

RESOURCES OF OTHER AGENCIES,

Their Use In Management Programs

U. S. **Federal Public Housing Authority - National Housing Agency**

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INTRODUCTION

The FPFA is responsible for the provision of facilities and services essential to the needs of residents in public housing projects for education, recreation, child care, health and welfare. In order to meet these needs, the FPFA must utilize, to the fullest extent, the resources of other agencies, both public and private, which are primarily responsible for facilities and services in the above-mentioned fields. To further the utilization of such resources and to assist in obtaining the cooperation of state and local organizations, working relationships or agreements are being established with Federal and national agencies.

This bulletin sets forth the working relationships or agreements which have been established and describes resources. It is issued as a guide to aid regional and local housing management in fulfilling their responsibilities, for securing education, recreation, child care, health and welfare facilities and services to meet the needs of individuals and families living in public housing projects.

1/ This Introduction supersedes the Introduction dated 1-1-44 of Bulletin No. 61. The table of contents on the reverse has also been revised.

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INTRODUCTION

The FPFA is responsible for the provision of facilities and services essential to the needs of residents in public housing projects for protection, safety, sanitation, health, recreation, education and child care. In order to meet these needs the FPFA must utilize to the fullest extent the resources of other agencies, both public and private, which are primarily responsible for the provision of facilities and services in the above-mentioned fields. To insure the maximum utilization of such resources and to obtain the cooperation of agencies on the local and state levels, working relationships and/or agreements are being established on the National level.

This bulletin sets forth the working relationships and/or agreements which have been established. It shall serve as a guide to regional and local management in seeing that facilities and services are provided on public war housing projects wherever possible through the resources of other agencies. As new relationships or agreements are promulgated they will be released as parts of this bulletin.

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PART I. Libraries and Public Housing

Introduction. A working relationship has been established between the Library Division of the U. S. Office of Education and the Federal Public Housing Authority. This relationship will aid in the provision of library services on public housing projects where there is no public library within use-distance of the project.

The Library Division of the U. S. Office of Education is sending data to State library extension agencies regarding the organization of the FPHA and its method of operation on the central, regional and local levels. Such information will be of assistance to them and to local libraries in planning for the provision of library services in public housing projects when such services are needed.

This bulletin describes the resources of library agencies available to those who are responsible for the management of public housing projects.

1. Responsibility of FPHA. Housing management experience has shown that a broad program of community activities is essential to the successful operation of a housing project. Since reading is a popular form of recreation and education in many American families, any complete plan for community facilities must include arrangements for library service. This means that space, personnel, and books must be available so that community residents can obtain recreational reading, authentic information on public affairs, and technical training. The FPHA has therefore set aside space for library purposes in the standard project facilities on all types of housing projects -- family dwellings, dormitories, and trailers.
2. Responsibility of U. S. Office of Education. The Library Service Division in the United States Office of Education is the Federal agency charged with responsibility for leadership in a Nation-wide program of library development. As such, it serves as a clearing house for information on libraries, stimulates library extension, and serves as a liaison agency for library interests in all phases of the educational program of the Federal Government.

Libraries have not yet received Federal assistance from funds available under the Lanham Act, but several applications are now pending for maintenance and operation funds needed by libraries in war areas. Until such funds are made available, the principal resources of the Federal library extension agency are its professional staff, who are available for advisory purposes, and its files of information regarding libraries throughout the nation.

3. State Library Extension Agencies. Control over libraries, like that over schools, has remained with the States. However, this control is exercised through a variety of governmental agencies which common practice in the library field has come to designate by the broad term "State Library Extension Agencies". Information concerning the name of the agency, the appropriate State official to contact, the administrative relation with the State Department of Education, details about State aid and State control over local libraries, and the location of reports, etc., can be obtained from the regional management staff.

In general, no extensive financial aid is available to local libraries from the State. Some states, however, do make small grants, and most library extension agencies have books and other forms of supplementary service to offer.

Since the Library Service Division of the United States Office of Education has no regional representatives, other Federal agencies operating at the regional level should communicate with the Library Service Division itself or with the State library extension agencies for assistance in planning library programs.

4. FPFA Regional Office and State Library Extension Agencies Relationship. The regional management staff will establish a working relationship with State library extension agencies in order to take advantage of the services and advice that may be rendered in connection with establishing libraries and library extension services in public housing projects. This type of relationship should prove particularly valuable to the regional management staff in planning and establishing tenant-operated libraries or library extension services in isolated projects.

5. Local Public Libraries. The public library is an integral part of general local government, with a board of library trustees and a professionally trained library executive. These officials share the responsibility with local management to provide library services to housing project residents. Therefore, they should always be approached when library activities are being planned.

Libraries have adopted a wartime policy of redirecting their activities to meet the increased demands resulting from the impact of the war on their communities. They should be requested by local management to extend their resources to residents of war housing projects. Occasionally branch or bookmobile service can be provided, and in some areas professional library assistance can be assigned to stimulate study and discussion groups, advise individual readers, select appropriate books and prepare reading lists, train volunteers, and in general supervise community library service projects.

6. Summary. Since housing officials recognize the desirability of planning community activities jointly with interested agencies and well-informed individuals, the services described in this bulletin should be fully utilized in planning library space and library activity programs.

PART II. Girl Scout Programs

Introduction. A formal agreement on the national level has been established between the Girl Scouts, Incorporated, and the Federal Public Housing Authority in order to assure continued cooperation in the extension of existing Girl Scout organizations to include girls residing in public housing projects or in the establishment of new troops on the projects. In addition, leadership, recreation, day care and nutrition programs will be developed and maintained on war public housing projects.

1. Scope of Agreement.

- a. FPHA will provide minimum tenant activity space and basic equipment where adequate community facilities are not available, adaptable or easily accessible to the projects. These facilities are provided to meet the overall community activity need of the tenants, as well as of non-residents insofar as it is possible to do so without sacrificing essential services to the tenants. The FPHA also participates in planning Girl Scout programs and it furnishes administrative supervision where project facilities are utilized.
- b. Girl Scouts, Incorporated, will cooperate by extending the Girl Scout program to meet the needs of girls in housing projects. In areas where Girl Scout troops are established, programs which service housing projects will be integrated with the existing community organization. For instance, girls living in a housing project may become members of a Girl Scout troop established in the neighborhood if membership in the troop can accommodate additional scouts. If neighborhood troops can not include additional members, new troops will be established on the project which will serve both tenants and non-residents and which will utilize rooms provided in the project facilities for meetings. In isolated areas where troops have not been established, additional services are provided by Girl Scouts, Incorporated. Upon the request of the regional office of the FPHA, Girl Scout Regional Directors will go into the community and organize new troops.

2. Wartime Services of Girl Scouts, Incorporated. Girl Scouting has mobilized its resources for defense and wartime services in the fields of recreation, day care and nutrition. Assistance will be provided by this organization in training adult leaders for Girl Scout troops

organized on public housing projects and in developing programs in the above-mentioned fields. The Girl Scout special training courses will equip girls to serve as aides to professional personnel in developing these services on public housing projects.

3. Types of Programs. The program of Girl Scouts, Incorporated, recognizes the varying interests of girls of different ages and is planned for three age levels.

- a. Senior Girl Scouts from 15 to 18 years old act as hospital aides, farm aides, OCD messengers, motor corps assistants, canteen operators, welfare and defense office helpers. As Wing Scouts they build model planes, act as plane spotters and prepare for aviation jobs. Senior Scouts are being trained for wartime service in child care, recreation and nutrition programs for which there is a real need on war public housing projects.
- b. Girl Scouts from 10 to 15 years old make an important contribution to the war effort, aside from their participation in wholesome recreational activities. They relieve mothers by helping with housework, aid in making Victory Gardens and preserving the food produce, welcome newcomers and children of war workers, and conduct salvage campaigns.
- c. Brownie Scouts from 7 to 10 years old demonstrate their usefulness by making toys for day nurseries, swabs and paper containers for hospitals, and other articles needed in the war emergency.

4. Development of Girl Scout Programs in Public Housing Projects. The regional management staff should interpret the terms and scope of the agreement to local management. In developing programs in areas where troops have been established, local management should work with Girl Scout leaders in a community. If the project is in an isolated area where there is no Girl Scout organization, local management should report the situation to the regional management staff. Arrangements will be made by the regional management staff with the Regional Directors of Girl Scouts, whereby a Girl Scout representative will go into the isolated area and establish a new Girl Scout troop or troops.

REFERENCES:

The following publications of Girl Scouts, Incorporated, may be obtained from Girl Scout Regional Directors or from National Headquarters, 155 East 44th Street, New York, New York:

Who are the Girl Scouts?
Training Girls for Needs Today
Volunteers for Victory
Senior Service Scouts and the Defense Program
A Plan of Work for Girl Scouting, 1941-1943
Facts About the Girl Scouts
Victory Gardens
Farm Aides
Senior Girl Scout Farm Aides
A Million or More by Forty-four

PART III. Camp Fire Girl Programs

Introduction. The establishment of Camp Fire Girl groups has been recognized by the FPHA as an important service to young girls on public housing projects. Therefore, a formal agreement has been effected between the Camp Fire Girls, Incorporated, and the FPHA which will provide programs in leadership, recreation and special services for girls residing in these projects.

1. Scope of Agreement

- a. FPHA will provide minimum tenant activity space and basic equipment where adequate community facilities are not available, adaptable or easily accessible to the housing projects. These facilities are provided to meet the overall community activity needs of the tenants, as well as of non-project residents insofar as it is possible to do so without sacrificing essential services to tenants. FPHA also participates in planning Campfire Girl programs and it furnishes administrative supervision where project facilities are utilized.
- b. Camp Fire Girls, Incorporated, will cooperate by extending Camp Fire Programs, wherever possible, to meet the needs of girls in public housing projects.

In areas where Camp Fire Girl groups are established, programs which service projects will be integrated with the existing community organization. For instance, girls living in a public housing project may become members of Camp Fire Girl groups established in the neighborhood if the membership can accommodate additional girls. If established neighborhood groups cannot include additional members, new groups which serve both tenants and non-residents may be organized in the project and meetings held in rooms provided in the project facilities.

In isolated areas where troops have not been established, additional services are provided by Camp Fire Girls, Incorporated. Upon the request of the regional office of the FPHA, Camp Fire National Field Secretaries will go into the project or community and arrange for the organization of new groups.

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2. Wartime Services of Camp Fire Girls, Incorporated. The regular activity program of Camp Fire Girls, Incorporated, has been adjusted to a wartime service program which meets the needs of youth at a time when families are separated, fathers going to war and mothers to work, and when strange environments are encountered in war industrial areas. The objectives of this group is to maintain the physical and mental health of girls through normal recreation and to help them feel that they are contributing to the war effort.
 3. Training of Adult Leadership for Wartime Services. One of the difficulties in launching and maintaining this wartime program for Camp Fire Girls is the loss of personnel and leadership. To meet the problem, an apprentice plan has been worked out by Camp Fire Executives for training older girls and women in counsellors' duties. National Staff members, with the assistance of various community organizations, conduct adult training classes which are designed to train leaders for Camp Fire Girl groups. The purpose of the course is to give more training to present leaders and to train new leaders. Camp Fire field workers and executives will plan for leadership training courses in public housing projects where the need for such training exists and assistance will be provided in developing programs which will meet the needs of girls residing in these projects.
 4. Program of Camp Fire Girls. The program of Camp Fire Girls, Incorporated, which is planned to provide a schedule of various activities for girls of different age groups, has been adapted to meet the wartime needs. Camp Fire Girls participate in war service community activities by helping with clerical work and acting as messengers for local Defense Councils and the Red Cross, aiding in war stamp and salvage drives, helping to entertain and care for children in day nurseries, serving as farm aides and making articles for crippled children, Red Cross and USO Clubs. Camp Fire Girl activities provide opportunity for girls to acquire special skills in sports and crafts and to develop through well-rounded programs of recreation, cooperative enterprises and share-the-work experience.

5. Development of Camp Fire Programs in Public Housing Projects. The regional management staff should interpret the terms and scope of the agreement to local management. In developing programs in areas where Camp Fire groups have been established, local management should work with local Camp Fire representatives. If the project is in an isolated area where there is no Camp Fire program, local management should report the situation to the regional management staff. Arrangements will be made by the regional management staff with the National Field Secretaries of Camp Fire Girls, Incorporated, whereby this Camp Fire representative will go into the isolated area and establish a new group or groups.

REFERENCES:

The Guardian
Camp Fire Girls Annual Report, 1942

Copies of Camp Fire Girl publications may be secured from headquarters of Camp Fire Girls, Incorporated, 88 Lexington Avenue, New York, 16, N.Y.

Part IV: American Women's Voluntary Services

Introduction. The general function of the AWVS is to train women to serve as volunteers in community programs of varied scope and to work with other organizations in meeting the need for leadership.

1. Working Relationship between AWVS and FPHA. The National Headquarters of the AWVS is establishing a recreation department in order to train volunteers whose services may be used in setting up AWVS recreation corps in war-impacted localities. A program has been worked out on the national level between the AWVS and the FPHA which provides for the utilization by public housing of this new service of the AWVS. AWVS volunteers, trained in the National AWVS Recreation Department, will be available to establish and develop AWVS resident recreation corps on public housing projects. These recreation corps will be built up by utilizing the services of persons already interested and participating in volunteer programs and/or by recruiting and organizing new volunteer corps from the tenant group or the community.
2. Types of Recreation Programs which may be Developed. Under the AWVS trained volunteers, the following types of programs, which will meet the needs of all-age groups in housing projects, may be developed:
 - a. Social Recreation
 - b. Hobby groups
 - c. Craft activities
 - d. Dramatic programs
 - e. Musical programs
 - f. Playground activities
 - g. Sports and athletic programs
 - h. Forums and discussion groups
3. Procedure for Obtaining AWVS Assistance on Public Housing Projects.
 - a. The tenant group, in cooperation with the local housing management, will determine the extent of need for recreational leadership and will recommend the organization of a resident recreation corps.
 - b. Local management may make direct contact with the local unit headquarters of the AWVS to request aid in establishing this corps, or it may inform the regional FPHA office which in turn will notify the appropriate AWVS State or unit headquarters.

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- c. The AWVS official receiving this request will take the steps which are necessary to obtain a trained AWVS volunteer to work with local management and tenant groups in establishing the AWVS resident recreation corps.

4. Training of AWVS Volunteers for Recreational Leadership.

National Level. The National Recreation Association is assigning one of its staff members as instructor in the Recreation Department of AWVS where institutes in the field of recreation will be held for AWVS volunteers. These volunteers, after completing the required number of hours in the training course, will be eligible for assignment to temporary posts in the field for the purpose of organizing, establishing and developing recreation corps.

Local Level. Under the direction of these trained volunteers who are assigned to the housing project to establish the resident recreation corps, it is suggested that the following preliminary planning and organization be followed:

a. Establishment of an Advisory Committee.

- (1) Membership in this committee shall include representatives of the tenant group, as well as a representative of the local management staff.
- (2) The Advisory Committee may find it desirable to consult with those agencies in the community which are using or recruiting volunteers in recreation, as well as with members of the staffs of professional schools and colleges whose assistance would be helpful in planning the training of the resident recreation corps. These representatives would serve as consultants of the Advisory Committee but not as members of the Committee. Civic groups and organizations which should be consulted would include city recreation departments, Office of Civilian Defense, Camp Fire Girls, Girl Scouts, Boy Scouts, U.S.O., Y.M.C.A., settlement houses, et cetera.
- (3) The functions of the Advisory Committee shall be as follows:
 - (a) To determine training needs
 - (b) To select trained personnel
 - (c) To establish all-over plan for the training course
 - (d) To determine policy
 - (e) To appoint sub-committees
 - (f) To review work of sub-committees
 - (g) To work closely with the consultant organizations

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- b. Establishment of Sub-committees. Depending upon the size of the project and/or the number of tenants participating in the resident recreation corps, it may be desirable to establish operating committees, to be known as sub-committees, in order to set up a training course as follows:
- (1) Planning and Arrangements Committee. This committee would be responsible for:
 - (a) Details of organization
 - (b) Course content
 - (c) Publicity
 - (d) Certificates
 - (2) Recruiting and Interviewing Committee. This committee would be responsible for:
 - (a) Recruiting trainees
 - (b) Interpretation of recruiting service
 - (c) Selection of trainees
 - (d) Guidance of volunteers
 - (3) Placement Committee. This committee would be responsible for:
 - (a) Interpretation of the job possibilities
 - (b) Devising and carrying out placement plan
 - (c) Assigning trained volunteers to specific job
- c. Length of Training Course. The courses, which will be adjusted to the schedules of the participants, are broken up into six or eight sessions and usually involve from ten to twenty hours of work.
- d. Completion Certificates. The AWVS will award certificates to those who satisfactorily complete the course. These certificates will serve as identification of the qualified and trained volunteers.
- e. Uniforms. The privilege of wearing the official AWVS uniform is earned by the volunteer after 100 hours of volunteer service. The official grey smock may be worn in place of the uniform if desired.
5. Responsibility for Supervision of Trained Volunteers. Early in the planning stage, the Advisory Committee should formulate a definite program regarding the supervision of the volunteers when they actually take over their responsibilities as recreational leaders on the project. To meet this situation most effectively, the Advisory Committee should

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appoint one of its members to coordinate and supervise the activities of the trained volunteers. Inasmuch as the program must have continuity, it would be desirable to appoint as supervisor either a tenant, who has shown in the training course capacity for supervisory work, or a representative of the local management staff. If a tenant is appointed, the Committee should take into consideration the amount of time that she will be able to devote to the work involved, as well as the permanence of her residence in the locality. Since constant supervision and in-service training are particularly important to the trained volunteers, the supervisor should have an understanding of the actual problems which will arise as well as vision regarding the growth of the program and its presentation by the trained volunteers.

The supervisor's responsibilities would include the following:

- a. Planning over-all program
- b. Scheduling trained volunteers
- c. Checking facilities and equipment
- d. Holding staff meetings
- e. Reporting regularly to Advisory Committee
- f. Arranging for in-service training and utilizing the services of the consultant groups

When the need for technical advice or supplemental leadership arises, the supervisor and/or Advisory Committee may find it desirable to request the assistance of the local consultant organizations. If the housing project is isolated, the request for assistance may be sent to the appropriate state or regional offices of the consultant organizations.

Copies of this bulletin, as well as a list of FPFA regional directors and project services advisers, have been transmitted to the local and state headquarters of the AWVS.

PART V. U. S. Office of Civilian Defense and State and
Local Defense Councils

Introduction. It is the function of the U. S. Office of Civilian Defense and State Defense Councils to advise and assist local Defense Councils in carrying through effectively national programs essential to winning the war and in organizing to solve local community problems intensified by the war.

The Civilian War Services Branch of the National Office of the Office of Civilian Defense concentrates upon two major activities.

- (1) It adapts and channels urgently needed programs requiring the services of volunteers to local Defense Councils and communities, while helping these communities to build up and organize their volunteer forces for the most effective participation in such programs;
- (2) It aids State Defense Councils to help mobilize the resources of local Defense Councils into community machinery strong enough to deal with local war-time problems.

1. Organization and Function of Local Defense Councils. The local Defense Council, which is established by law or local ordinance, provides a point of coordination of the activities of Federal, State and local agencies responsible for the various segments of the national and community war effort. In order to avoid confusion and duplication of effort, it is essential that the program of these agencies fit into a single community plan.

For the first time, many communities have coordinated the activities of child care, recreation, nutrition, health, medical care, victory gardens, salvage collection and bond drives through one over-all planning group - the War Services Board of the Defense Council. The War Services Board of the local Defense Council serves as a central planning and coordinating body for National programs and Civilian War Services relating to the community.

Membership in the War Services Board is made up of representatives of major committees and service units of the Civilian War Services Branch of the local Defense Council as well as business, labor, professional, religious and civic leadership, who can secure community action.

The War Services Board establishes as many committees as are necessary to deal with the various problems in a local community.

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Some of the Civilian War Services committees that serve the interests of tenants in housing projects are as follows:

Child Care
Victory Garden
Recreation
Health and Medical Care
War Food and Nutrition
Information and Counseling

2. Public Housing and the Local Defense Council. Public housing in the community should be represented on the War Services Board. Such representation should be drawn from the housing management staff. In this way, the housing manager will be acquainted with the activities and resources of the local Defense Council and will be better able to make certain that programs developed in the project are a part of the total community effort.

Tenants of public housing projects like any other citizens may be appointed to serve on War Services Committees, such as recreation, child care, health, etc. This, of course, will vary in different communities depending upon the leadership available in the tenant groups.

3. Types of Services. Under the direction of the local Defense Council, the following types of services and activities may be developed:

- a. Block and Neighborhood Leader Service. (OCD Publications 3626 and 3630). Under the Block Plan, a community is divided into units of a small number of adjoining families. Each unit is referred to as a "Block". Programs carried on by the Block Leader Services are as follows:

- (1) Household participation in community programs -- tin can salvage, car-sharing, victory gardens.
- (2) Gathering data regarding need of child care, available housing, etc.
- (3) Assisting the Volunteer Office in recruiting volunteers.
- (4) Assisting the Manpower Committee in recruiting candidates for paid positions in war industry, the women's branches of the armed forces and professional nursing.

- b. Information Center. (OCD Publication 3626). Information centers are established by some Defense Councils to serve the needs of families moving into the community.
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They also furnish information regarding community services for the families on gardening and food preservation programs, on price and rationing problems, and provide books, pamphlets, maps, charts -- source material of all kinds.

- c. Volunteer Office. (OCD Publications 3626, 3629, and 3632). This office of the local Defense Council acts as the clearing house for volunteers and volunteer work. It is responsible for recruiting, registering, classifying and referring volunteers to all types of work. It can be of assistance when volunteers are needed and will either refer volunteers already on roll or recruit especially for a project. A specific request should be made for each type of volunteer worker needed. Duties and qualifications should be stated fully.
- d. Citizens Service Corps. (OCD Publication 3626). To give recognition to the millions of patriotic men and women of the Nation, who have volunteered their skills and energies to the winning of the war, the Office of Civilian Defense has established the United States Citizens Service Corps. Volunteers, carrying out the programs approved by the War Services Board, may qualify for membership in the United States Citizens Service Corps by registering in the Volunteer Office and by completing an approved training course or period of apprenticeship or by serving 50 hours in a field for which no training is required.
- e. Junior Citizens Service Corps. (OCD Publications 3623 and 3626). The Junior Citizens Service Corps provides a means for Defense Councils to correlate and intensify wartime services of groups of boys and girls, while safeguarding their welfare. It serves as a clearing house for all types of youth groups, encouraging cooperation but maintaining the integrity and individual differences of youth programs. Children and youth under 16 are eligible for enrollment as members of groups which participate in approved war service projects under recognized leadership.
- 4. Availability of Public Housing Project Facilities for War Services Programs. Where adequate community facilities are not available, adaptable or easily accessible to the housing projects, the FPHA provides minimum tenant activity space and basic equipment. These facilities and equipment are provided to meet the overall community activity needs of the tenants. The principle of maximum tenant use, however, does not exclude the use of these facilities and

equipment by non-project-residents. The decision as to whether and to what extent the facilities and equipment may be used by non-resident groups is based upon the capacity of such facilities and equipment in relation to total tenant need. Generally, use by groups composed entirely of non-residents is not permitted.

5. Procedure for Maximum Utilization of Resources of Local Defense Councils on Public Housing Projects. It is the responsibility of the local management to utilize fully the resources of the community in planning, operating, financing and evaluating programs, such as recreation, child care, protection, safety, sanitation, health, education, etc. This can be accomplished more readily if the project manager is familiar with the local Defense Council and the War Services Branch. As stated before, it would be desirable for him to be a member of the War Services Board or of the appropriate committee in order that he may be cognizant of the War Service program.

However, whether or not he is a member of the Council or of a Committee, it is desirable for the project manager to discuss the needs for services on the housing project with the Defense Council. At the same time, he should indicate the project facilities that are available for activity programs. Following is a list of facilities that may be utilized in carrying on these programs:

a. Community Hall and Club Rooms.

- (1) Meetings of defense groups and classes for training air-raid wardens, auxiliary policemen, auxiliary firemen, fire watchers, child care aides, recreation leaders, for health and education programs, etc.
- (2) Sewing groups, Red Cross units, or other groups concerned with preparing surgical dressings, blackout materials, etc.
- (3) Morale activities, such as social gatherings, dances, motion pictures, reading, games, clubs and other recreational activities for children and adults.

b. Kitchen and Community Hall.

- (1) Preparation and serving of food for mass emergency feeding.
- (2) Preparation of hot lunches for child care activities.

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- (3) Consumer study centers and demonstration classes in nutrition.
 - (4) Food preservation centers.
 - c. Clinics and Infirmaries.
 - (1) Emergency first-aid stations
 - (2) Epidemic Control Centers (administering anti-toxins, etc.).
 - d. Child Care Centers.
 - e. Playgrounds.
 - (1) Recreational activities for children and adults.

PART VI. Boy Scouts of America

Introduction. Recent dealings between representatives of the Federal Public Housing Authority and the Boy Scouts of America have paved the way for a national plan of cooperation, whereby the program of Scouting will be made available to more boys living in and near public housing projects. Regional and local officials of both organizations are being notified of this opportunity for cooperation and are urged to discuss with each other local ways of organizing the program.

1. Boy Scouts of America. The Boy Scouts of America was chartered by Congress in 1916 for the purpose of promoting "the ability of boys to do things for themselves and others, to train them in Scoutcraft, and to teach them patriotism, courage, self-reliance, and kindred virtues by placing emphasis upon the Scout Oath and Law for character development, citizenship training, and physical fitness."
2. Program. Scouting is a vigorous program of outdoor activities. The Scout program covers three age groups -- Cubbing for boys from 9 to 11, Scouting for boys 12 years of age and up, Senior Scouting for boys of 15 and over. Senior Scouting includes Sea Scouting, Explorer Scouting, and Air Scouting.
3. Organization. Boys are organized in Troops (Cubs are organized in Packs) of at least eight boys connected with some institution as sponsor such as a church, a school, a housing project, or a group of citizens; each institution sends a representative to the Local Scout Council which has charge of Scouting in a given area; Local Councils send delegates to the National Council, the governing body of the Boy Scouts of America. The sponsoring institution selects a Troop Committee or Pack Committee, which in turn selects local qualified men as Scoutmasters or Cubmasters and assistants. The Local Council furnishes the necessary training for these new leaders, provides supervision and help and access to camping facilities.
4. Policies. Scouting is nonsectarian and is officially endorsed and utilized by all of the major church groups - Catholic, Protestant, Jewish, Mormon, etc. Boys of all races and nationalities have access to the Scout program. Scouting is neither military nor antimilitary and its activities provide training to make a good citizen or a good soldier.

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5. Statistics, December 31, 1943.

No. Local Scout Councils 540 Total Registered Boys 1,268,785
 Total Troops and Packs 51,953 Total Boys and Leaders 1,613,783
 Total Membership Since Organization in 1910 -
 more than 11,400,000 (estimated)

6. War Service. Scouts have taken part in forty-seven projects at the request of the Government.

They distributed 81,198,278 pieces of Government literature.
 Collected 73,107,019 lbs. of scrap rubber.
 Collected 292,008,406 lbs. of scrap metal.
 Collected 9,808,406 lbs. of tin cans.
 Collected 1,134,307 lbs. of grease.
 Collected 44,405,803 lbs. of waste paper.
 Collected 8,832 musical instruments for military camps.

7. How to Organize a Troop or Pack. Those desiring to organize Cubbing or Scouting in a housing project should communicate with the Boy Scout Executive of their territory. He can be located through the Boy Scouts of America listed in the telephone directory.8. Publications of the Boy Scouts of America. The following is a selected list of publications on Scouting. These may be secured from Boy Scouts of America, 2 Park Avenue, New York City. A complete list of publications may be secured from that office also.

Fundamentals of the Boy Scout Movement..... #3737
 (Introductory Training Session)

Scoutmasters' Training Course
 Guidebook for Course Leaders
 (Notebook for Course Members Included)..... #3732

Starting a Boy Scout Troop..... #3084

Ten Steps - Pack Organization Training Course..... #3710

The Cubmaster's Packbook..... #3200

Handbook for Scoutmasters (2 volumes)..... #3500

Handbook for Boys..... #3100

Boys' Cub Books:

Wolf Rank..... #3223
 Bear Rank..... #3243
 Lion Rank..... #3244

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The Scout Program in Protestant Churches.....	#3785
Scouting for Catholics.....	#3294
Jewish Manual	
Lutheran Manual	
Food for Freedom	
Report on War Service	
Scouting in Wartime	
Scouting in Less Chance Areas	
List of Troops by Sponsoring Institutions	

PART VII. Jewish Centers - National Jewish Welfare Board

Introduction. Recognizing the need for service to tenants in public housing projects, the National Jewish Welfare Board has entered into a working relationship with the FPHA in order to stimulate increased opportunities for cooperation on a local level between the constituent organizations of the Jewish Welfare Board and local housing authorities or housing managers. The FPHA recognizes the constituent organizations of the Jewish Welfare Board, generally known as the Jewish Center agencies, as the principal Jewish youth-serving organizations on the local level.

1. Jewish Center Programs. The National Jewish Welfare Board is the parent organization of some 325 Jewish Centers, Young Men's and Young Women's Hebrew Associations and similar organizations in communities throughout the country. These organizations are commonly known as Jewish Centers. Although policies and practices vary in different localities, these Centers in general are concerned with the recreational and educational needs of children, youth, and adults in the local Jewish community. Jewish Center facilities are generally available to all community groups.

The average Jewish Center has available a well-rounded program of activities for children, youth, and adults, including clubs, special interests, recreation, physical education and adult education, which are conducted in the Center and under the auspices of the Center leadership. Jewish Centers usually have available facilities for meetings of groups, social activities, health and recreational programs, forums, lectures, concerts, etc. In addition, some Centers conduct a camping program.

Through the National Office of the Jewish Welfare Board, these Jewish Centers are being encouraged to cooperate with local housing authorities and local housing managers to help provide services to Jewish tenants in public housing projects.

2. Suggested Arrangements. Local housing authorities or local housing managers and the Jewish Center Director should explore the ways and means of developing adequate programs to meet the needs of Jewish tenants. It may be desirable to encourage the Center to develop extension activities that would be conducted at the housing project, using the project community facilities. Where it is practical, the local housing authority or housing manager should encourage groups that have developed within the housing project community to utilize the more extensive facilities and services that are apt to be found in the Jewish Center and to participate in its program of community activities.

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3. Publications of the National Jewish Welfare Board. The Jewish Welfare Board has available a long list of publications of program materials as well as descriptive material concerning Jewish Center Activities. A selected list of program material that might be of interest to local housing authorities and housing managers is as follows:

Program Aids - Subscription - \$2.00 per year
Music for Jewish Groups - Judith K. Eisenstein - \$1.25
Folk Dances for Jewish Centers - \$.10
Festival Crafts in the Jewish Center - Temima Gezari - \$.5
Leadership Training in the Jewish Center - \$.75

PART VIII. Young Men's Christian Associations - National
Y.M.C.A. Council

Introduction. The National Y.M.C.A. and the FPFA have entered into a working relationship to stimulate further joint planning between local Y.M.C.A. organizations and local housing management.

1. The Young Men's Christian Association. The Y.M.C.A. is a world-wide Christian organization of men and boys. It was first organized in London in 1844 and spread to the United States, beginning in 1851. Since then Y.M.C.A.'s have been established in 62 different countries throughout the world. The announced policy of the Y.M.C.A. is to try as a christian organization, to help build the kind of a world in which the highest ideals of personal and social living may be best realized. Each local Y.M.C.A. is a legal, autonomous unit, and where property is held, is incorporated under State law. These local units form a National Council which is the legislative body for the movement and through which general policies are established.

A local Y.M.C.A. is operated by a Board of Directors, standing committees made up of volunteers, and a professional staff. The programs generally include activities with young men, boys and adults, and latterly, in some instances, with women and girls, though usually in mixed groups. Activities are those dealing with physical fitness; education--formal and informal; cultural and social interests, and religion. An interest in character building runs through most of these activities in a well-organized Y.M.C.A. The chief program method is "group work" which deals with boys and young men in small groupings set up for democratic participation in program activities. Careful individual attention is also given to members, especially in personal counselling and in relation to their physical development.

2. The Y.M.C.A and FPFA Projects. Where FPFA projects are located in or near cities in which there is an established Y.M.C.A., there are two general types of service which the Y.M.C.A. can render within the limits of its staff, facilities and financial resources.
 - A. Extension Services of the Y.M.C.A. in the Project.
A staff member cooperating with the management of the project can accomplish the following:

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- (1) Organization of a tenants' council or management committee, and training such council or committee to plan its own program and select its own leadership for program activities. This has been done in a number of places in cooperation with management.
 - (2) Organization of clubs of boys, young men and teenage groups in harmony with the plans of the council or committee. These may include standard Y.M.C.A. clubs such as the Hi-Y, Phalanx, Father-and-Son, Indian Guides, as well as other special-interest groups such as airplane building, craft activities, stamp clubs, glee clubs, discussion groups, etc.
 - (3) Training of leadership within the project for such activities as athletics, social recreation, operation of movie projectors, etc. (The Y.M.C.A. believes that this is more desirable than simply attempting to furnish leadership for these activities from an "outside" source.)

B. Services in the Y.M.C.A. Building. Most Y.M.C.A.'s have facilities for social recreation, clubs, forums and meetings, games of many kinds, reading, gymnastic activities and often swimming. Facilities and leadership will vary according to size of the city and supporting community. These facilities and leadership may be made available to people in the projects in several ways:

- (1) By individual memberships which give access to all privileges. Fees would conform to the rules and regulations of the Y.M.C.A.
- (2) By group membership. A club in the project might want to use the facilities of the Y.M.C.A. on stated or special occasions. This could usually be arranged on a certain day of the week or for a certain part of the year. This would require some special arrangement as to costs and leadership.
- (3) By special privilege. A co-ed club or an athletic team might want to use the Y.M.C.A. facilities for a special occasion. Or, a whole group of young people might want to go to the Y.M.C.A. for a special event. This could be arranged in many places without charge.

In cases such as (1) and (2) it has been found that a joint committee from the Y.M.C.A. and the project can work out a satisfactory plan and develop desirable types of programs.

Where housing projects are not located near communities having local Y.M.C.A.'s, it is still possible to get aid in organizing Hi-Y clubs of high school boys, and similar groups for older and younger by seeking advice from the nearest state or inter-state "Y" office, or by writing the Program Section of the National Council, 347 Madison Avenue, New York 17, New York.

PART IX. Travelers Aid Services - National Travelers Aid Association

Introduction. The National Travelers Aid Association and the FPFA entered into a working relationship for the purpose of stimulating further cooperation between local Travelers Aid Offices and local housing management in dealing with individual and family problems of persons moving to and from public housing projects. The FPFA recognizes the National Travelers Aid, its autonomous societies and its USO Travelers Aid Services as a major resource for helping travelling people who are in trouble.

1. Travelers Aid Services. Travelers Aid Services may be described as of three types;
 - a. Information and Direction Service. To meet the needs of the newcomers to a community for responsible and accurate information, Travelers Aid is equipped to help with information about housing, recreational resources, church activities, medical facilities, location of friends and relatives, et cetera. Resource files are kept up to date; with respect to housing accommodations, price ranges of various types and locations are included. (There is no commercial relationship between Travelers Aid and landlords or rental agents.)

This type of service is available to persons capable of retaining responsibility for their own social plans, but who, because they are strangers, need individualized information and direction from a central reliable source. It may, or may not include considerable personal assistance in helping the individual to utilize a community's resources to the fullest extent.

Past experience of Travelers Aid offices in areas where war housing projects are operating indicates that newly arriving war workers seek information about the location of projects and procedure for securing such housing, sources for purchase of new and used furniture, local transportation and eating facilities. After the individual has located in the community, requests center around recreation and social club resources including church and volunteer service activities, and more specific questions such as mail to men in the armed forces, child care centers, and medical facilities.

Careful sifting of such inquiries, on an individual basis, reveals whether more serious problems lie back of the initial inquiry which need help on another level.

- b. Travel and Appointment Service. The complications of modern travel often cause perplexity for inexperienced, infirm, elderly or young travelers. These and other persons, such as runaways and irresponsible persons, need to have their journeys safeguarded at change points; also at destinations, friends and relatives may fail to meet travelers and their bewilderment in a strange city can become quite disturbing.

Travelers Aid protects the welfare of such travelers through its travel service program. A distinctive Travelers Aid procedure is the prearranged appointment, usually made by telegram from the city of departure to Travelers Aid representatives at change points and destination who are advised of arrival time and the nature of the traveler's situation. This chain of service for those who need it, helps to prevent mishaps that might otherwise occur.

Requests for travel service from persons living in projects usually are of two kinds. First, a request for assistance in travel by an individual who has found it necessary to return to his home community. Second, the more frequent request from war workers who have made arrangements for a unit on the project and wish to send for their families to join them, as in the following example:

Mr. A., a machinist, had left Tennessee for an aircraft job. After six weeks, he rented a dwelling and sent for his wife, six months pregnant, and two small children. With the help of the Travelers Aid worker, train schedules were worked out and arrangements made for Travelers Aid assistance at the three stations where Mrs. A. had to change trains.

Not infrequently a request for travel service will reveal a complicated social situation which opens up the opportunity for the Travelers Aid worker to offer services on a more comprehensive basis. Travel service is available to resident persons who need special attention while enroute and is widely used by other local agencies for their clients who need to travel.

- c. Service to Persons with More Complicated Problems. The majority of social situations of moving people or people who have recently arrived into a community are emergent in character. The service to these people, therefore, is keyed to meeting the problems involved quickly, in order to prevent further complication or the persons moving on with problems unsolved. If after a period of residence, the family situation indicates to Travelers

Aid need for a long-time service, referral is arranged to a social agency providing such service. If it is determined that the stranded person will move on to a place where opportunities for adjustment seem possible but continuing help is needed at the destination, transfer arrangements are made through the Travelers Aid service in that city.

The area of Travelers Aid service which would be most helpful to the FPHA officials would seem to be assistance to project residents who become temporarily or permanently unemployable, who have marital problems which upset family life, who have children in difficulty, or who wish advice about personal problems.

2. Suggestions to LHAs and Managers. Local management should develop working relationships with local Travelers Aid offices to insure mutual understanding and cooperative action in the handling of individual and family problems that call for Travelers Aid services. Inasmuch as local management often has knowledge of the personal problems of tenants, they should refer individuals to the Travelers Aid when the services described above are needed.
3. Sources of Information on the Location of Local Travelers Aid Offices. Information on the location of the nearest Travelers Aid office may be secured either from the National Travelers' Aid, 425 Fourth Avenue, New York City, or from the FPHA regional office.

PART X. Settlements - National Federation of Settlements, Inc.

Introduction. The National Federation of Settlements, Inc., and the FPFA have entered into a working relationship in the interest of stimulating further cooperative planning between local settlement workers and local management.

1. Active Interest of Settlements in Public Housing. The first hand experiences of settlement workers of life in city neighborhoods all over the country has lead to a deep conviction of the need for public provision of low-rental housing, and as a result they have taken an active part in the housing movement from its beginning.

The National Federation of Settlements has stimulated a public interest in housing among all its own members and has helped to educate public opinion by studies, meetings and reports.

2. Settlement Programs and Services. The National Federation of Settlements has 152 member houses in 56 cities situated in 23 states and the District of Columbia. Of these, 23 houses report some cooperation with housing developments. Since one of the functions of the settlement is to encourage neighborhood organization, any settlement in the neighborhood of projects will offer its facilities and leadership to bring the tenants into relationship with the neighborhood as a whole for neighborhood betterment.

The settlement works with men, women, boys and girls, and concerns itself primarily with the family. Most settlements offer opportunity for self-organized clubs to meet under good leadership. They also provide instruction in many skills, depending upon the needs and interest of the neighborhood. Some of the most frequently found are music, dramatics, crafts, pottery, painting, photography, cooking, sewing, home planning, nutrition, consumer interests, and dancing. Settlements usually have gymnasiums where physical recreation programs are carried out, and leadership provided to meet the needs of all ages.

Many settlements house nursery schools and day-care centers for children, and almost all provide a wide variety of programs for free hours of school-age children.

If a settlement is situated near a housing project, it is often possible for the settlement to take some responsibility along with the tenants to organize a program. How much any settlement could do depends largely on the resources of the

settlement and the facilities offered. As there is no set program for a settlement house, a great variety of forms of cooperation have been worked out. In one case where the settlement property was torn down to make room for a housing development, the settlement provides leadership for recreation in the project facilities. In another, a reciprocal agreement has been worked out by a settlement and a local housing authority whereby the settlement building will become the recreation center for the project, when built. In several other cities the settlement cooperates with the management in providing leadership for all forms of tenant activity, both within the project and in relating the project tenants to the neighborhood. In another, settlement facilities are used for the most part but the settlement also provides staff workers for supervision of activities held in the project and open to all the neighbors.

3. Suggested Approach to Planning with Settlement Workers.

Local management should get in touch with settlements in their locality or write to the Secretary, National Federation of Settlements, 147 Avenue B, New York, New York, to inquire where settlements are located in relation to the various projects.

Part XI. National Recreation Association - Public Recreation
Departments

Introduction. The National Recreation Association and the FPHA have entered into a working relationship to further cooperation between the two agencies in dealing with public recreation problems and to stimulate further cooperation between local departments of recreation and local housing management.

The FPHA recognizes the NRA as the national private agency whose services encompass the broad field of recreation and as the agency primarily representing public recreation interests.

1. Services of the National Recreation Association. The NRA is a national clearing house and service agency for a wide range of recreation problems and activities -- organization, finance, administration, leadership, areas and facilities, playground activities, physical recreation activities, music, drama, arts, crafts, nature, home play. Its services are available to housing authorities through its Correspondence and Consultation Service, Recreation Magazine, bulletin service and special publications. The Association maintains a district field service through which some 600 cities receive personal service yearly. This field service is designed primarily to assist in the development and administration of local public recreation programs. Field workers serving cities which have public housing assist in developing cooperative relationships between local housing management and recreation superintendents.
2. Services of Local Public Recreation Agencies. Local public recreation agencies are equipped to help in planning areas and facilities, training leadership, advising on financial and administrative problems and program planning. Where budget resources permitted, they have assigned staff workers to housing recreation programs. The facilities operated by these agencies are available to individual tenants or tenant groups on the same basis as for others in the locality.
3. Selected List of Publications. There follows a selected list of publications which may be secured from the National Recreation Association, 315 Fourth Avenue, New York 10, New York:

NHA
FPHA
5-25-44

Bulletin No. 61

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Seven Hymns for Everyone, 2¢ apiece, per 100..... 1.10
Songs for Informal Singing, Set 1, 10¢ apiece, per 100 7.50
Camp Songs Booklet, 5¢ apiece, per 100..... 1.00
(plus postage)

A complete list of publications is contained in the pamphlet
intituled "Publications on Play and Recreation" which may be
secured, without charge, from the NRA,

Part XII. The National Urban League

Introduction. The National Urban League and the FPHA have entered into a working relationship whereby the services of National and local league staffs are made available to housing management in advising on inter-racial matters.

The National Urban League is a social planning agency primarily concerned with the general social welfare of the Negro population, and with race relations. The League is an inter-racial organization in that its board and committees are composed of white and colored citizens who share a common interest in improving the social and economic status of the community.

Affiliated locals are distributed strategically in cities throughout the country. Each affiliated league is autonomous, providing for its own budget, electing its own board and committees, and following the national program and objectives in the light of the social needs and resources of its own community.

1. Program. The National Urban League, through its departmentalized staff, carries on a national program. It conducts social surveys in various sections of the country, gives guidance to its affiliates, and coordinates the efforts of affiliates. The League has taken the leadership in stimulating and organizing vocational guidance of Negro youth. To provide trained leadership in the field of social work, fellowships to outstanding schools are given annually. The League publishes a magazine, "Opportunity". A League objective of major importance is the full and efficient utilization of Negro labor in war industries.

The local affiliates give their communities professional and sound advice on social and economic problems affecting Negroes. They endeavor to improve the status of Negro workers by improving personnel practices in industries through interpretation to management of legitimate grievances and worker rights. Most important of the League's activities are those directed toward a "clearing of the air" of false conceptions of Negro workers held by white employers and workers conceived out of emotional attitudes and prejudices. This work is conducted through consultation with personnel directors, municipal officials, and worker groups, through publication of pamphlets, leaflets, and articles in trade journals, and by radio broadcasts and speeches.

2. Services to FPHA. Local management will be interested in securing services of the National Urban League and its affiliated locals in communities where there are both white and colored workers. Since the League's activities are **not** limited to "trouble-shooting", management should not hesitate to consult with the League merely because no pressing social problems are in evidence.

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3. Further information regarding the League, location of affiliates, and services of that Agency may be obtained by writing

The National Urban League
1133 Broadway
New York 10, New York

The Southern Field Office serves the deep South. Inquiries from that area should be addressed to

Southern Field Office
National Urban League
Box 343
Atlanta University
Atlanta, Georgia

PART XIII. Boys' Clubs of America

Introduction. The National Boys' Clubs of America and the FPFA have entered into a working relationship whereby Boys' Clubs may be established on or near FPFA projects.

A Boys' Club is a locally sponsored, financed and directed organization which provides boys from low-income families with leadership, companionship, recreation and constructive activity during their leisure hours.

1. Program. The programs of Boys' Clubs vary somewhat, according to communities in which they are established, the facilities and leadership available, and the needs and characteristics of the boys themselves. A program may include recreational and social activities, physical training, athletics, swimming and life saving, reading, book lending and other library activities, educational and vocational classes, motion pictures, dramatics and debating, bands, orchestras, glee clubs and other cultural activities, group clubs, behavior and vocational guidance.

The wartime program of Boys' Clubs has been expanded to include such direct contributions to the war effort as the collection of scrap and other needed materials, selling war bonds and stamps, making stretchers, splints, and games for the Red Cross, U.S.O. and Merchant Marine, and raising food and helping farmers. A pre-service training program has been developed for older boys.

2. Organization. A Boys' Club is composed of the following:
 - a. A governing body of representative citizens eligible to serve on the board and to hold offices which are open to persons of all nationalities, religious and political beliefs.
 - b. A qualified full-time paid director.
 - c. Qualified full-time and part-time leaders and instructors.
 - d. Club workers whose major social work interest is in understanding boys and their problems, in advising and guiding them and developing their skills, and in carrying on programs designed to provide constructive activities for boys.
 - e. A membership of at least 100 boy members enrolled in any 12-month period.
3. Membership in National Organization. A Boys' Club may become a member club of the national organization upon meeting the minimum requirements for membership. The Executive Director of Boys' Clubs of America is empowered to designate as provisional members those organizations which are striving to meet minimum requirements for membership.

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4. Policies. The program and leadership of Boys' Clubs are non-sectarian and non-political. All boys of ages 8 through 15, regardless of nationality or religion, are eligible for membership; boys under 8 and over 15 also may be admitted where a local club thinks advisable. An interesting, diversified program of wholesome and instructive activities is maintained. Since it is recognized that "problem" boys may be driven toward delinquency by exclusion from club membership, boys in special need of guidance are not excluded or dropped from membership without careful consideration of each case. Instruction and guidance is conducted on a mass, group, and individual basis. Much of the guidance is carried on through an informal and friendly relationship. Membership fees and other costs shall not be so large as to exclude needy boys from membership. Boys are encouraged to participate in planning and operation of activities. Close cooperation is maintained with other community agencies and organizations when it is important to coordinate Boys' Clubs program with activities of those agencies.
5. Operating Standards include the following:
- a. Adequate local financing.
 - b. Membership and personnel requirements as described in paragraph 2.
 - c. A clubhouse or club quarters for boys and for boys' activities exclusively except as others are invited to participate in certain activities, or for such occasional use as does not substantially limit the use of the rooms and facilities by the boys. There should be space sufficient for game rooms, a reading room, one or more vocational classes, and office space for the director. In addition to this space, it is desirable to have periodic use of larger spaces for physical training, athletics and assemblies.
 - d. Clubhouse or club quarters open and activities available to club members at least nine months in the year, five days per week, and three hours per day.
 - e. Admission of all club members to clubhouse during all hours it is open, except for such limitations as may be desirable for various age groups.

When a Boys' Club is operated as a branch or extension of an existing club and the members of the branch are eligible to participate in the activities of the central club, the requirements as to space, number of members, scope of program, and the director, are reduced.

6. Establishment of Boys' Clubs on FPFA Projects will depend upon what facilities and leadership are available, and upon plans for local financing. Where a Boys' Club cannot be established on a housing project, it may be possible to establish one as a community enterprise within walking distance of the housing unit. Where there is a

Boys' Club already established, the local housing management should consult with the club officials concerning establishment of a branch or extension Boys' Club in or near the housing project.

7. If further assistance is desired, it may be requested from the national organization,

Boys' Clubs of America
381 Fourth Avenue
New York 16, New York

Through correspondence and through its field staff, Boys' Clubs of America is able to maintain a service to its member and prospective member organizations. This service includes program and methods planning; advice and assistance concerning buildings and equipment; the recruitment, training and placement of personnel; advice and assistance in development and financing; and the planning of institutes and conferences.

Part XIV. The Family Welfare Association of America

Introduction. The Family Welfare Association of America and the FPFA have cooperated in preparing the following statement to acquaint housing management with the services available from family case work agencies.

The Association is a voluntary federation of 229 leading public and private family service agencies in the United States and Canada. It was created by the agencies themselves for the purpose of sharing their experience and working together toward the common goal of improving their services on behalf of families.

1. Purpose. The general purpose of family welfare agencies is to assist families and individuals in developing both the capacity and the opportunity to lead personally-satisfying and socially-useful lives. This general purpose involves two primary functions, to which other activities are incidental:
 - a. Assistance in developing and making use of personal capacities through social case work treatment of strengths and handicaps which lie in the personality or the immediate environment of the individual.
 - b. Community activities leading toward the correction of conditions which lie outside the control of the individual but which block his capacity to lead a satisfying and socially-useful life.
2. Local Family Welfare Services. The family agency in the local community has skilled case work service to meet many of the personal and family problems which come to the attention of the housing project manager. Since there is variation in different communities it is necessary to consult the local agency for specific information as to available resources, but in general the family agency offers the following case work services:
 - a. Services Related to Family Discord. Discord between the parents may disrupt the home and create fear and anxiety in the children. Problems in family relationships are frequently intensified as a result of such war-time conditions as separation due to Army service or defense employment, lack of adequate housing, overcrowding or lack of community facilities and need for adjustment to a new community. Consultation with the case worker can help disturbed parents to find constructive solutions. The case worker does not lay down instructions or use either dominating or over-persuasive methods, but uses skilled interviewing to help people come to an increased understanding of themselves and their problems.

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- b. Day Care For Children of Working Mothers. The family case worker is used for consultation to working mothers as to care available, or whether going to work will best meet the family needs, and the type of work which will interfere least with family responsibilities. Frequently the actual planning in regard to fees and admission requirements for day-care is handled by family agency workers.
 - c. Family Financial Planning. Increase in living costs and taxation, enforced savings plans and consumer rationing have brought financial problems to all families. Even if there is adequate income, unusual expenses or poor management may create actual need. The case worker can help with budgeting and planning of expenditures in the light of understanding of the family's special needs.

The private family agency usually has resources for temporary financial assistance where such help is part of a constructive plan for meeting the family problems. In cases needing long continued relief, the agency can advise about resources available through public welfare agencies.

- d. Vocational Advisory Service. In spite of available employment, many persons continue to have difficulty in adjusting on the job. The person who is unadjusted in his work may require vocational counseling, or more deep-seated treatment of personality problems. The family case worker may handle such problems directly, or in cooperation with psychological and psychiatric resources in the community.
- e. Meeting the Family Problems Resulting from Illness. The family case worker can advise about resources for medical care and help the sick person to accept treatment if fears and misconceptions have created resistance to medical care. In cases of mental illness, the family may have special need for help in understanding the problem and arranging for care of the patient. Illness can cause financial need or create problems in regard to the care of the children. The family agency can meet these needs either through its own service or through referral to other agencies.
- f. Visiting Home-Maker Service. Many family agencies provide care for children in their own homes, either as a temporary or a long-time plan, through the use of a housekeeper in motherless families or where the mother is ill or out of the home.
- g. Counseling in Regard to Behavior Problems of Children. Children's problems which may range from serious delinquency, such as stealing and destructiveness to excessive timidity require intensive treatment based on understanding of the underlying family relationships. The family case worker frequently works in cooperation with the juvenile authorities in cases of serious delinquency but many types of children's problems are appropriate for handling on a basis of consultation between case worker and parents.

b. Youth Guidance. War conditions have intensified many problems of adolescent girls and boys. Frequently young adolescents have left their homes to work in war plants in communities which are new and strange to them. They need help in regard to vocational planning, budgeting, housing, recreation and personal problems.

3. Availability of Services of Family Agencies to Housing Management and Tenants. The family agency in the community may respond to a request for service either from the family or individual directly or from the housing manager. Since the agency's usefulness will be dependent upon the applicant's desire for help and participation in the planning with the case worker, it is preferable to have him make his own application to the agency. The family agency worker will, however, also want the benefit of information available to the housing manager and may suggest to him how the applicant can be interested in the services of the agency.

To make the best possible use of the agency it is suggested that the housing manager arrange for conferences with the family agency in order that there may be a close working relationship based on mutual understanding. The family agency and the housing manager have a mutual interest in fostering wholesome family life. To meet this goal on a case-by-case basis, it is essential that housing and family agency workers understand the distinctive services which each has to offer to families threatened by war time strains.

In localities where family agency services are inadequate or non-existent, the housing manager may wish to join with others in his community in calling on the Family Welfare Association of America for assistance in development of services. The Family Welfare Association of America has special facilities for field service to war-pressed communities. For further information, address inquiries to Morris Zelditch, Director, War Service Program, Family Welfare Association of America, 122 East Twenty-second Street, New York 10, New York.

Part XV. Play Schools - Play Schools Association

Introduction. The Play Schools Association and the FPHA have entered into a working relationship to assist in establishing play schools for school age children in housing projects.

1. Program. The Play Schools Association is a national agency concerned with the out-of-school care of the elementary school-age child, both in war time and in times of peace. The association coordinates the resources of many social and educational agencies, offers teacher and parent guidance, publishes pamphlets, and advises on plans and procedures for children's out-of-school activities. It conducts its own centers which serve as training areas for students and volunteers.

Play Schools, also called Play Centers or Child Care Centers, are conducted in school buildings, settlement houses, churches, housing project facilities and other suitable buildings. In New York City, for example, the Board of Education has given the use of some school buildings the year around, and has provided a number of teachers as part of its plan for the summer care of children. The Centers are open after school, Saturdays, and all holidays in winter, and all day in summer. Children are registered given physical examinations, and placed in age groups. In Play Schools, they play with other children, are served nutritious foods, have rest periods, go on trips, and enjoy a work-play program. The Play Schools help the school-age child to manage the problem of his free time, which he cannot do by himself. The guidance in group life provided by Play Schools, therefore, is of special importance to those children whose mothers work in war industries or as substitutes for men in civilian life, or those whose parents are unable to give continuous and understanding supervision to their young, and those who need group care because of health or social reasons.

2. Play Schools in Housing Projects. The need for Play Schools may be greater in some FPHA housing projects than in most other communities. Management or tenant associations interested in starting a Play School in or accessible to a housing project may request the assistance the Play School offers through correspondence, written materials, office consultations and occasional field trips. Requests for advice or literature should be addressed to:

Play Schools Association
119 West Fifty-seventh Street
New York 19, New York

3. Listed below are materials useful in establishing and operating Play Schools:

Handbook on Play Schools - For Group Leaders and Teachers (Plans -
Procedures - Materials for the All-Day Care and After-School Hours
of Children)..... \$.15

Play: A Yardstick of Growth.....	\$.20
Let Them Play - A Primer to Help Children Grow Up.....	.40
Play Materials Made from Waste.....	.15

PART XVII. Young Women's Christian Association - National Board, YWCA

Introduction. The National Board of the YWCA and the FPHA have entered into a working relationship. In its work with community YWCA's throughout the country, the National Board of the YWCA will call attention to the needs of tenants of public housing projects for YWCA services and programs, and encourage joint planning with local management, and will suggest ways and means of utilizing YWCA facilities and staff to serve tenants of public housing projects.

Program of the YWCA.

A. School girls 12 to 18 years.

1. Girl Reserve clubs under adult leadership include a program of health and recreation, discussions on vocational problems, help in personal relationships, a wide variety of co-ed activities, arts and crafts, understanding of religion as basic to life, citizenship training and the development of social responsibility. Clubs have their own officers and plan programs with the help of an adult leader. If new groups are established to serve tenants of a housing project, the cooperation of local management will be needed in securing these leaders. The YWCA staff member may be asked to assume responsibility for the leader's training and supervision.
2. Classes in physical fitness, swimming and other sports and health counseling are available in communities where the YWCA has facilities for such activities and a Health Education Director to supervise them.
3. Day Camp programs may be conducted, using the facilities of the project, a nearby park or other outdoor spot, or in the YWCA itself. This provides an all-day summer program with experience in camp craft, nature lore, hobbies, trips, war services and the opportunity for supervised recreation with other teen-age girls. If a local YWCA is planning a Day Camp program for girls aged twelve to eighteen, local management may ask to be included in cooperative planning to serve project tenants.
4. Outdoor camping. Wherever a YWCA camp is available, the staff may be asked to work with the Project Services Adviser to make it possible for tenants to participate in camping activities with other girls their own age.
5. Teen-age canteens, or "night clubs", may be sponsored in cooperation with the YWCA and other youth-serving agencies. The local YWCA staff cannot take full responsibility for supervision of such centers where project facilities or other community space is used, but the YWCA staff member may be asked to assume a share in securing and training volunteers, in working with adolescent leaders and in providing supervision in cooperation with other professional leadership in the community.

B. For Employed girls.

1. Clubs for girls working at professions, in factories, stores or offices, give young women an opportunity to create their own social life and develop as leaders in their own groups and as adult citizens in their community. The club program includes discussions of job problems; preparation for marriage; group health and vocational counseling; consideration of community, national and world-wide problems through forums or discussion groups; understanding of minorities; physical fitness projects; opportunities for co-ed activities and a wide variety of experience in meeting new people and making friends.

Such groups may be organized to meet at the project, with supplementary activities at the YWCA, or may meet at the YWCA building if transportation is adequate. Leadership for these groups is usually furnished by a professional staff member or by a carefully selected volunteer qualified to work with employed girls.

2. The local management may ask the YWCA for help in establishing midnight or early morning programs for workers on second or third shifts at the YWCA or at the housing project, if adequate facilities are available. Volunteers will be needed for those programs, for such jobs as preparing and serving food, checkroom duty, and providing recreation leadership. Where project facilities are used, the cooperation of the housing management will be needed in securing volunteers.
3. Where YWCA facilities are available, classes in swimming, physical fitness, relaxation, and a variety of sports, may be provided at a nominal fee.
4. Where proximity to a military camp or naval base makes possible dances and parties for servicemen, young women over eighteen may be included in the YWCA's Junior Hostess Program.

C. For Home Women.

Newcomers Clubs, hobby classes, afternoon discussion groups, clubs and activities for young married couples, are some of the services which housing management may ask a local YWCA to offer for home women.

Classes in nutrition, social hygiene and disease prevention and control may be organized with the cooperation of the Health Education Director. Lists of physicians, clinics and nursing organizations, invaluable to newcomers, may be secured from the Health Education Director in some local YWCA's for distribution to housing project tenants. If such a list has not yet been compiled in a community, the local management might ask the YWCA if it is possible to provide such a service.

D. War-time Services

For women and girls, the war has brought increased working hours, disruption of family life, added financial burdens, increased home responsibilities and less time for personal care. For school girls, it has meant a part-time job or more home tasks; for factory workers, the carrying of men's jobs with increased physical strains and odd working hours; for office workers, the necessity of reducing living standards to meet a rapidly rising cost of living.

The YWCA's normal program of meeting the needs of women and girls has been reinterpreted to provide emphasis on health counseling and relaxation to combat new physical and mental strains and fatigue; round-the-clock programs to furnish recreation and normal social contacts to young men and women in industries' night shifts; junior hostess training for participation in activities for service men; teen-age canteens where adolescents may plan their own "night life" in centers that belong to them; noon-time lounges, where white-collar workers can get inexpensive lunches or bring their own; services for women in the armed forces; farm aide, hospital aide, and child-care projects, to give school girls a part in the war effort; vocational counseling for girls who want to leave school for jobs, and for those already employed who want to make changes. In these and in many other specific ways, the local YWCA has geared its program to the need of today's women and girls.

Local YWCA's

Local YWCA's operate as individual organizations within the general framework of the philosophy and policies of the YWCA's of the U. S. A. They make decisions as to cooperation, types of suggested service they are able to give, and methods of groupings to be used. One local YWCA varies from another in its make up since the population of one community differs from another; but the aim is to include as far as possible women and girls from all classes, races and nationalities found in the community in order to help these groups to work together. It is part of the Christian philosophy of the YWCA that its members not be a section but rather a cross-section of society.

The extent to which a local YWCA is able to cooperate with a given local housing authority or housing manager will be governed by the proximity of the YWCA to the project, by the number of trained staff available to work on the program, and by the extent to which it is possible to integrate such services into the total YWCA program without putting undue strain on facilities and volunteer and professional leadership.

Suggestions to Local Management. Where there is a YWCA in the vicinity of the housing project, the local management may get in touch with the general secretary for help in securing staff cooperation to set up a program for project residents or for stimulating the participation of tenants in existing

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programs and greater use of existing facilities. In some communities professional workers specializing in activities for school girls, for employed girls, and in health and recreation for women and girls of all ages, might be available. In communities where there is no YWCA, information about registered Girl Reserve clubs may be obtained from Miss Elizabeth Herring, National Board, YWCA, 600 Lexington Avenue, New York 22, New York.

Suggestions for cooperation with local management will be interpreted to local YWCA's by the National staff as their travel schedules bring them to places where housing projects are in operation.

Local housing authorities and housing managers desiring further information about the National YWCA program or about the location of local YWCA's may direct inquiries to The General Administration Office, National Headquarters, YWCA, 600 Lexington Avenue, New York 22, New York.

Part XVIII. Home Counselling Services

Introduction. This bulletin describes a plan based on actual experience by which the full-time services of home counsellors may be utilized to meet the recognized need for extension of home and family life education in both aided and war housing projects.

1. The Plan. United States Office of Education, Division of Home Economics, has endorsed a plan which has fully demonstrated its value, whereby homemaking teachers (sometimes called Home Counsellors) may be employed by the local school board on a full-time basis to serve one or more projects. The services of such trained professional personnel in the field of homemaking may be utilized through cooperative agreement with the State Board of Vocational Education through the local school board, the local housing authority or FPFA. They shall be considered as members of the project services staff. However, this does not imply technical supervision by the project services adviser, since this is furnished by the local public school administration. Regions wishing to initiate and develop this type of program where the State has available funds for the purpose, shall establish working relationships with the homemaking education supervisor in the State Department of Education. Agreements already entered into in several states provide for the school department to meet three-fourths of the salary, and one-fourth is met by FPFA or the local authority. However, the extent of participation from vocational funds, as well as the amount contributed by FPFA or the local authority will vary. See Manual Release 3032:9, 4032:4, 6032:4 Par. 2.
2. FPFA or LHA Contribution. Experience indicates that the FPFA or LHA portion of the salary averages 10¢ PUM, which may properly come from management funds. Because of budget limitations, it is not advisable to provide homemaking education to single projects under 300 units. However, when it is determined by the regional office that the service should be made available to projects with less than 300 units, and where the local authority or FPFA has two or more projects, a home counsellor may be assigned to the Central Office and the overall cost pro-rated. In addition the FPFA or LHA furnishes facilities, equipment and an amount of expendable supplies.
3. Scope of the Program. Planning, developing and evaluating the program is the joint responsibility of the agencies involved, and is conducted on the project site or by referral to proper agencies. It shall be integrated with that of the community. An effective adult education program which meets the needs of homemakers should provide for both group and individual instructions. It should include such fields of

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education as family life, health (including nutrition), consumer and parent education, etc. It deals with problems the homemakers meet in carrying on such activities as:

use of equipment
food preparation and conservation
home decoration
care of furniture

gardening (flower and vegetable)
clothing the family (new, remodeling and care)
family budgeting
child development

4. Benefits. An evaluation of this type of program now effective in several states has resulted in definite benefits which may be summed up as follows:

- a. Aids new families to adjust themselves to project and community life
- b. Increases living standards
- c. Stimulates tenant-management relationship
- d. Contributes to the health and welfare of tenants
- e. Trains tenants in the safe use of heating and cooking equipment
- f. Saves project maintenance costs
- g. Assists in preventing delinquency and truancy problems
- h. Enables projects to secure professional personnel at a very low cost (for instance, with the expenditure of \$460, \$1840 worth of services will be secured)