

The original documents are located in Box 2, folder “Friends of Children of Vietnam - Volunteer Information, 1975” of the Shirley Peck Barnes Papers at the Gerald R. Ford Presidential Library.

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HỘI BẠN THIẾU - NHI VIỆT - NAM

SUPERVISOR'S DUTIES

No Smoking Please.

All volunteers should remain on the second floor until the end of their shift. Transfer keys from shift to shift.

All adoption inquiries, problems, ect., should be directed to the FCVN office. \#321-8262

Assign volunteers to rooms and house care jobs. Orientation and hand-out volunteer duty sheet. Be sure to have people helping in laundry and kitchen.

Try to start your shift a half hour early. This will enable you to catch up on prior problems with the supervisor on duty and the nurse in charge.

Supplies needed should be reported to Terre Super. Only Jane Mantey and Terre Super are to order supplies through the Red Cross.

8:00 a.m. supervisor should advise the nursing home cook as early as possible, how many older children are on hand for meals that day. Meal schedule is: Breakfast 8:30 a.m.- Lunch 12:30 p.m., - Dinner 5:30 p.m.

Please emphasize cleanliness and neatness especially to volunteers who will care for children in "Isolation". All volunteers should clean up their rooms before leaving their shift-including, hall, area outside their rooms. Remember no dirty bottles or utensils inside formula room.

8:00 am supervisor should make sure temperatures are taken of all the children.

Very small babies and children who haven't been eating regularly should be weighed and recorded daily.

Please stress that no one should remove I.D. bracelets from the children's wrists or ankles.

If a child has to be admitted to the hospital, please be sure to advise Carol Westlake and Cheryl Markson immediately.

Keep aware of health needs of the children, as much as possible, so that you can be a registered and licensed child placement agency in the state of Colorado

HEADQUARTERS: 600 GILPIN ST.
DENVER, COLO. 80218
TEL. (303) 321-8251

SAIGON ADDRESS: 24-26, BUI-THI-XUAN
GIA-DINH - S.V.N.
TEL. 43.162



**FRIENDS
OF CHILDREN
OF VIET NAM**

HỘI BẠN THIẾU - NHI VIỆT - NAM

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can inform the head nurse when the need arises. Because of the shortage of nurses, your services are very much needed to assist at times.

Do not hand out any medications! This can only be done by an RN or LPN.

ADMISSIONS

Once you are informed of incoming children, inform the Red Cross so they can pick the children up at the airport.

Before children come make sure a chart has been set up, a thermometer is ready and a place has been arranged for them.

When the child arrives have volunteers in room take child's temperature, weigh him or her, measure head circumference (if a baby), and length or height. Also record all this on the green chart sheet and on wall sheet. Tape wall sheet to wall and give chart including all the children's papers to the Head Nurse.

DEPARTURES

Supervisors who have children departing during their shift should make sure volunteers wash and dress the departing children. Make sure the child has been fed if near meal time and fill and sack with needed extra bottles of formula. According to distance to travel and diapers if a baby. An extra change of clothes will be helpful also. The outside of the sack should be marked with the child's number and destination so it can easily be read.

The head nurse should have all the departing children's charts on the nurse's station counter ready to go with any needed notes, re: Medication, for the parents included. As the volunteers bring their departing children to the nurse's station they should remove the child's wall sheet. This will then be added to the child's chart.

Make sure children's numbers and names coincide with departing children's list.

A note must be left for Terre Super regarding all discharges and admissions. Any room change or hospital admittances should also be recorded and left for Terre to bring up to date on the master list.

The nurses station has a census sheet. Please record room changes and other alterations so the nurses can find the kids for medications.

If the fire alarm goes off you will receive a call from Denver Burgler (534 5355) to verify if its a real emergency.

Assign someone to be the hostess. Winchell or King Soopers will donate a non-profit, non-affiliated assistance corporation and licensed child placement agency in the state of colorado

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GIA-DINH
7 1962



**FRIENDS
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HỘI BẠN THIẾU - NHI VIỆT - NAM

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coffee and donuts. She can be a relief for the other volunteers.

Make rounds to check the laundry and kitchen to make sure everything is o.k.

1/2 hour before meal time have all children return to rooms to clean up.
A volunteer can take a head count, while the food is being set up.

The lights in the hall can be turned off. The key is on a ring at the nurses station.

Thank you for your co-operation.

Cheryl Markson
Executive Director

a non-profit, non-affiliated assistance corporation and licensed child placement agency in the state of colorado

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TEL. 43.162

COUNT ME IN

____ Enclosed is my/our donation of \$ ____ to help the children.
____ Foster Orphanage Plan (\$10 per month commitment)
I/We would like to join in the support of _____ Orphanage.
I/We will send \$10 per month by the 20th of each month ____ or
\$120 a year ____.
____ 1975 F.C.V.N Membership Fee (\$1.00 per person)

NAME: _____ Make check payable to Friends of
Children of Viet Nam
ADDRESS: _____ Mail to: F.C.V.N.
600 Gilpin
Denver, CO 80218

ALL DONATIONS ARE TAX DEDUCTIBLE

FOR SALE: _____ FCVN Note Cards - 12 for \$1.75 (includes handling)
_____ "Chosen Moms" Cookbook - \$3.50 (includes handling)

Enclosed are names and addresses of friends who are also interested in helping the children.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

❁ ALL DONATIONS ARE TAX DEDUCTIBLE ❁



Reading List

UNITED STATES IMMIGRATION LAWS,
PROCEDURES AND IMPEDIMENTS
PERTAINING TO INTERCOUNTRY
ADOPTIONS.

This recently published article attempts to compile and analyze current United States law, and to review some of the problems caused by official interpretations and regulations. Possible solutions to the more prevalent problems are also discussed. The paper is based upon published laws and treatises and upon the personal experiences of immigration officials and foreign adoption specialists. If you would like a copy of the article, please write to:

THE DENVER JOURNAL OF
INTERNATIONAL LAW & POLICY
University of Denver College
of Law
200 West Fourteenth Ave.
Denver, CO 30203

Please enclose \$1.25 to cover
printing and mailing.

-from Paul K. Driessen,
Editor, DJIL&P

ALL ABOUT US, by Eva Knox Evans.
The author's frame of reference
seems to be that differences in
people are natural and desirable.
It offers remarkable insight about
the way people behave. K thru 6**

BLACK IS BROWN IS TAN, by Arnold
Adoff. A lovely story-poem
describing the author's own
interracial family.
Pre-school thru 1. **

**from Open Door News, Sept.,
1974 ** are reviews extracted
from STARTING OUT RIGHT,
available from the Wisconsin
Department of Public Instruction.

HANDBOOK FOR PROSPECTIVE SINGLE
PARENTS.

The Handbook costs \$1.75
prepaid and is available from
Ms. Hope Marindin, Single Parents
Committee, 3824 Legation Street, N.W.,
Washington D.C. 20015. (August-
September Edition, OURS)



--Photo by Ross Meador--

Please complete and return to: FCVN, 600 Gilpin, Denver, Colorado, 80218

Please check only one of the first four areas listed and as many as you desire under number five.

I. Help with P.R. and Fund Raising

- A. Newsletter (write, label, address, sort, etc.)
 B. Slide show (to be trained to give show to groups)
 C. Public Education (door-to-door, writing press releases)

II. Help with Life Support

- A. Medical Committee (contact doctors and clinics to collect samples, medicine, and vitamins)
 B. Packing, Sorting, and Hauling
 1. I am interested in using my home as a collection point for donated items and could in turn deliver them to the main center in Denver to be packed and sorted. This would usually require the space of an unused bedroom or corner in a basement away from small children. Areas needed: at least two in Boulder, one in Loveland, one in Longmont, one in Broomfield (to facilitate Lafayette and Louisville), one each in N, S, E, and W Denver, one in Lakewood, and one in Littleton.
 2. I can only pack at the center.
 3. I could haul items from one place to another.
 4. Purchasing-shop for items to be sent to Viet Nam.

III. Legal and Audit

- A. Attorney
 B. Audit
 C. Legal Secretary

IV. Chapter Relations--This work is done in Loveland, Colorado. Volunteer must be willing to travel to Loveland. A minimum of two hours a week is required (without children).

- A. Typing or ditto experience or both
 B. Errand Runner--mailing at post office--taking letters to printer
 C. Babysitter to aid others for volunteer work--either in Loveland or in your home.

IV. Other (Check as many as you wish in this section.)

- A. Secretarial Capacity
 1. In my home
 2. Willing to go to someone else's home
 B. Babysitting for volunteers (free)
 1. In my home
 2. In someone else's home

NOTE: As a volunteer, your name will be given to those requesting assistance. This strictly is the type of job that must be worked out between the sitter and the mother without legal repercussions to FCVN. Not every sitter will love every child. May we suggest you interview the interested mother and child before committing yourself to a job.

- C. Errand Runner (involves taking items such as letters to the printer or cakes to a bazaar.)
 D. Bookkeeper (done in the Northglenn area and requires some knowledge of ledgers and journals.)
 E. Baking (done in your home from time to time--goodies will be used to sell at garage sales, bazaars, or sent to Viet Nam for the orphans.)
 F. Catholic Religious Collector and/or donating items such as rosaries, Mass Vestments, Bibles, etc.
 G. Aiding garage sales--collecting and/or donating items or attending the sale to "help out", or helping make posters and contacting newspapers.
 H. Booth sitting--at bazaars, craft fairs, etc.
 I. Arts and Crafts--making items to sell at fairs and bazaars.
 J. Interested in volunteering to work in Viet Nam.
 1. Doctor
 2. Nurse
 3. Orphanage repair, maintenance, and supplies

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- I. Arts and Crafts--making items to sell at fairs and bazaars.
- J. Interested in volunteering to work in Viet Nam.
 - 1. Doctor
 - 2. Nurse
 - 3. Orphanage repair, maintenance, and supply
 - 4. Child care
- K. Writing thank you letters--all materials supplied.
- L. Housekeeper (occasional meal preparation in a worker's home so that they may be "free" to dig into their job. All materials furnished.)

I prefer: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

I live in _____ (city) _____ (county)

If Denver, N S E W Name _____

Address _____

Phone _____

INSIDE FCVN HEADQUARTERS

You probably know we're a volunteer group. We'd like you to know how we operate.

The general headquarters of our nationwide, volunteer, non-profit, non-affiliated corporation is located in Denver. Under the guiding hand of the board and officers, we are divided into five areas of responsibility: (1) Life Support, (2) Public Relations and Fund Raising, (3) Adoptions, (4) Chapter Relations, and (5) Legal and Audit.

The officers area is the guiding hand, finance and the personnel office for Denver and Saigon. The phone (778-6144) is equipped with an inexpensive switching device which enables various people to act as "Secretary of the Day" from their homes. If calls are specific, they are referred to the officers or one of the five areas. 200-400 pieces of mail each week are answered by volunteer secretaries and every donor is sent a personal thank you.

Life Support has the monumental task of purchasing and/or shipping supplies (food, medicine, toys) to the many orphanages. They also coordinate the Foster Orphanage Plan.

Public Relations and Fund Raising are the prospectors and image makers. The newsletter alone is a big job. We estimate the July newsletter took over 400 volunteer hours. Our printing is done by the Sioux Indians on the Pine Ridge Reservation at a fraction of the normal cost and a major advertising firm plans to help us raise funds.

The Adoption Agency also has a huge load to carry keeping our adoptions fair, equitable, and legal. Each week 250 hours are invested in helping families and waiting children get together.

Chapter Relations has the formidable and unenviable task of making sure the right hand and the left hand work together. God bless them.

Legal and Audit insures compliance with all international, national, state and corporate guidelines.

All this is an act of love and sharing. We ask no other thanks than knowing Rosemary's babies in her three, and soon to be five, homes and a medical facility and some children in the other orphanages are given a chance.

TWO BOOKS OF INTEREST

Our Friends in Viet Nam by Inor & E.H. Forney with a foreword by Mrs. Henry Cabot Lodge. (1967 Charles E. Tuttle Co., Inc.)

Nhan-A Boy of Viet Nam - author's name not submitted.

THE BAZAAR IS A SUCCESS

We would like to say a grateful "thank you" to the many people who helped make our Garage Sale/Bazaar of August 18 and 19 worthwhile -- especially Joan Wagner, Cathy Briodi, Carol Rausch, Mary Tymkoych, Elaine Canges, Betty Biro, and Judy Silverberg for helping "man the store", Colleen Woods for babysitting, and Linda Garrett, Mary Martin, Marie Evtatz, Rusty Hitch, and Pam Devine for their P.R. work; and, all of you who spent hours baking bread, cookies, pies, cakes, making candy, and handicrafts!

The Sale brought FCVN over \$400 which will go toward the upkeep of Allambie Nursery in Saigon. This nursery is in poor condition and FCVN is hoping to relocate the children, staff and equipment to another building very soon.
BERND & NANCY HEGEL

CHRISTMAS - Volunteers are needed to work on the Christmas stocking project. This will involve sewing, collecting donated toys, and stuffing stockings for 2500 children. Anyone willing to work on this committee or people having contact with any organizations who might donate toys please call Bonnie Hutchinson (985-2977) by October 15.

UNITED AIRLINES EMPLOYEE SMOOTHS THE WAY - Mr. Stan Baldwin, United Passenger Service, helped with difficult connections between San Francisco and Denver on two occasions this summer. His efforts prevented the escorts and the adopted children from having to stay overnight in S.F.

Thank you, Mr. Baldwin!

REMEMBER THE ONES WHO CARED BEFORE

The staff in Viet Nam who cared for your child during his/her stay in Saigon are very anxious to receive photos and letters concerning the progress of your child. They become VERY attached to these kids and grow to love them immensely. Take a few minutes to jot a note to these dedicated people once every few months. They'll be delighted!
Address: To Am Nursery, FPO, San Francisco, California, 96620.

REGISTRATION FOR YOUR VIETNAMESE CHILD

If your Vietnamese child has NOT been naturalized, you may apply for a "birth data card" for him. Call your local U. S. Department of Immigration and Naturalization (in Colorado 837-3526) and request form N-585. On this form is a blank to fill in asking the type of form (birth date card) you would like to receive. Write "G-350" in this blank. Return the card to INS with a \$3.00 fee.

CHRISTMAS STOCKINGS ON THEIR WAY

Almost 2500 were mailed recently to the orphans in Viet Nam. The project was headed by Bonnie Hutchinson. Many groups and individual volunteers assembled and packed the stockings.

TELEPHONE TREE

A new telephone tree chart will be mailed by December 1 to members in the Denver area. If you do not receive yours, call the office at 321-8262.

OPEN BOARD MEETINGS--Every third Thursday at 7:30 at Gilpin address.



THIS CHILD IS LIKE MANY WHO COME TO THE NURSERIES--FORTUNATELY, MOST LEAVE THE HOUSES ROUNDER, HAPPIER, AND HEALTHIER THANKS TO SUPPLIES AND FUNDS SENT BY THEIR FRIENDS. ✓

The first six months of our fiscal year, March 1, 1973 through August 31, 1973, have been busy months for all of us—not only for those of us in Colorado but for the many FCVN chapters throughout the United States. Without the selfless hard work put forth by all our chapters, the number of children being helped in South Vietnam would be very small. While many of us in Colorado have had to put a great amount of our energies into better organizing FCVN, the chapters have held numerous fund-raising events in their various states—sending through the FCVN treasury the outstanding sum of \$23,661.44. Some of the chapters who have contributed in the past six months are: FCVN-Buffalo, New York; FCVN-Miami, Florida; Friends of Children, Inc.-Connecticut; Friends of Children, Inc.-Georgia; FCVN-Illinois; FCVN-Iowa; FCVN-Panhandle, Texas; FCVN-Pennsylvania; FCVN-St. Louis, Missouri; FCVN-Santa Barbara, California; FCVN-Tucson, Arizona; and, Vikki Galvin-Baldwin, New York. OUR THANKS go to ALL THE FCVN CHAPTERS, big and small!!!

We say THANK YOU, also, to our loyal friends everywhere for their continued support of Friends of Children of Vietnam. Where would we be without you? Let's hope we never have to find out! The orphaned and abandoned children in South Vietnam who must live their childhoods in orphanages need us—and, it is only with the continued support of all of you that we can help make many young lives worth living.

The following financial report for the first six months of 1973 shows how your donations have been put to use:

Fund Balance Ending February 28, 1973 \$ 13,541.00

Income

Donations Designated - Nurseries & Orphanages	\$28,751.47	
Donations Not Designated	20,422.56	
Adoption Legal Fees	13,041.70	
Adoption Fees	5,725.83	
Childrens' Plane Tickets	29,177.00	\$ 97,118.36
Total Revenue		\$110,659.36

Expense

General Cash Donations to Nurseries & Orphanages	\$14,960.83	
Designated Cash Donations to Nurseries & Orphanages	37,028.08	
Food, Clothing, Toys, Equipment	2,428.66	
Medicine & Medical Equipment	2,875.56	
General Operating Expense (Phone, Postage, Supplies)	9,754.46	
Adoption Operating Expense (Phone, Postage, Supplies) (Reimbursed by Adoptive Families)	4,100.22	
Vietnamese Legal Fees (Reimbursed by Adoptive Families)	6,325.00	
Childrens' Plane Tickets (Reimbursed by Adoptive Families)	24,209.79	
Adult Plane Tickets (Needed for Registration in Vietnam)	4,342.74	
Public Relations & Fund-raising	621.56	
Savings Account	30.00	
Total Expense		\$106,676.90

Fund Balance Ending August 31, 1973

\$ 3,982.46

Very sincerely,
NANCY C. HEGEL, TREASURER

321-8251

FRIENDS OF CHILDREN OF VIET NAM
600 Gilpin, Denver, Colorado 80218

321-8262.

Your gift means LIFE to a child.

Enclosed is my pledge of \$ _____ to support a child for _____ days per month.
(It costs \$2.00 a day to support a child.)

I am interested in:

_____ contributing my services, _____ contributing materials, _____ Our group needs a speaker.

Enclosed are the names and addresses of some of my friends who are also interested in helping the children.

Name _____

Address _____

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Name _____

Address _____
Street City State Zip

Telephone _____

ALL DONATIONS ARE TAX DEDUCTIBLE.

My Name is: _____

My Address is: _____
Street City State Zip

JUNE 2, 1975.

MRS. CHERYL MARXSON
EXECUTIVE DIRECTOR
FRIENDS OF CHILDREN OF VIET NAUM

ENCLOSED PLEASE FIND COPIES OF BILLS TO BE PAID IN BEHALF OF THE ORGANIZATION.

GOULD & PREISNER - RESET FIRE ALARM SYSTEM	57.00
FIRE PROTECTION SALES & SERVICE	53.25
TELEPHONE BILL	349.21

APRIL 13, - MAY 13, 1975	80.98
LONG DISTANT CALLS	11.80
MAY 13 - JUNE 13	50.00
LONG DISTANT CALLS	140.78
INSTALLATION OF 3RD LINE	37.00
1/2 MONTH SERVICE (MIN)	26.65
	<hr/>
	349.21

I PRO-RATED THE PHONE BILL 1ST MONTH C.C.C. PAID 3/4 OF BILL 2ND BILLING F.C.V.N. PAID 3/4. TO EVEN THE BILL OUT AMOUNGST BOTH ORGANIZATIONS.

PUBLIC SERVICE COMPANY	567.08
3/19-4/18/75 C.C.C. PAID 3/4	
4/18-5/19/75 F.C.V.N. PAID 3/4 TO EVEN OUT BILL	

DART LABORATORY - LABORATORY REPORTS ON ISOLATION	33.00
TRASH MAN - PAID DIRECTLY THRU F.C.V.N.	
CLEAN UP BUILDING 3 MEN 2 WEEKS AT 100.00 WK.	600.00
AS OF THIS DATE NO WATER BILL RECEIVED WE WILL BILL YOU DIRECTLY FOR THIS.	
THANK YOU'S FOR VOLUNTEERS MUST BE DISCUSSED	

TOTAL PAYABLE AND DUE	<hr/>
THANK YOU	\$1659.54