.
- ...Recruitment cannot be done as effectively from computer sheets of voters as from individual Group Recruiter Phoners' membership lists.

MEMBERSHIP LIST SUGGESTIONS

SERVICE CLUBS & ORGANIZATIONS

Rotary, Lions, Kiwanis, Chamber of Commerce, Jaycees, Optimists, Junior League, etc.

BUSINESS & PROFESSIONAL ASSOCIATIONS

Attorneys, accountants, realtors, insurance agents, stockbrokers, sales managers, doctors, dentists, etc.

VETERANS' ORGANIZATIONS

American Legion, Veterans of Foreign Wars, D.A.V., Auxiliaries, etc.

WOMEN'S ORGANIZATIONS

League of Women Voters, American Association of University Women, General Federation of Women's Clubs, Business and Professional Women, D.A.R., Attorneys' Wives, Medical Auxiliaries, Soroptimists, etc.

CHURCH MEMBERSHIP

Church Auxiliaries, etc.

FRATERNAL ORGANIZATIONS

Moose, Masonic, Knights of Columbus, Eagles, etc. Sorority, fraternity and college alumni groups, etc.

YOUTH ORGANIZATIONS

Boys and Girls State, College/University Student Governments, High School Student Councils, Future Farmers, Future Homemakers, Future Secretaries, 4-H Club Leaders, etc.

OTHER

Newcomers Club, Pink Ladies, Senior Citizens, Golf Clubs, Bridge and other clubs, YM-YW Boards and committees, Farm Bureau, Cancer, Red Cross, etc.

BLITZ JOBS IN A NUTSHELL

<u>Name and Phone Number of:</u>	<u>Orientation Session:</u>
Phone Center Chairman _____	Day _____ Date _____ Time _____
Group Recruiter Chm. _____	Place _____
Phone Center: No. of Quota Phones _____	Address _____ City _____
Address _____ City _____	10-Day Group Recruitment Blitz:
Kick-Off Day (opening day) _____	From _____ to _____ (Kick-Off Day) (10 days later)

PHONE CENTER CHAIRMAN AND GROUP RECRUITER CHAIRMAN'S JOB

You each have the responsibility of recruiting 10 "Team Leaders of the Day".
 ...Your yellow Day Roster Packet includes materials you need for recruiting.
 ...Your supply of Team Leader Envelopes includes materials your Team Leaders need for recruiting Shift Captains. (Mail one to each Team Leader.)

Fill in the day, date and Team Leader name on each of your 10 yellow Day Rosters.
 ...Record each Team Leader's recruitment progress.
 ...Also, record the names of those who cannot serve as Team Leaders, but who do agree to serve as Shift Captains or Group Recruiter Phoners.

Monitor each Team Leader.
 ...Check back 3 days after recruitment to be sure each Team Leader has recruited 4 Shift Captains.
 ...Check back 3 days prior to the Orientation Session to be sure each Team Leader and his or her Shift Captains will be attending the Orientation Session.

Exchange information with each other regarding recruitment progress.
 ...Assist and monitor recruitment at all levels to insure a fully staffed Phone Center during the 10-Day Group Recruitment Blitz.

Attend the Orientation Session with your 10 Team Leaders and their Shift Captains.

TEAM LEADER'S JOB

Serve as a Team Leader for a specific day during the 10-Day Blitz.

Recruit 4 Shift Captains for "your" day.
 ...The Team Leader Envelope you receive includes all materials you need to recruit Shift Captains.
 ...Sign up yourself as one of the 4 Shift Captains!
 ...Deadline for recruitment of Shift Captains is four days prior to the Orientation Session.

Use the appropriate Shift section of the yellow Day Roster to:
 ...Record the names of the Shift Captains you recruit.

Also, record the names of those who cannot serve as Shift Captains, but who do agree to serve as Group Recruiter Phoners.

Monitor each of your Shift Captains.
 ...Check back 3 days after recruitment to be sure each Shift Captain has recruited the designated number of Group Recruiter Phoners for his shift. Record the names on your yellow Day Roster.
 ...Check back 4 days prior to the Orientation Session to urge each of your Shift Captains to attend the Orientation Session.

Attend the Orientation Session with your Shift Captains.

SHIFT CAPTAIN'S JOB

Serve for one shift of one specific day during the 10-Day Group Recruitment Blitz.

Recruit the designated number of Group Recruiter Phoners to fill 1/2 the total number of Quota Phones in the Phone Center for your specific shift.

...The Shift Captain Envelope you receive from your Team Leader includes all materials needed to recruit Group Recruiter Phoners.
 ...Sign up yourself as Phoner #1!

Use the appropriate Shift section of the yellow Day Roster.
 ...Record the names of the Group Recruiter Phoners you recruit.

Attend the Orientation Session with your Team Leader.

ROSTER INDEX

Phone Cen. Chm. or Group Rec. Chm. to fill out:
DAY: _____
DATE: _____
TEAM LEADER'S NAME: _____ _____

TEAM LEADER OF THE DAY

DAY of WEEK Monday DATE Jan. 26
NAME Gutchen Smith PHONE 487-2211

DAY ROSTER... OF SHIFT CAPTAINS and GROUP RECRUITER PHONERS

SHIFT CAPTAIN
M
Morning
9:00am-1:00pm

NAME Mrs. Jane Moore
ADDRESS 1086 S. Lenawee
CITY Lansing ZIP 48933
BUS. PHONE 487-8681
RES. PHONE 487-9446
Quota Phones in the Phone Center 10
of Group Recruiter Phoners needed 5
($\frac{1}{2}$ the total number of Quota Phones)

GROUP RECRUITER PHONER #1 Name Claudia Hughes BUS. PHONE 487-6160
Address 589 N. Van Buren RES. PHONE 487-6381
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #2 Name Blaine Fine BUS. PHONE
Address 910 Jackson RES. PHONE 489-8235
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #3 Name John Stockley BUS. PHONE
Address 1019 E. Washtenaw RES. PHONE 487-0455
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #4 Name Mavis Gillespie BUS. PHONE
Address 630 Dexter RES. PHONE 489-5014
City Lansing Zip Code 48933

GROUP RECRUITER PHONER #5 Name Dylvia Sinclair BUS. PHONE 487-2752
Address 2217 Britannia RES. PHONE 487-8336
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #6 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #7 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #8 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____

SHIFT CAPTAIN
A
Afternoon
12:30pm-4:30pm

NAME Mrs. Susan Manwaring
ADDRESS 806 N. Van Buren
CITY Lansing ZIP 48933
BUS. PHONE _____
RES. PHONE 487-9910
Quota Phones in the Phone Center 10
of Group Recruiter Phoners needed 5
($\frac{1}{2}$ the total number of Quota Phones)

GROUP RECRUITER PHONER #1 Name Grae McCalla BUS. PHONE
Address 338 Maple Ridge RES. PHONE 487-2922
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #2 Name Gloria Lee BUS. PHONE
Address 649 W. Washtenaw RES. PHONE 489-6412
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #3 Name Lucy McGe BUS. PHONE
Address 1606 Garbin Rd. RES. PHONE 487-9138
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #4 Name Harold Bingham BUS. PHONE
Address 136 Edwings Way RES. PHONE 487-4101
City Lansing Zip Code 48933

GROUP RECRUITER PHONER #5 Name Joanne Toole BUS. PHONE
Address 1940 Hillside RES. PHONE 487-2105
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #6 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #7 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #8 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____

SHIFT CAPTAIN
E
Evening
4:00pm-6:30pm

NAME Miss Shirley Sargeant
ADDRESS 1547 E. Washtenaw
CITY Lansing ZIP 48933
BUS. PHONE 489-6302
RES. PHONE 487-2657
Quota Phones in the Phone Center 10
of Group Recruiter Phoners needed 5
($\frac{1}{2}$ the total number of Quota Phones)

GROUP RECRUITER PHONER #1 Name Andrea Mercier BUS. PHONE
Address 711 Traverse RES. PHONE 489-8693
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #2 Name Jim O'Neill BUS. PHONE
Address 150 Airport RES. PHONE 487-2591
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #3 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #4 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____

GROUP RECRUITER PHONER #5 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #6 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #7 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #8 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____

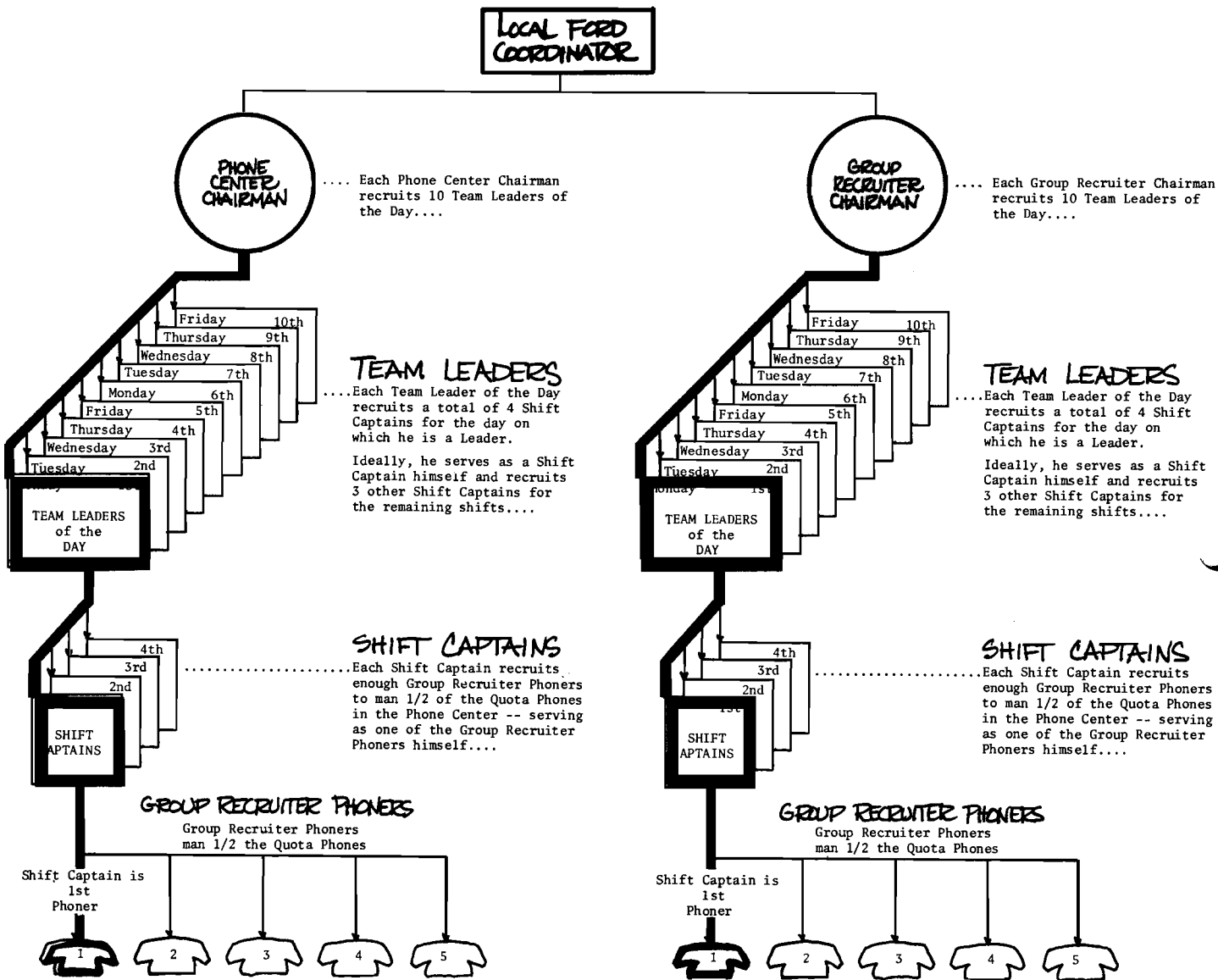
SHIFT CAPTAIN
N
Night
6:00pm-9:00pm

NAME Josh Bonner
ADDRESS 1487 Bay
CITY Lansing ZIP 48933
BUS. PHONE 487-9139
RES. PHONE 487-0201
Quota Phones in the Phone Center 10
of Group Recruiter Phoners needed 5
($\frac{1}{2}$ the total number of Quota Phones)

GROUP RECRUITER PHONER #1 Name Josh Bonner BUS. PHONE
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #2 Name Pete Munlap BUS. PHONE 489-6662
Address 9 Kensington RES. PHONE 489-7957
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #3 Name Allen Moran BUS. PHONE 489-1631
Address 1457 Columbia RES. PHONE 487-4231
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #4 Name Kitty Cochran BUS. PHONE 487-1909
Address 570 Madison RES. PHONE 487-3182
City Lansing Zip Code 48933

GROUP RECRUITER PHONER #5 Name Luke Van Dyke BUS. PHONE 487-0176
Address 2160 New Hill RES. PHONE 489-4926
City Lansing Zip Code 48933
GROUP RECRUITER PHONER #6 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #7 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____
GROUP RECRUITER PHONER #8 Name _____ BUS. PHONE _____
Address _____ RES. PHONE _____
City _____ Zip Code _____

DIAGRAM OF THE 10-DAY GROUP RECRUITMENT BLITZ



Note: For each Shift Captain above, there are 5 Group Recruiter Phoners illustrated. The actual number of Group Recruiter Phoners for Shift Captains to recruit depends on the number of Quota Phones in the Center...and this number varies from Center to Center.

The diagram above illustrates:

The Phone Center Chairman taking responsibility for 1/2 the recruitment structure that ultimately mans 1/2 the Quota Phones for 10 days.

PLUS

The Group Recruiter Chairman taking responsibility for 1/2 the recruitment structure that ultimately mans 1/2 the Quota Phones for 10 days.

EQUALS

All Quota Phones manned for 10-Day Group Recruitment Blitz.

T
A
B
B

January 26, 1976

OUR ORGANIZATION HAS BUILT UP A TREMENDOUS MOMENTUM!

WITH MATCHING FUNDS, THROUGH RECEIPTS OF JANUARY 22, THE INCOME FOR THE WEEK WAS \$392,555. INCOME FOR THE MONTH IS \$964,000!

JUST AFTER THE PRESIDENT DELIVERED HIS STATE OF THE UNION ADDRESS JANUARY 19, THE COMMITTEE TOOK IN OVER \$88,000, IN ONE DAY- A SOARING LEAP OF INCOME COMPARED WITH ANY PREVIOUS FULL WEEK.

In doubling our number of donors this week, the preparation of our weekly income report has been delayed for several days. It will be sent to you at the end of this week. The enclosed computer print-out reflects receipts of four days ending Wednesday, January 21,

NEW FINANCE CHAIRMAN FOR KENTUCKY - W E L C O M E !

Mr. Joseph E. Johnson, III 606-254-0516
President
Pine Branch Coal Sales, Inc.,
206 Security Trust Building
Lexington, Kentucky 40507

THE EXECUTIVE COMMITTEE ANNOUNCES TWO NEW MEMBERS:

Dr. William B. Walsh 202-338-6685
2233 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Mr. C. Carney Smith 202-331-6000
c/o National Association
of Underwriters
1922 F Street, N.W.,
Washington, D.C. 20006

For those of you who have not done so, we ask that you please send in biographical information, as quickly as possible so we can continue our series of news releases. We want to get the release out to your state and Washington correspondents. Releases will be announcing your appointment as financial chairman for the PFC and giving information about your home-state activities, innovative plans you have adopted, noteworthy achievements, concepts you have implemented, etc. Also, it would be helpful to have names of key people who are assisting you in your fund raising efforts on the President's behalf.

The President is very proud of your recent surge of effort. If we all put our hearts in it and press on, we will raise funds early enough to implement the most effective campaign possible for President Ford.

T
A
B
C

WEEKLY TREASURER'S REPORT
WEEK ENDING: January 22, 1976

	Beginning Totals	This Week	Totals to Date
CONTRIBUTIONS:			
Individual			
Identified	\$1,863,625.27	\$ 273,867.61	\$2,137,492.88
Suspense	3,040.00	-0-	3,040.00
Total	1,866,665.27	273,867.61	2,140,532.88
Committees, Reg. -			
Identified	14,350.00	-0-	14,350.00
Suspense	1,000.00	-0-	1,000.00
Total	15,350.00	-0-	15,350.00
Pledges	500.00	-0-	500.00
Sale of Items	14.00	2.00	16.00
Total Contributions	1,882,529.27	273,869.61	2,156,398.88
Matching Funds	374,422.10	118,485.20	492,907.30
Interest Income	2,015.95	-0-	2,105.95
Total Receipts	2,258,967.32	392,354.81	2,651,322.13

MATCHING FUNDS (MEMO ACCOUNT)

Qualifiable -
States Qualifiable 23

DISBURSEMENTS:

Fund Raising	612,407.41	78,381.31	690,788.72
Non-Fund Raising	827,954.23	52,093.51	880,047.74
Refundable Deposits	52,160.20	27,365.00	79,525.20
Contribution Returns	7,396.00	-0-	7,396.00
Advances	214,790.18	89,506.87	304,297.05
Payroll Account	78,630.27	-0-	78,630.27
Accounts Receivable	196.00	-0-	196.00
Adjustments	(534.00)	-0-	(534.00)
Total Disbursements	1,793,000.29	247,346.69	2,040,346.98

FUNDS BALANCE:

Cash in Bank	610,075.15
Petty Cash	400.00
Certificate of Deposit	-0-
Securities in Process of Sale	-0-
Pledges Receivable	500.00
Total Funds Balance	610,975.15

STATISTICS:

Total Number of Contributors as of January 15, 1976	13,361
Average Amount of Contribution to date	198.44
Cost of Fund Raising to date - percent of contribution	26%