

March 12, 1968

Mrs. James Parris  
National Council of Negro Women  
11225 Washington Boulevard  
Miami, Florida 33158

Dear Mrs. Parris:

In his recent letter, Mr. Jordan mentioned certain research reports that are required. A report on meetings being held, people being contacted, number registered, etc., is required weekly. This report should accompany your weekly financial report.

A supply of forms for this type of report, along with other registration material, is being sent to you under separate cover. These forms also may be used by your workers in making reports to you. We ask, however, that you not send the reports turned in by the various workers. Rather we prefer that you have someone in your office consolidate these reports and send us a single report covering a single period. Please see that each report clearly specifies the name of the project and the community and state in which it is located.

It is important that the information be accurate. Figures, particularly for "number successfully registered," should be by actual count and not by estimate.

In addition, we will need a narrative report from you each month. This longer report should describe the scope and organization of your program, the number of workers and techniques employed. Samples should be enclosed of any printed materials. Do not hesitate to describe any obstacles encountered, either from within your program or without. A complete and frank report will help both you and VEP in evaluating your program and in planning future programs.



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please keep in mind that this outline of required reports is not limiting. That is to say, we hope you will include anything that seems of interest or importance. We encourage you to pass along any comments of value made by workers in your program. The comments of any student workers you use are especially desired.

We wish for you every success, and look forward to receiving your reports.

Sincerely,

Marvin Wall  
Director of Research  
Voter Education Project

MW:mlj