

Application and  
Accounting Procedures



AS

Proposal for Pass-through Grant  
for State League Energy Education Program

Date: September 14, 1977

League: League of Women Voters of Texas (Education Fund)  
1212 Guadalupe  
Austin, Texas 78701

State President: Betty Anderson

Project Manager: Laura Keever

\*\*\*\*\*

1. Describe your overall project: A series of three one-day energy conferences emphasizing conservation; a videotape of selected portions of one of the conferences; and an information outreach program with other organizations.

The conferences will be held in February and March in Austin, the Dallas area, and Houston. Conference coordinator(s) will be selected for each conference. The conferences will be planned by a Planning Committee for each city. The members of the Planning Committee will be: Project Director, Conference Coordinator(s), and representatives of cosponsors. Potential cosponsors include the Texas Energy Advisory Council, the Federal Energy Administration - Region 6, and a local university.

The videotape will be made at the Austin conference, will be shown on the Austin ACT channel, and will be made available to other communities throughout the state.

The information outreach program includes identifying Texas organizations that are interested in disseminating energy information, establishing communication with these organizations, and providing them with materials for their members.

2. Objectives

- a. What are your specific objectives in carrying out this Project: How will the project fill the need for public education about energy problems and issues in your state?

While each of the conferences will vary locally in all probability (Texas is a very large state with regional differences), all of them will emphasize conservation. Texas is the largest producer state in the country, and the emphasis legislatively is on production and not conservation. Legislators are the farthest behind in energy conservation information. It is therefore the primary objective of this project to make energy conservation information easily available to a large number of legislators, League members, and the general public.

- b. Which groups in your state do you expect to reach?

Leaguers; legislators; the general public; and environmental, consumer, labor, and other interested organizations

- c. Who will be the major audience(s) of your project?

Leaguers, legislators, the general public, and organized groups.



- (d)d. Does your project present the national as well as the state (and possibly local) energy perspectives? Explain.

Included in an energy conservation emphasis must necessarily be the need for energy conservation. Need will be established by presenting both national and state facts about the energy problem in general, i.e., rates of energy growth and alternative supplies. Conservation itself will be addressed through both national and state perspectives--review of national programs and legislation as well as state programs and legislation will provide both perspectives. Information provided to groups will be both national and state oriented in nature.

3. If the proposal is for a conference, seminars, workshops, etc. --

(a) Format and Content of Sessions

While the content may vary slightly for each of the conferences, essentially the topics covered will be:

Morning: Energy Forecasting  
Energy Alternatives  
The Need for Energy Conservation  
Afternoon: National Energy Conservation Legislation  
State Energy Conservation Legislation  
Energy Conservation Legislation in Other States

(b) Participants - Kinds and Numbers

Leaguers, Legislators, & General Public  
Approximately  $75 \times 3 = 225$   
Videotape audience - 10,000  
Information through groups - 1,000

Timetable - Briefly describe the projected goals and related activities you aim to undertake during each time period.

Present - September: Appoint conference coordinators & outreach coordinator  
Establish responsibilities of conference coordinators & outreach coordinator  
Have planning meeting for first conference  
Begin identifying cosponsors  
October - December: Have planning meetings for remaining two conferences  
Begin writing review of state legislation  
Invite speakers  
Make videotape arrangements  
Begin identifying groups and begin informational outreach  
January - March: Prepare packet materials  
Invite conference participants  
Make final arrangements for meeting rooms, coffee, etc.  
Have conferences, make videotape & distribute  
Continue information outreach with other groups  
March - June Continue information outreach with other groups

Additional Information:

Houston Conference Coordinators: Judy Allen

Elsie Colwell



Dallas Conference Coordinator: Pearl Wincorn  
[REDACTED]

Austin Conference Coordinator: Dorothy Power  
[REDACTED]

Information Outreach Coordinator: Judy Allen  
[REDACTED]

Responsibilities of Conference Coordinators:

- . Attend Planning Committee Meeting
- . Develop invitation list with project director
- . Prepare invitations and mail
- . Keep list of acceptances
- . Coordinate follow-up calls to legislators by LLs
- . Prepare packet materials
- . Make arrangements for meeting place, coffee, and registration
- . Prepare PR releases.

Responsibilities of Outreach Coordinator

- . Identify Texas organizations interested in an energy information outreach program
- . Establish communication with such groups (through personal interviews, surveys, newsletters, etc.)
- . Distribute information to identified groups.

	<u>Budget</u>			
	<u>Informational Outreach</u>	<u>Houston</u>	<u>Austin</u>	<u>Dallas</u>
Conf. Coordinator's Stipend	\$ 93.75	\$ 93.75	\$ 93.75	\$ 93.75
Planning Committee		60.00	36.00	36.00
Informational Packets	128.00	150.00	150.00	150.00
Coffee		40.00	40.00	40.00
Secretarial Services		75.00	75.00	75.00
Supplies	100.00	50.00	50.00	50.00
Telephone & postage	100.00	100.00	100.00	100.00
Printing		50.00	50.00	50.00
Travel - Project Director	200.00*		50.00	120.00
Speakers		200.00	200.00	200.00
Videotape			550.00	
Totals	\$621.75	\$818.75	\$1394.75	\$914.75

\*Travel for Outreach Coordinator.



PRELIMINARY ACCOUNTING PROCEDURES  
LWVEF Energy Education Projects

1. The first payment of the grant is \$500 start-up money. Subsequent advances will be in larger portions--at least \$1000 increments, depending on the amount of the total grant. Each succeeding advance will be sent to you only after you have accounted for approximately 75% of the preceding advance. (One person, either the project manager or treasurer, should be responsible for all checks and for accounting for all expenditures. The project manager, however, has final authority for expenditure of all grant funds.)
2. We ask that you set up a separate bank account and keep separate financial records for the project.

Vouchers

3. You will be sent a set of project vouchers on which must be recorded all project expenditures. Be sure to ask for and keep a receipt or bill for all expenditures of \$5.00 and over. This receipt or bill must be an original rather than a xerox or other copy and it must be attached to the voucher on which that expenditure is recorded.
4. Every person who requests reimbursement should complete a separate voucher but that person's expenditures can be grouped together on one voucher. Any direct payments made by the manager/treasurer can also be grouped together as much as seems practicable on one voucher. This will reduce the amount of paperwork for the project manager/treasurer and the LWVEF.
5. Each pre-printed voucher consists of an original and four self-carboning duplicates. The copies should be handled as follows:
  - yellow copy--retained by person who requests reimbursement by submitting the voucher
  - green copy--corrected and returned by the manager/treasurer to the person who submitted the voucher
  - blue copy--retained by the project manager/treasurer for her/his recordkeeping
  - white and pink copies-mailed to the LWVEF project manager (Florence Chichester)



6. After the person requesting reimbursement submits the remaining portions of a voucher, the treasurer should check it over to be sure it has been completed correctly and is accurate. Any necessary corrections should be made on the entire remaining set. Then the green copy that is returned to the person being reimbursed will show any corrections that were made. Be sure all required receipts or bills are attached to each voucher.

7. As each voucher is paid, you should number each one consecutively in the space provided in the lower left corner of the voucher. This will enable you and the LWVEF to keep track of every voucher.

8. At the same time as each voucher is paid and numbered, it should be listed on a summary list of paid vouchers. This list should include the number of the voucher, the person or persons paid, the amount paid, and the amount of LWVEF funds remaining. A copy of this list should be sent to the LWVEF with the accumulated vouchers. In this way a running balance of grant funds and a check on every voucher can be maintained.

9. If the state League passes grant funds through to local Leagues, you and the local League person responsible for the funds will probably want to devise a way of keeping track of the vouchers used by that League. In any case, the same accounting procedures are necessary for all funds expended by a local League as for those spent on a state project.

10. Rather than sending vouchers to the LWVEF one by one as they are paid, submit them in groups along with the project reports submitted by the project manager. If a number have collected before a report is due and you are ready for the next advance, you may send them when corresponding with the LWVEF or whenever convenient.







# memorandum

April 1, 1978

TO: Laura Keever, Manager

Energy Education Project  
LWV of Tennessee

FROM: Florence Chichester, Project Manager, LWVEF  
Energy Education Program

RE: 2nd Stipend Payment

*- ck # 3461*

Attached is the check for your final stipend payment of \$187.50. Contrary to the instructions given you for the first stipend payment, please do not record this payment on a voucher. Just acknowledge receipt of the stipend in a brief statement in any other communication with us (i.e., the interim report, letter with questions about the project, cover letter to a set of vouchers, etc.). As before, if your project has more than one project manager, only one person will receive the payment (the same who received the first payment), but that person should divide the stipend as you yourselves may have agreed.

Those of you who have not yet received the first stipend payment will note that this check covers the full stipend amount. Do not hesitate to contact me if you have any questions.

cc: State President

<i>Judy</i>	<i>70.32</i>
<i>Elsie</i>	<i>23.44</i>
<i>Dorothy</i>	<i>93.74</i>

P.S. I still have quite a few reprints of "The Politics of Energy" available. Should you want any, please let me know and I will send them immediately.



League of Women Voters  
Education Fund  
1730 M STREET, N.W., WASHINGTON, D. C. 20036

April 23, 1978

Jeanette Vanderwater, Treasurer  
Energy Education Project  
LWV of Texas  
7914 Burning Hills  
Houston, Texas 77071

Dear Jeanette:

Enclosed is a check for \$1375, the final allotment for the LWV of Texas Energy Education Project.

Thank you for your careful accounting of the previous allotment of \$1500. Please contact me should you need additional information or advice.

Sincerely,

Florence Chichester, Manager  
LWVEF Energy Education Project

cc: ✓ Laura Keever, Project Coordinator  
President, LWV of Texas

enclosure





82.76

26.69

grant

May

1.44

LWV-T

Mar

~~27.64~~ 28.00  
+136

grant

7.29

LWV-T

~~27.55~~

grant

Apr.

~~33.47~~

28.07

grant

38.18

LWV-T

~~37.10~~

46.91

114.33

Total  
grant

30.08





*University of Houston  
at Clear Lake City*

2700 Bay Area Boulevard  
Houston, Texas 77058  
(713) 488-9316

Residence:  
16330 Heatherdale  
Houston, Texas 77059  
(713) 488-4990

LOUIS J. RODRIGUEZ  
Vice Chancellor and Provost



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1 8. 6 8

3 3. 0 6 T

®



[REDACTED]  
August 24, 1978

Ms. Laura Keever  
[REDACTED]

Dear Ms. Keever:

I read an article entitled "Lignite Coal is Texas' Untapped Energy Source" in our local paper. I found it to be very well written and informative. This is the kind of information that readers in Texas need.

I am taking the liberty of attaching a copy of a flier of a book of readings I have recently had published on the Texas economy which includes one essay on energy. This material is written in such a way that no formal preparation in Economics is required to comprehend it. The authors include faculty at The University of Texas in Austin, the University of Houston central campus, Sam Houston State University, Stephen F. Austin State University, and the Lyndon Johnson School of Public Affairs. I thought you might be interested in this material.

Sincerely,

*Louis J. Rodriguez*

Louis J. Rodriguez

Enclosure

(R)



#127 } \$393.36  
 #128 } \$376.07

A 376.07

+ 2.88

378.95

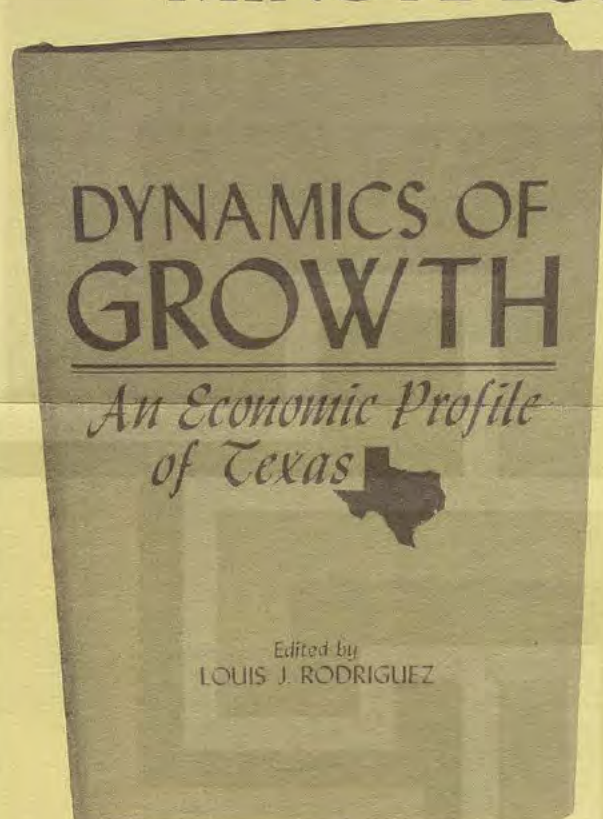
#127  
 #128

*John J. ...*





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TEC  
AIA-T

→ Asso. of Counties

Attn

for Census

→ Local Municipal L.

Farmers Union

PTA

B + P

→ Jaycees -

~~State~~ Universities

[Common Cause]

Saving Butter - Env.

Newsletters  
Meetings - Luncheon (3 mo.)

Also -

State

↔ Universities

AAUW ←

Lea. of Women Clubs



Laura

Jyi

TEXAS ENVIRONMENTAL COALITION

ENERGY CONFERENCE ON ALTERNATE ENERGY SOURCES

1977 BUDGET

Income

Funds budgeted from T.E.C. Grants Acct in 1977: \$795.62

Total Income: \$795.62

Cash Expenditures

Salary: \$650.00

Bobette Higgins, Project Director \$400.00  
Elizabeth Gunter, Conference Coordinator 250.00

Travel: 126.00

Sharron Stewart, travel expenses to  
planning meeting Oct 27, 1977 50.00

Laura Kever, travel expenses to  
planning meeting Oct 27, 1977 50.00

Bobette Higgins, mileage and parking  
re planning meeting Oct 26, 1977 (Dallas) 13.00

Elizabeth Gunter, mileage and parking  
re planning meeting Oct 27, 1977 13.00

Miscellaneous: 19.62

Phone 4.62  
Zerox 15.00

Total Expenditures: \$795.62

Balance: -0-





TEXAS ENVIRONMENTAL COALITION

ENERGY CONFERENCE ON ALTERNATE ENERGY SOURCES

1978 BUDGET

Income

Funds budgeted from T.E.C. Grants Acct in 1978:	\$638.80
Registration at conference:	338.00
Total Income:	\$976.80

Cash Expenditures

Salary:	\$ 70.50
---------	----------

Sharon Shaheen, secretary for typing and assistance at conference	\$ 70.50
----------------------------------------------------------------------	----------

Travel:	182.63
---------	--------

Wilfred Higgins, trip to Dallas for special paper	11.70
------------------------------------------------------	-------

Elizabeth Gunter, hotel room (1 night) (\$11.25) and meals (\$8.12) for conference	19.37
---------------------------------------------------------------------------------------	-------

Bobette Higgins, hotel room (2 nights) (\$49.64) and meals (\$12.04)	61.68
-------------------------------------------------------------------------	-------

Andrew Sansom, hotel room during conference	42.80
---------------------------------------------	-------

Richard A. Shannon, Pres T.E.C., hotel room	47.08
---------------------------------------------	-------

Supplies:	120.44
-----------	--------

Paper for program announcements	57.24
---------------------------------	-------

Folders for conference	19.95
------------------------	-------

Zerox paper	8.30
-------------	------

Miscellaneous, posterboard, etc.	15.95
----------------------------------	-------

Cassettes	5.00
-----------	------

Chart pak	4.00
-----------	------



Miscellaneous: \$559.89

Phone: \$156.59

Bobette Higgins, for calls relating  
to conference listed on Nov 28  
phone bills \$ 37.81

Elizabeth Gunter, for calls relating  
to lining up speakers 45.62

Bobette Higgins, for calls on Jan 4  
phone bill (566-3424) 18.32

Bobette Higgins, for calls on Feb 4  
phone bill (566-3424) 16.85

Elizabeth Gunter, for calls on Feb 10  
phone bill 37.99

Postage: 94.37

2 rolls stamps 26.00

Elizabeth Gunter, mailing 1.34

Bobette Higgins, mailing 3.50

LWV of Dallas, bulk mailing of 802  
conference announcements 1/20/78 60.15

Elizabeth Gunter, mailing 3.38

Zerox: 11.55

Elizabeth Gunter 1.05

For the People 10.50

Miscellaneous conference expenses: 297.38  
(Estimate)

Cost of renting meeting rooms (estimate) 69.55

Cost of coffee on mornings of Feb 16  
and Feb 17, cokes on afternoon of  
Feb 16, for 75 persons (plus 5% tax and  
15% gratuity) (estimate) 202.50





Cost of renting overhead projector  
special extension cord from AVW  
audiovisuals (estimate) \$ 25.33

Total Expenditures: \$933.46  
(Estimate)

Estimated Balance as of  
2/20/78 \$ 38.34





TEXAS ENVIRONMENTAL COALITION

ENERGY CONFERENCE ON ALTERNATE ENERGY SOURCES

Contributions of Services and Travel in 1978

Salary: \$100.00

Wilfred Higgins, layout and artwork \$100.00

Travel: 48.00

Bobette Higgins, r-t to Dallas to mail  
conference announcements  
(Possible contribution) 12.00

Wilfred Higgins, r-t to Dallas for  
supplies  
(Possible contribution) 12.00

Elizabeth Gunter, r-t to Dallas for  
conference  
(Possible contribution) 12.00

Bobette Higgins, r-t to Dallas for  
conference  
(Possible contribution) 12.00

Total: \$148.00





## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

(sponsoring League)

**INSTRUCTIONS:** To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount	Telephone	Amount
Air, bus, train	30.00	Space rental	
Private auto: _____ miles at		Equipment rental (boat, bus,	
15¢ a mile		typewriter, microphone, etc.)	
origin: <u>Houston</u>		Printing	
dest: <u>Dallas</u>		Xeroxing and mimeographing	
Taxi or limousine		Postage	16.17
Parking	5.00	Supplies	15.00
Hotel	20.00	Research and study materials	
Meals		Other (specify)	
Misc. _____			
Grant manager's stipend			
Secretarial services			
Other technical or			
professional services			
Speaker's fees			
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	117.17
		Balance owed by payee	

Name and address of person requesting reimbursement:

Laura Hoover

18915 Laneview

Houston, Texas 77070

Signed: Laura HooverDate: 3-21-78

Approved by state or local project manager or designee:

Signed: [Signature]Title: [Signature]

Voucher #:

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

(sponsoring League)

*INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.*

*The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.*

Travel	Amount	Telephone	Amount
Air, bus, train	_____	Space rental	_____
Private auto: _____ miles at	_____	Equipment rental (boat, bus,	_____
15¢ a mile	_____	typewriter, microphone, etc.)	_____
origin: _____	_____	Printing	_____
dest: _____	_____	Xeroxing and mimeographing	_____
Taxi or limousine	_____	Postage	_____
Parking	_____	Supplies	_____
Hotel	_____	Research and study materials	_____
Meals	_____	Other (specify)	_____
Misc. _____	_____		_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Laura Hoover

10515 Lenoxview

Houston, Texas 77070

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #:

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

Energy Education

(name of project)

LEAGUE OF WOMEN VOTERS EDUCATION FUND

LWVEF

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

	Amount		Amount
Travel		Telephone	32.75
Air, bus, train		Space rental	
Private auto: 300 miles at		Equipment rental (boat, bus,	
15¢ a mile	45.00	typewriter, microphone, etc.)	
origin: Houston		Printing	
dest: Austin		Xeroxing and mimeographing	
Taxi or limousine		Postage	2.75
Parking		Supplies	
Hotel		Research and study materials	
Meals		Other (specify)	
Misc.			
Grant manager's stipend			
Secretarial services			
Other technical or			
professional services			
Speaker's fees			
		TOTAL EXPENDITURES	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	
		Balance owed by payee	

Name and address of person requesting reimbursement:

Laura Weaver

10515 Lamoview

Houston, Texas 77070

Signed: Laura Weaver

Date: 1-3-78

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #:

\*Date paid: 1/3/78 \*Check #: 1

\*Paid by (initial): LW

Balance remaining in project account: 45.00

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

Energy Education

(name of project)

LWV-Texas

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount	Telephone	Amount
Air, bus, train	_____	Space rental	_____
Private auto: <u>300</u> miles at	_____	Equipment rental (boat, bus,	_____
15¢ a mile	<u>36.00</u>	typewriter, microphone, etc.)	_____
origin: <u>Houston</u>	_____	Printing	_____
dest: <u>Austin</u>	_____	Xeroxing and mimeographing	_____
Taxi or limousine	_____	Postage	<u>2.95</u>
Parking	_____	Supplies	_____
Hotel	_____	Research and study materials	_____
Meals	_____	Other (specify)	_____
Misc. _____	_____		_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		TOTAL EXPENDITURES	<u>11.25</u>
		Minus advance, if any, from state	_____
		or local project manager	_____
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Laura Keever10515 LaneviewHouston, Texas 77070Signed: Laura KeeverDate: 1-3-78

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher  
#: 1\*Date paid: 1/3/78 \*Check #: 1\*Paid by (initial): JKBalance remaining in project account: 44.75

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

Energy Education

(name of project)

LEAGUE OF WOMEN VOTERS EDUCATION FUND

LWV-Texas

(sponsoring League)

*INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.*

*The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.*

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	\$ 4.60
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	\$ 4.60
		Minus advance, if any, from state	_____
		or local project manager	_____
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Texas Tex-Pack Express, Inc.

150 E. Zavalla St.

San Antonio, Tx. 78285

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #: \_\_\_\_\_

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

Energy Education

(name of project)

LWV-Texas

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

	Amount		Amount
Travel		Telephone	
Air, bus, train		Space rental	
Private auto: _____ miles at		Equipment rental (boat, bus,	
15¢ a mile		typewriter, microphone, etc.)	
origin: _____		Printing	\$135.00
dest: _____		Xeroxing and mimeographing	
Taxi or limousine		Postage	
Parking		Supplies	
Hotel		Research and study materials	
Meals		Other (specify)	
Misc. _____			
Grant manager's stipend			
Secretarial services			
Other technical or			
professional services			
Speaker's fees			
		TOTAL EXPENDITURES	\$135.00
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	
		Balance owed by payee	

Name and address of person requesting reimbursement:

Futura Press, IncorporatedP.O. Box 3485, 1714 South CongressAustin, Texas 78701

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #: \_\_\_\_\_

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

Energy Education

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

LWV-Texas

(sponsoring League)

*INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.*

*The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.*

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	<b>4.60</b>
		Minus advance, if any, from state	_____
		or local project manager	_____
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Texas Tex-Pack Express, Inc.

150 E. Zavalla St.

San Antonio, Tx. 78285

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #: \_\_\_\_\_

\*Date paid: 4/1/77 \*Check #: 3

\*Paid by (initial): J. J.

Balance remaining in project account: 2.22

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

Signature:

Address

(Zip)

[illegible]

\* \* \* \* \* Do not write below this line \* \* \* \* \*

Date	Amount	Check No.	Posted
------	--------	-----------	--------

Paid by President	Paid by Treasurer	Paid by

Copy ~~of resume~~ sent to Laura Keever

PLEASE ATTACH ALL RECEIPTS

ADDRESS NECESSARY ONLY IF OTHER THAN ON STATE BOARD LIST OR ON ATTACHED BILL.

USE SEPARATE VOUCHERS FOR T AND TEF EXPENDITURES



Because of timing problems, obtaining prior approval for Voters Guides has sometimes been difficult. Therefore, the Board of Trustees at its May meeting changed the guidelines to make Voters Guides the one exception, if timing makes it impossible to achieve prior approval.

In the July mailing you will also receive guidelines on three ways to get approval for your local League TEF project leisurely...quickly...or immediately.

I will be in West Lafayette, Indiana for the summer. The state office has my address and telephone number if you need me. I will also be in the state office the week of July 4th. The three vice-presidents and the other state board members are available for assistance.

Have a good summer!

EXHIBIT A000000

DATE: 12/10/01  
12/10/01  
FEDERAL OF AMERICAN SOCIETY OF JEWRY

DATE: 12/10/01

DATE: 12/10/01

CHECK ONE: FMA-1 X FMA-2



CARRIER  
IS A **TEX-PACK**



CARRIER

ORIG.

INT.

DEL.

2. LIBERTY TEX-PACK EXPRESS, INC.
3. NORTHERN TEX-PACK EXPRESS, INC.
6. TEXAS TEX-PACK EXPRESS, INC.
9. O & A TEX-PACK EXPRESS
10. SOUTHEAST TEX-PACK EXPRESS, INC.
11. BLUEBONNET EXPRESS, INC.
4. MISTLETOE TEX-PACK CO., INC.
14. WESTERN TEX-PACK, INC.

SHIPPER'S RECEIPT

DATE **December 14, 1977**

No. **S2186408**

(CHARGES WILL BE COLLECT UNLESS MARKED PREPAID)

DESTINATION  
CITY

ZIP CODE

DECLARED VALUE

**\$ 142.00**

CONSIGNEE:

ADDRESS:

**Laura Keever**

COLLECT ☐

PREPAID ☒

NO. PIECES

DESCRIPTION

WEIGHT

VALUE  
★ CHG.

ADV. CHRG.  
OR C.O.D.  
SERVICE  
CHRG.

EXPRESS  
CHG.

C.O.D.

ADVANCE  
CHG.

TOTAL  
CHGS.

**1**

- ☒ CTNS.  
☐ BDLS.  
☐ BOXES  
☐ LOOSE

**27 lbs.**

SHIPPER

**League of Women Voters of Texas**

ADDRESS:

**1212 Guadalupe, #109**

ORIGIN CITY

**Austin, Texas**

ZIP CODE

**78701**

SHIPPER'S NUMBER

NO. OF PIECES/ACCEPTED FOR CARRIER

ACCEPTED DELIVERY

PER SHIPPER

**X**

TIME  
REC'D.

TIME DELIVERED

DATE

BILLING OFFICE

SEE REVERSE SIDE  
FOR ADDRESS

★ NOTE - THE CARRIER WILL NOT PAY OVER THE ACTUAL VALUE NOT TO EXCEED \$50 IN CASE OF LOSS OR DAMAGE UNLESS A GREATER VALUE IS DECLARED.

TERMS AND CONDITIONS ON REVERSE SIDE  
SHIPPER'S RECEIPT



## TERMS AND CONDITIONS

1. The provisions of this receipt shall inure to the benefit of and be binding upon the consignor, the consignee, and all carriers handling this shipment, and shall apply to any reconsignment, or return thereof.

2. In consideration of the rate charged for carrying said property, which is dependent upon the value thereof, and is based upon an agreed valuation of not exceeding fifty dollars for any shipment of 100 pounds or less, and not exceeding fifty cents per pound, actual weight for any shipment in excess of 100 pounds unless a greater value is declared, at the time of shipment, the shipper agrees that the company shall not be liable in any event for more than fifty dollars for any shipment of 100 pounds or less or for more than fifty cents per pound, actual weight, for any shipment weighing more than 100 pounds, unless a greater value is stated herein. Unless a greater value is declared and stated herein the shipper agrees that the value of the shipment is as last set out and that the liability of the company shall in no event exceed such value.

3. Unless caused by its own negligence or that of its agents, the company shall not be liable for—

- a. Difference in weight or quantity caused by shrinkage, leakage or evaporation. b. The death, injury or escape of live freight. c. The loss of money, bullion, bonds, coupons, jewelry, precious stones, valuable papers, or other matters of extraordinary value unless such articles are enumerated in the receipt.

4. Unless caused in whole or in part by its own negligence or that of its agents, the company shall not be liable for loss, damage, or delay caused by—

- a. The act or default of the shipper or owner. b. The nature of the property, or defect or inherent vice therein. c. Improper or insufficient packing, securing, or addressing. d. The Act of God, public enemies, authority of law, quarantine, riot, strikes, perils of navigation, the hazards or dangers incident to a state of war, or occurrence in customs warehouse. e. The examination by, or partial delivery to, the consignee of C.O.D. shipments. f. Delivery under instructions of consignor or consignee at stations where there is no agent of the company after such shipments have been left at such stations.

5. Packages containing fragile articles or articles consisting wholly or in part of glass must be so marked and be placed so as to insure safe transportation by express with ordinary care.

6. When consigned to a place at which the express company has no office, shipments must be marked with the name of express station at which delivery will be accepted or be marked with forwarding directions, if to go beyond the express company's line by a carrier other than an express company. If not so marked shipment will be refused.

7. Except where the loss, damage or injury complained of is due to delay or damage while being loaded or unloaded, or damaged in transit by carelessness or negligence as conditions precedent to recovery claims must be made in writing to the originating or delivering carrier within nine months after delivery of the property or, in case of failure to make delivery, then within nine months and fifteen days after date of shipment, and suits for loss, damage, or delay shall be instituted only within two years and one day after the date when notice in writing is given by the carrier to the claimant that the carrier has disallowed the claim or any parts thereof.

8. If any C.O.D. is not paid within thirty days after notice of non-delivery has been mailed to the shipper the Company may at its option return the property to the consignor.

9. Free Delivery will not be made at points where the company maintains no delivery service, at point where delivery service is maintained free delivery will not be made at addresses beyond the established and published delivery limits.

\*NOTE-The Carrier will not pay over the actual value not to exceed \$50 in case of loss or damage unless a greater value is declared.



Energy Project

Saturday, ~~June~~ May 20

Dear Laura,

My departure date now looks to be Saturday, June 3, two weeks from today. I will get all these papers together and get them to the office before June 3. They are really too heavy to mail.

My bill will be about \$10. I am waiting on a phone bill for the call I made to Washington in April.

As of now, without subtracting my bill, we have \$806.46 in the account. All other bills, except mine, have been paid.

That \$806.46 left breaks down as follows:

International Outreach	\$530.88
Houston Conf.	73.78
Austin Conf.	143.90
Dallas Conf.	59.70
	<hr/>
	\$806.46

I don't know how close to the budget you must stay. Also, I may not have posted some of the checks exactly as you wish.

Sincerely, Jeanette



2150

# League of Women Voters after Education Fund, Emergency Project

B4  
ES  
JK  
SD

			Bank	Ch	Dr	From L.W.V.-EF	Grant	Dr. Stipend
1	Nov 14	Deposit, L.W.V.-TEF	500 -			500 -		1
2	Jan 9	Laura Kuever	1		71 25			2
3	9	Future Press	2		135 -			3
4	9	Texas Tex-Park	3		460			4
5			500 -		211 85	500 -		5
6	11	Stipend for director	4			18750	18750	6
7	11	Bank charges, checks	5		807			7
8	21	L.W.V.-U.S.	6		120 -			8
9	11	Janette Vandewater	7		12 -			9
10	28	Deposit, L.W.V.-TEF	1500 -			1500 -		10
11	Feb	Kens Knick Kopy	8		50 -			11
12		Kens Knick Kopy	9		5447			12
13	22	Elice Colwell	10		6483			13
14	25	L.W.V.-Houston	11		3640			14
15	1	Elice Colwell	12		10801			15
16	28	Laura Kuever	13		4042			16
17	Mar 9	L.W.V.-Texas	14		4348			17
18								18
19	Mar 14	Dr Chap Grant	15		7387			19
20	14	First Instant Printing	16		5342			20
21	14	Dr Konstantin Kalenda	17		15104			21
22	27	Laura Kuever	18		8670			22
23	27	Laura Kuever	19		45 -			23
24	27	Laura Kuever	20		11781			24
25	31	Elice Colwell	21		1484			25
26	31	Take-Two Productions	22		400 -			26
27	31	L.W.V.-U.S.	23		108 -			27
28			2000 -		179921	218750	18750	28

March 31, 1978

Money received to date \$2000

Money spent to date \$1799.21

(signed) Janette Vandewater







3750

# League of Women Voters of Texas Education Fund, Emergency Project

			Bank	From	Grant	
			hr	LWV-EF	hr, suspend	
1	Nov 14	Deposit, LWV-TEF	500-	500-		1
2	Jan 9	Laura Kuever	1	71.25		2
3	9	Future Press	2	135-		3
4	9	Texas Tex-Park	3	460		4
5			500-	21083	500-	5
6	11	Stipend for director	4		18750	18750
7	11	Bank charges, checks	5	807		7
8	21	LWV-US	6	120-		8
9	11	Jeannette Vandewater	7	12-		9
10	28	Deposit, LWV-TEF	1500-	1500-		10
11	Feb	Ken's Knick Kopy	8	50-		11
12		Ken's Knick Kopy	9	5447		12
13	22	Elsie Colwell	10	6483		13
14	25	LWV-Norston	11	3640		14
15	1	Elsie Colwell	12	10801		15
16	28	Laura Kuever	13	4042		16
17	Mch 9	LWV-Texas	14	4348		17
18			2000-	74853	218750	18750
19	Mch 14	Dr Chap Grant	15	7387		19
20	14	First Instant Printing	16	5342		20
21	14	Dr Konstantin Kolenda	17	15104		21
22	27	Laura Kuever	18	8670		22
23	27	Laura Kuever	19	45-		23
24	27	Laura Kuever	20	11781		24
25	31	Elsie Colwell	21	1484		25
26	31	Take-Two Productions	22	400-		26
27	31	LWV-US	23	108-		27
28			2000-	179921	218750	18750

March 31, 1978

Money received to date \$2000

Money spent to date \$1799.21

Jeannette Vandewater



# 

Inf. Subtruck 621.75  
 Kinston 818.75  
 Austin 1394.75  
 Dallas 914.75

1 - Postage

1 - Postage

1 - Postage  
 36 - Phone  
 1 - Travel

654 Phone  
 576 Phone

6750 stationery

3375 stationery

3375 stationery

230 " "

115 " "

115 " "

7080

3590

9185

1230

807

120 -

12 -

50 -

5447

6483

3640

10801

4042

7348

9087

36514

38022

1230

7887

5342

15104

962

1306

6402

45 -

1543

1878

8360

1484

400 -

108 -

9087

51647

80802

38385



LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND  
ENERGY PROJECT  
1947 West Gray, Suite 202  
Houston, Texas 77019  
(713) 529-3171

Florence Chichester, Manager  
LWVEF Energy Education Project  
1730 M St. N. W.  
Washington, D. C. 20036

Dear Florence:

Enclosed are vouchers with receipts accounting for all but \$200.79 of the \$2,000.00 sent to date. Also enclosed is a copy of my ledger sheets showing this accounting.

All of the three conferences have been held. I do expect more bills shortly. Would you send the rest of the money, \$1,375.00, as soon as possible.

Sincerely yours,

*JV*  
Jeanette Vanderwater,  
Treasurer

*Sent this off today.*





## EXPENSE VOUCHER

Energy Education

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

League of Women Voters of Texas

(sponsoring League)

*INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.*

*The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.*

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	\$ 187.50		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	\$ 187.50
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Laura Leaver

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

(for LWVEF use only)

Voucher  
#: 4

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project  
account: \_\_\_\_\_(\*Do not complete if voucher is  
to be sent to LWVEF for reimburse-  
ment.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_

\*Money was sent directly to grant manager  
by LWV-TX



## EXPENSE VOUCHER

Energy Education

(name of project)

LEAGUE OF WOMEN VOTERS EDUCATION FUND

League of Women Voters of Texas

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____	Printed Checks	8.07
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		TOTAL EXPENDITURES	
		Minus advance, if any, from state	6.07
		or local project manager	_____
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Bank of Houston

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

(for LWVEF use only)

Voucher #:

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

Energy Education

(name of project)

League of Women Voters of Texas

(sponsoring League)

**INSTRUCTIONS:** To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
		Publications	
Grant manager's stipend	_____	Energy Options	41.00
Secretarial services	_____	Energy Materials	60.00
Other technical or	_____		
professional services	_____		
Speaker's fees	_____		
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	120.00
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

LWV-US

1730 H Street, N.W. 10th Floor

Washington, D.C. 20036

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

(for LWVEF use only)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher  
#: \_\_\_\_\_

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

Energy education

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

League of Women Voters of Texas

(sponsoring League)

**INSTRUCTIONS:** To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	18.50
Hotel	_____	Supplies	2.00
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	112.00
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Jeanette Vandewater

7914 Burning Hills

Houston, Texas 77071

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #: 7

\*Date paid: 1/23/78 \*Check #: 102

\*Paid by (initial): JD

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

Energy Education

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

League of Women Voters of Texas Education Fund

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	\$ 50.00
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Ken's Kwik Kopy

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #:

\*Date paid: 4/2/78 \*Check #: 103

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

Energy Education

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

League of Women Voters of Texas

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	\$ 54.47
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		TOTAL EXPENDITURES	
		Minus advance, if any, from state	\$ 54.47
		or local project manager	_____
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Ken's Kwik Kopy

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #:

\*Date paid: 1/21 \*Check #: 104

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	10.70
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	24.94
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	2.16
Hotel	_____	Supplies	1.22
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		TOTAL EXPENDITURES	47.3
		Minus advance, if any, from state	_____
		or local project manager	_____
		Balance due payee (OR)	47.3
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Signed: Erin Delbeck

Date: 2/23/78

Approved by state or local project manager or designee:

(for LWVEF use only)

Signed: Laura Brown

Title: Pres. Director

Voucher #:

\*Date paid: 2/23/78 \*Check #: 105

\*Paid by (initial): LD

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

Energy Education  
(name of project)LWV-TEXAS EDUCATION FUND  
(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	
		Balance owed by payee	

Name and address of person requesting reimbursement:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

LWV-Houston  
1947 West Gray #202  
Houston, TX 77019

Approved by state or local project manager or designee:

(for LWVEF use only)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #:

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

LWV-Texas Ed. Fund

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	<u>28.75</u>
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	<u>15.21</u>
Hotel	_____	Supplies	<u>4.57</u>
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		TOTAL EXPENDITURES	<u>\$108.11</u>
		Minus advance, if any, from state	_____
		or local project manager	_____
		Balance due payee (OR)	<u>\$108.01</u>
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Bonnie Palmer  
12703 Oakway Ave  
Houston 77066

Signed: Bonnie PalmerDate: 11/30/78

Approved by state or local project manager or designee:

Signed: Bonnie PalmerTitle: Project Manager

(for LWVEF use only)

Voucher #:

\*Date paid: 11/30/78 \*Check #: 1004\*Paid by (initial): BP

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

(sponsoring League)

**INSTRUCTIONS:** To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	20.00
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Signed: Laura Korman

Date: 7-15-78

Laura Korman

10515 Laneview

Houston, Texas 77070

Approved by state or local project manager or designee:

Signed: Laura Korman

Title: Mayor

(for LWVEF use only)

Voucher #:

\*Date paid: 7/27/78 \*Check #: 100

\*Paid by (initial):

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

ENERGY EDUCATION

(name of project)

LWV-TEXAS EDUCATION FUND

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	1.18
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	34.30
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		TOTAL EXPENDITURES	
		Minus advance, if any, from state	
		or local project manager	43.48
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Signed: Janet HendersonDate: March 9, 1978LWV-TEXAS1212 GUADALUPE #104BOSTON TX 78001

Approved by state or local project manager or designee:

Signed: Janet HendersonTitle: Exec. Dir.

(for LWVEF use only)

Voucher  
#: 14\*Date paid: 3/10/78 \*Check #: 109\*Paid by (initial): JD

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

Dallas Energy Conference

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

Dallas

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	<u>65.00</u>	Telephone	_____
Private auto: _____ miles at		Space rental	_____
15¢ a mile		Equipment rental (boat, bus,	_____
origin: _____		typewriter, microphone, etc.)	_____
dest: _____		Printing	_____
Taxi or limousine	<u>2.00</u>	Xeroxing and mimeographing	_____
Parking	<u>1.50</u>	Postage	_____
Hotel		Supplies	_____
Meals	<u>5.37</u>	Research and study materials	_____
Misc. _____		Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		TOTAL EXPENDITURES	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	<u>13.87</u>
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Signed: Charles G. GrantDate: 3/4/78Dr. Charles G. GrantChairman, Dept. of Geological SciencesThe University of Texas at El PasoEl Paso, TX 79968

Approved by state or local project manager or designee:

Signed: Laura KoverTitle: Proj. Dir.

(for LWVEF use only)

Voucher #:

\*Date paid: 3/4/78\*Check #: 110\*Paid by (initial): LD

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

Dallas Energy Conference

(name of project)

Dallas

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	53.42
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		TOTAL EXPENDITURES	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	53.42
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

First Instant Printing

617 Sunset Center

Denton, Tx 76201

Signed: First Instant PrintingDate: February 20, 1978

Approved by state or local project manager or designee:

Signed: Laura KernerTitle: Proj. Dir.

Voucher #:

\*Date paid: Feb 20 \*Check #: 117\*Paid by (initial): U

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

Dallas Energy Conference

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

Dallas

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	<u>50.00</u>	Telephone	
Private auto: _____ miles at		Space rental	
15¢ a mile		Equipment rental (boat, bus,	
origin: _____		typewriter, microphone, etc.)	
dest: _____		Printing	
Taxi or limousine	<u>2.50</u>	Xeroxing and mimeographing	
Parking		Postage	
Hotel	<u>23.54</u>	Supplies	
Meals		Research and study materials	
Misc. _____		Other (specify)	
Grant manager's stipend			
Secretarial services			
Other technical or			
professional services			
Speaker's fees	<u>75.00</u>		
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	<u>\$151.04</u>
		Balance owed by payee	

Name and address of person requesting reimbursement:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Dr. Konstantin Kolenda

Department of Philosophy

Rice University

Houston, TX 77001

Approved by state or local project manager or designee:

(for LWVEF use only)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #:

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

Energy Education  
(name of project)LWV - Texas  
(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount	Telephone	Amount
Air, bus, train	_____	Space rental	_____
Private auto: _____ miles at	_____	Equipment rental (boat, bus,	_____
15¢ a mile	_____	typewriter, microphone, etc.)	_____
origin: _____	_____	Printing	_____
dest: _____	_____	Xeroxing and mimeographing	_____
Taxi or limousine	_____	Postage	_____
Parking	_____	Supplies	_____
Hotel	_____	Research and study materials	_____
Meals	_____	Other (specify)	_____
Misc. _____	_____		_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	<u>86.70</u>
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Laura Kever  
10515 Lanewood  
Houston 77070

Signed: Laura KeverDate: 3-27-78

Approved by state or local project manager or designee:

Signed: Laura KeverTitle: Chairman

(for LWVEF use only)

Voucher #: 18\*Date paid: 3/27/78 \*Check #: 112\*Paid by (initial): JK

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

Project Location

(name of project)

S.V. League

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount	Telephone	Amount
Air, bus, train	_____	Space rental	_____
Private auto: <u>300</u> miles at	_____	Equipment rental (boat, bus,	_____
15¢ a mile	<u>45.00</u>	typewriter, microphone, etc.)	_____
origin: <u>Houston</u>	_____	Printing	_____
dest: <u>Austin</u>	_____	Xeroxing and mimeographing	_____
Taxi or limousine	_____	Postage	_____
Parking	_____	Supplies	_____
Hotel	_____	Research and study materials	_____
Meals	_____	Other (specify)	_____
Misc. _____	_____		_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	<u>45.00</u>
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Laura Seever10515 LanavilleHouston, Texas 77125Signed: Laura SeeverDate: 3-31-78

Approved by state or local project manager or designee:

Signed: Laura SeeverTitle: Proj. Mgr.Voucher  
#: 17\*Date paid: 3-31-78 \*Check #: 100\*Paid by (initial): JS

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

Energy Education

(name of project)

LWV-Texas

(sponsoring League)

INSTRUCTIONS: To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	<u>57.00</u>	Telephone	<u>          </u>
Private auto: <u>      </u> miles at	<u>          </u>	Space rental	<u>          </u>
15¢ a mile	<u>          </u>	Equipment rental (boat, bus,	<u>          </u>
origin: <u>Houston</u>	<u>          </u>	typewriter, microphone, etc.)	<u>          </u>
dest: <u>Dallas</u>	<u>          </u>	Printing	<u>          </u>
Taxi or limousine	<u>          </u>	Xeroxing and mimeographing	<u>          </u>
Parking	<u>5.00</u>	Postage	<u>16.17</u>
Hotel	<u>20.60</u>	Supplies	<u>16.00</u>
Meals	<u>          </u>	Research and study materials	<u>          </u>
Misc. <u>                          </u>	<u>          </u>	Other (specify)	<u>          </u>
Grant manager's stipend	<u>          </u>	<u>Tax-Pack</u>	<u>3.35</u>
Secretarial services	<u>          </u>		<u>          </u>
Other technical or	<u>          </u>		<u>          </u>
professional services	<u>          </u>		<u>          </u>
Speaker's fees	<u>          </u>		<u>          </u>
		TOTAL EXPENDITURES	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	<u>117.00</u>
		Balance owed by payee	<u>          </u>

Name and address of person requesting reimbursement:

Laura Keever10515 LanorionHouston, Texas 77070Signed: Laura KeeverDate: 3-21-78

Approved by state or local project manager or designee:

Signed: Laura KeeverTitle: Proj. Mgr.Voucher  
#: 20\*Date paid: 3/21/78 \*Check #: 115\*Paid by (initial): JKBalance remaining in project account:           

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by:                           Date:            Acc't charged:           Date paid:            Check #:           Paid by (initial):



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

(name of project)

(sponsoring League)

**INSTRUCTIONS:** To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	_____
		Balance due payee (OR)	_____
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

(for LWVEF use only)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #: \_\_\_\_\_

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

Energy Education

(name of project)

LWV-Texas Education Fund

(sponsoring League)

**INSTRUCTIONS:** To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____		_____
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	\$ 400.00		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	400.00
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

Take Two Productions

P.O. Box 13192

Austin, Texas 78711

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

(for LWVEF use only)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #:

\*Date paid: \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \_\_\_\_\_

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



## EXPENSE VOUCHER

LEAGUE OF WOMEN VOTERS EDUCATION FUND

League Education

(name of project)

League of Women Voters of Texas Education

(sponsoring League)

**INSTRUCTIONS:** To comply with federal grant and contract requirements, all expenditures of project funds must be recorded on LWVEF expense vouchers. All receipts for expenses claimed on the voucher must be stapled to the voucher. Be certain that the date, item or service purchased, and the amount are clearly shown on each receipt.

The yellow copy should be retained by the person seeking reimbursement. The other four copies should be sent to the state or local project manager or treasurer if there is one.

Travel	Amount		Amount
Air, bus, train	_____	Telephone	_____
Private auto: _____ miles at	_____	Space rental	_____
15¢ a mile	_____	Equipment rental (boat, bus,	_____
origin: _____	_____	typewriter, microphone, etc.)	_____
dest: _____	_____	Printing	_____
Taxi or limousine	_____	Xeroxing and mimeographing	_____
Parking	_____	Postage	_____
Hotel	_____	Supplies	_____
Meals	_____	Research and study materials	_____
Misc. _____	_____	Other (specify)	_____
Grant manager's stipend	_____	Publications	\$108.00
Secretarial services	_____		_____
Other technical or	_____		_____
professional services	_____		_____
Speaker's fees	_____		_____
		<b>TOTAL EXPENDITURES</b>	
		Minus advance, if any, from state	
		or local project manager	
		Balance due payee (OR)	\$108.00
		Balance owed by payee	_____

Name and address of person requesting reimbursement:

LWV-United States

1730 H Street N.W.

Washington, D.C. 20036

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by state or local project manager or designee:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Voucher #: \_\_\_\_\_

\*Date paid: 2/5/78 \*Check #: 111

\*Paid by (initial): \_\_\_\_\_

Balance remaining in project account: \$108.00

(\*Do not complete if voucher is to be sent to LWVEF for reimbursement.)

(for LWVEF use only)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Acc't charged: \_\_\_\_\_

Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Paid by (initial): \_\_\_\_\_



TO: State Board  
FROM: Bobette  
RE: Financial report on Project SAFEWATER

LWV of Texas  
April 8, 1977  
SB Mailing

I am enclosing the original budget estimate and the actual expenditures, which will be a bit confusing since the categories do not quite match. (For instance, paper was budgeted separately in the estimate, but in fact this cost is included in printing and there was no way to indicate its cost. The phone calls I made from my office were reimbursed to the Institute and show up under that category, but should have gone under Task Force expenses, etc.)

Also, in many cases there was postage, phone calls or unspecified categories on the same voucher. If these amounts were not significant, I counted them all as "postage" or "phone" or whatever, in order to keep from shuffling paper interminably.

All of the vouchers, together with memos, etc. related to the project are on file in the state office for your inspection.

Clarification: The League received \$1000 indirect costs, plus all outright expenditures involved in getting the material distributed, plus a \$1000 postage allotment to cover the cost of sending out the slide show, (which will be much more than we will use for that, I think). So our "profit" will be more than the original \$1000.

I have not yet received the final financial report from LWVUS. It could vary from the one I enclose, since there are many vouchers, and the system is complex. But there will not be a significant difference, if any. And the final amounts will tally.

If you have questions, feel free to ask!



LWV of Texas  
April 8, 1977

BRIEF FINANCIAL REPORT ON PROJECT SAFEWATER

(all vouchers on file in state office)

Task Force Expenses	\$2077.75
State League (inc. \$1000 postage, plus reimbursement for other postage; secretarial help; copy work, etc.)	2380.00
Institute of Applied Science, NTSU	1088.14
Preparation of Materials (slide show, packets, posters, etc.)	<u>4111.57</u>
SUBTOTAL	9657.46
Member contribution (Higgins): phone calls (\$12.68); 2 trips to Ft. Worth, 1 to Dallas (\$24); lunch for Task Force (\$20). All unreimbursed.	56.68
TOTAL	9714.32

(Extra funding--beyond the original amount of \$9000--in the amount of \$657.46 was supplied out of the grant monies by LWVEF-US).





LWV of Texas  
April 8, 1977

Project SAFEWATER - TEXAS

Revised Budget

	<u>Estimated</u>	<u>Actual</u>
<u>Travel</u>		
Committee meetings	\$ 850.00	
Thirteen Task Force members, Dallas, one day; Austin, two days		
Local travel and parking	200.00	
Project Director (for visits to Task Force regional meetings, Austin, etc.)	200.00	
Total travel	1250.00	
<u>Meetings</u>		
Committee	250.00	
Hotel (Rather House-Austin, Marina Hotel-Dallas)		
Food	350.00	
Total meetings	600.00	
<u>Telephone</u>	900.00	
TOTAL COMMITTEE EXPENSES (INC. TELEPHONE, TRAVEL, ETC.)	2750.00	2077.75
<u>Postage</u> (state League office)	1000.00	1380.00
<u>Preparation of Materials for Public</u>		
Art work	500.00	800.00
Paper	750.00	(see below)
Packets & printing	1790.00	2121.25 (incl. pap paper)
Slides, narrator's pay, slide trays, etc. (all for slide show)		1190.32
<u>To be done by Institute of Applied Science:</u>		
Slide show (inc. salary of photographer) (IAS) (6 copies of slide/cassette program)	700.00	685.00 (sal. of photog.)
Secretarial work (IAS): memos, camera-ready copy, etc.	300.00	145.77
Misc. supplies (IAS): Xerox, stencils, postage.	100.00	69.51
Telephone (calls made by Higgins on IAS line)	0	187.86

(more)



## Project SAFEWATER (cont.)

-2-

EstimatedActual

Indirect costs (10%) (IAS)

110.000

Total Preparation of Materials for Public

4250.00

4111.57

State League(Office space, secretarial help, supplies,  
etc.)1000.001000.00

TOTAL (Grant)

9000.00

9657.46

Member contribution (Higgins)

56.68

TOTAL EXPENSES

9714.32



FINAL REPORT ON  
Project SAFEWATER

Submitted to  
Fern Summer, Project Manager  
LWVEF, Washington, D.C.

Prepared by  
Bobette Higgins  
Project Director  
League of Women Voters of Texas

March, 1977





The SDWA project in Texas, known as Project SAFEWATER, was headed by a task force of 12 League members, including the following: Diane Galloway, Dallas; Galen Westwick, Corpus Christi; Midge Erskine, Midland; Louise Cummins, Lubbock; Shirley Gleason, Beaumont; Mary Harding, Fort Worth; Nana Rylander, Sherman; Sandy Godfrey, Austin; Lucinda Headrick, Irving; Betty Anderson, Lubbock (ex officio); Bobette Higgins, Denton (project director).

It was the decision of this group to concentrate on the production of top-quality program material, including specially designed letterheads, logos, poster/flyers, information packets, a slide show, TV public service announcements with slides, press releases. All of this material was to be widely distributed over the state.

In order to accomplish our goals, the task force was divided into three subcommittees: Research and Writing; Public Relations; Public Meetings Arrangements. While we had only two face-to-face meetings with the entire task force present, the group ably accomplished their assignments. While all were effective and cooperative, the Research and Writing subcommittee should be commended for efforts "above-and-beyond-the-call-of-duty."

With the exception of the slide show, which was prepared with the assistance of the Institute of Applied Science at North Texas State University, all of the materials were written by members of the task force.

#### MATERIALS PREPARED AND DISTRIBUTED

- I. Information Packet (1500 distributed)
  - Fact Sheets
    - "You Are What You Drink"
    - "Some Provisions of the Safe Drinking Water Act"
    - "The SDWA: What Will It Cost?"
    - "Legislation for the SDWA"
    - "Enforcement of the SDWA:"
    - "How To Get Into The (Drinking Water) Act"
  - (In addition to the fact sheets included in the packets, 2500 of each were also distributed at meetings.)
- II. Slide Show ("The Water We Drink")
  - 22 minutes long, with narration on cassette; six copies
- III. Letters and packets sent to:
  - All Texas legislators and appropriate state agencies
  - All councils of government
  - Local governmental organizations
  - Restaurants
  - Hotels
  - Motels
  - Camps
  - Small colleges
  - Mobile home parks
  - County agents
  - Farmers and ranchers organizations
  - Teachers organizations
  - 36 television stations (also included were slides and psa copy)
  - Civic clubs
  - LULAC and Mexican-American Chambers of Commerce (124 letters in Spanish)



#### IV. Press releases and miscellaneous articles

Three sent to all major newspapers in state, and AP

Two articles in ENVIRONOTES (see enclosure)

One article in Texas VOTER

Various memoranda to local Leagues

#### ABOUT THE SLIDE SHOW

There were six sets of the slide show made, complete with scripts and taped narration. The slides are inserted in a carousel and shipped in this way, ready for viewing. The sound track, which was not of good quality, has been re-done and is now very adequate.

In addition to being shown by local Leagues at various types of programs over the state, the slide presentation has been shown at a League reception honoring Texas legislators in Austin; at the Jacques Cousteau Involvement Day in Houston (10,000 people attended, and it is estimated that perhaps 1000 saw the slide show); on various TV programs over the state; the National Drinking Water Advisory Council in Washington. A very wide variety of organizations and governmental entities have viewed the show, which is booked through May. We anticipate requests for the show to continue through the summer.

#### ... AND ABOUT THE PROGRAM PACKETS

The program packets have been distributed to 1500 appropriate organizations and individuals (see enclosures). Extra copies of "A Drop to Drink" and the fact sheets from the packets are sent with the slide show for distribution at the programs. A most rewarding event was the exhibition booth we sponsored at the three-day convention of the Texas Municipal League in Dallas.

#### WORKING WITH OTHERS

Task force members have enjoyed complete cooperation with and welcome assistance from the EPA Region VI, and from the Department of Health Resources. These contacts have helped immeasurably in the success of our project, and we expect the rapport we have established to be a continuing benefit. (As this report is being written, the project director is listening to an hour-long previously taped radio talk show in which she was a participant, along with representatives from the EPA, the Department of Health Resources, and the director of the Ft. Worth Water Dept., during which many aspects of the SDWA were gone into in some detail.)

We have cooperated closely with a group of students at the LBJ School of Public Affairs at the University of Texas at Austin, where the Director of Research had obtained a grant from the Dept. of Health Resources to study the effects of the SDWA on the people of Texas, and to examine procedures for granting variances and exemptions. Students involved in this project have used our material in their travels in the field, when they visited many small communities in the state. The project director spent a very productive afternoon with these students and their instructors. At this time, consideration is being given for a co-sponsored (LWV, LBJ School) conference on the SDWA, but these plans are as yet very indefinite.

Less successful attempts at working with governmental officials were those involving a verbally-promised interview with the governor, who was never able to meet this commitment, and also unable to answer questions concerning the SDWA and the Texas response to it.



IN SUMMARY, we believe that this project has been a valuable service to the people of Texas. It has been a worthwhile learning experience for League members. It has been financially rewarding to the League. It has been an interesting experiment in grantsmanship. While the whole process has been not without complications, since most League members closely involved were inexperienced in grant management, it has, in my opinion, been a necessary first step in a new direction, furthering the maturation and professionalization of "the League way" of accomplishing objectives.



University of Houston  
CONTINUING EDUCATION CENTER

Feb. 7, 1978

DATE

Memo to:

Elsie Colwell

- ☐ Please take charge of this.
- ☐ Please initial and return.
- ☐ Please prepare reply for my signature.
- ☐ Please note and see me.
- ☐ Please note and file.
- ☐ Please furnish data for my reply.
- ☐ Please answer, sending me a copy.
- ☐ Please route to appropriate staff.
- ☐ For your recommendation.
- ☐ For your information and return.
- ☒ For your approval.
- ☒ For your signature.

Please sign & return  
yellow copy to confirm  
approval. Link copy  
for your file.



UNIVERSITY OF HOUSTON -- CONTINUING EDUCATION CENTER  
Room 207, 4800 Calhoun  
Houston, Texas 77004  
(713)749-4247



Posted

P.N.

RESERVATION REQUEST

Date

Coord.

Log. No.

(Please complete and return all copies to above address)

Name and Title

Telephone

Organization and Address

Type of Function (Name of Conference, etc.)

Dates - 1st & 2nd Choice No. of Participants University sponsor & telephone, if applicable

If the individual or organization to receive the statement of charges is other than the one making the request, please indicate:

(Name and Address)

DESCRIPTION OF REQUIREMENTS						
Yes	No	CONFERENCE ROOMS		No. of	Type of Room	Room(s) Reserved
<input type="checkbox"/>	<input type="checkbox"/>	Date	Time	Persons	Arrangement	(Leave Blank)
Yes	No	HOTEL ACCOMMODATIONS				
<input type="checkbox"/>	<input type="checkbox"/>	Arrival Date	Departure Date	No. of Singles	No. of Doubles	
Yes	No	FOOD & BEVERAGE SERVICE		No. of	Room(s) Reserved	
<input type="checkbox"/>	<input type="checkbox"/>	Date	Time	Persons	(Leave Blank)	
		Breakfast				
		Lunch	2/26 12m	10	Room 207	
		Dinner			Room 207	
		Coffee				
		Other				
Yes	No	PARKING REQUIREMENTS Approximate number of spaces required in Center garage:				
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Yes	No	REGISTRATION/DISPLAY SPACE NEEDED				
<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Yes	No	AUDIO-VISUAL EQUIPMENT NEEDED				
<input type="checkbox"/>	<input checked="" type="checkbox"/>					

Two copies of this request will be returned to you. If we have been able to approve your request, the facilities will be tentatively reserved for you for a period of two weeks from the date of approval. In order to confirm the arrangements, please sign and return one copy prior to the expiration of the two-week holding period.

Approved/Disapproved

Signature

Title

Date

Arrangements Accepted

Signature and Date (Do not sign until approved copies are returned to you.)



February 3, 1978

The Honorable William P. Hobby  
Lieutenant Governor of the State of Texas  
State Capitol  
Austin, Texas 78711

Dear Bill,

Attached are the programs for the two energy conferences you have so generously agreed to speak to. With regard to the Houston conference, there will be a luncheon for speakers at noon in the Aries Room of the Continuing Education Center at the University of Houston. We would be delighted if you could join us.

With regard to the Austin conference on March 7, I know you must leave immediately for A&M after your presentation, but if you are in Austin on March 6, I hope you will accept a dinner invitation from me (which I herewith extend!)

I look forward to seeing you on February 20.

Sincerely,

Laura Keever  
Energy Director





Laura

League of Women Voters  
Education Fund  
1730 M STREET, N.W., WASHINGTON, D. C. 20036

January 23, 1978

Jeanette Vanderwater, Treasurer  
Energy Education Project  
LWV of Texas  
[REDACTED]

C  
O  
P  
Y  
Dear Jeanette:

As we discussed in our phone conversation on Friday, I am requesting from the business office here a check for \$1500 for you, the next advance on the LWV of Texas project account. This advance will begin your use of the LWV Texas allotment from the ERDA (now Department of Energy, DOE) funds. Please follow carefully the project guidelines for accounting for the use of this money. I expect to soon receive your accounting for expenditures from the first advance but will send this second check as soon as it is prepared.

Sincerely,

Florence Chichester, Manager  
LWVEF Energy Education Project

cc: Laura Keever, Project Manager  
President, LWV of Texas

®



Monday

Dear Larva,

Enclat is sparse check and  
checks for the paper are in the mail.  
I will write to the state office for  
an invoice. I have ordered checks,  
we should have them in about a  
week.

I will keep the blue copies,  
you keep the green, and the yellow  
may be used for the project  
conference coordinators. Guess  
we will use the pink ones for  
scrap paper. National has improved  
their forms a bit since "208."

I will do a journal about and send  
you copies from time to time.  
I have \$289 in the account. How  
soon do we ask for more.

Jeannette



MEMORANDUM

December 30, 1977

To: Elsie Colwell, Pearl Winnern, Judy Allen, Dorothy Power

From: Laura Keever

Enclosed are a number of items relating to our various energy projects.

(1) Vouchers. These are, of course, for any expenses you incur relating to the conferences and/or outreach efforts.

(2) A copy of "Preliminary Accounting Procedures for LWVF Energy Education Projects. These explain how to use the vouchers.

(3) A check which reflects one-half of the project coordinator's stipend. As the overall amount was sent to me in my name, the checks are made out to you from me.

I will be finalizing the speakers for the Austin and Houston conferences next week--I will send you a copy of my letters as they are written.

Everything is looking good--Dorothy, I will be checking with you soon.

Happy New Year!

cc: Anderson, Higgins, Wilbur, SO

\* Please send all vouchers to me for approval.





December 1, 1977

Laura Keever, Manager  
Energy Education Project  
LWV of Texas  
[REDACTED]

Dear Laura:

As stated in the October 17, 1977 letter of agreement between you and the LWVEF which you signed and returned to us, the LWVEF offers you a stipend of \$375.00 as a small measure of compensation for your services as manager of the LWV of Texas energy education project. Enclosed is a check for \$187.50 as partial payment of that stipend. The remainder will be sent to you by April 1, 1978. Record your receipt of this portion of the stipend by marking the amount received in the space provided for grant manager's stipend on one of your vouchers (not necessarily a separate voucher from one on which you record project expenditures, but no supporting receipts are necessary for the stipend.)

Sincerely,

*Florence*

Florence Chichester, Manager  
LWVEF Energy Education Project

cc: President, LWV of Texas

enclosure

CHAIRMAN  
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Veta Winick  
Dickinson, Texas

EXECUTIVE DIRECTOR  
Peggy Lampl



League of Women Voters Education Fund



1730 M St. NW, Washington, DC 20036 (202) 659-2685

October 17, 1977

Laura Keever, Manager  
LWV of Texas Energy  
Education Project  
[REDACTED]

Dear Laura:

As you know, the LWV of Texas project proposal was approved by the committee and was felt to be well designed and presented in a well written proposal. It does emphasize conservation but I know you are aware of our concerns in that regard. You certainly seem to have the arrangements well in hand.

An initial advance of \$500 start-up money is enclosed and made payable to the LWV Texas Education Fund as you requested. I also enclose a preliminary set of accounting procedures and twenty-five vouchers. Full guidelines for administering the grant and accounting for the money will be sent to you soon. If you have any questions or comments please call or write and I will try to respond promptly. A letter of agreement regarding your services as your League's project manager is enclosed. Please sign and return the original and keep the carbon for your files.

As you know, ERDA has reprinted 150,000 copies of the summer National VOTER article, "The Politics of Energy." These are for Leagues to distribute in connection with the LWVEF Energy Education Program. One-thousand (1000) copies were mailed directly by ERDA to every state League. In your case, they were mailed to your state League president at the League office in Austin.

These reprints can be distributed at any event planned under the Energy Education Project or any other energy or natural resources activity sponsored by your League. Since every League member should have received

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Contributions to the Fund are deductible for income tax purposes



Laura Keever  
LWV Texas Energy Education Project

October 17, 1977  
page 2

a copy of the article in the summer National VOTER, we hope the reprints will be distributed to the public rather than to Leaguers. A number of extra copies are available to Leagues on a "first come, first served" basis. Should you wish some, let me know how many and I will send them to you.

Best wishes for a rewarding energy project.

Sincerely,

*Florence*

Florence Chichester  
Staff Specialist  
Energy Department

cc: President, LWV of Texas

enclosures





League of Women Voters Education Fund  
1730 M Street, N.W.  
Washington, D.C. 20036

(state)

Proposal for Pass-through Grant  
for State League Energy Education Program

Date:

League:

State President:

Address & Phone:

Address & Phone:

Project Manager:

Treasurer (if appointed):

Address & Phone:

Address & Phone:

\*\*\*\*\*

1. Describe your overall project:

2. Objectives

a. What are your specific objectives in carrying out this project: How will the project fill the need for public education about energy problems and issues in your state?

b. Which groups in your state do you expect to reach?

c. Who will be the major audience(s) of your project?



LWVEF Pass-through Grant Proposal  
for State League Energy Education Project

Page 2

2. d. Does your project present the national as well as the state (and possibly local) energy perspectives? Explain.
3. If the proposal is for a conference, seminars, workshops, etc.--
  - a. Format and Content of Sessions
  - b. Participants - Kinds and Numbers
4. If the proposal is for other events, go-see tours, etc.--
  - a. What kind?
  - b. Content?
  - c. Who will participate?
  - d. How many people do you expect to reach? Directly? Indirectly?

Timetable - Briefly describe the projected goals and related activities you aim to undertake during each time period.

Present--September:

October--December:

January--March:

April--May:

Budget - Be sure to attach a detailed grant budget.



Sample Budgets for State with a Total Grant of \$2,250A. Project: Traveling Energy Exhibit with Slide Show

Project Manager's Stipend	\$ 225
Secretarial Services	125
50 hours @ \$2.50/hr.	
Office Supplies	100
Telephone	250
Postage	150
Printing & Duplicating	100
Planning	50
Travel	450
Production of Slide Show	600
Materials to distribute	200
(Try to use free materials)	
TOTAL	\$2,250

B. Project: 5 Area Workshops (1-day) and Slide Show for Presentation at workshops

Project Manager's Stipend	\$ 225
Secretarial Services	
30 hours @ \$2.50/hr.	75
Office Supplies	50
Telephone	150
Postage	200
Printing & Duplicating	200
Planning Meeting	100
Travel for Committee Members (4)	300
Workshop Expenses	250
Production of Slide Show	600
Other Professional & Technical Assistance	100
TOTAL	\$2,250



# FEDERAL ENERGY ADMINISTRATION

REGION VI

MAILING ADDRESS  
P.O. BOX 35228  
DALLAS, TX 75235

2626 W. MOCKINGBIRD LANE  
DALLAS, TEXAS 75235

TELEPHONE  
214-350-7931

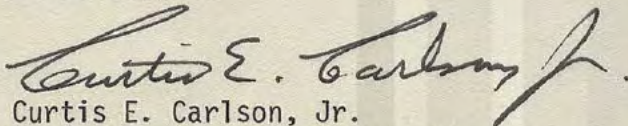
AUG 15 1977

Ms. Laura Keever  
Energy Director  
League of Women Voters of Texas  
[REDACTED]

Dear Ms. Keever:

Thank you for your invitation to cosponsor the energy conferences emphasizing conservation which the League of Women Voters will conduct in Texas early next year. Although we cannot make a firm commitment to cosponsor at this time, we will send someone to the planning meeting in Houston on August 29. At that time we hope to get more detailed information on the conferences as well as an explanation of what possible FEA cosponsorship would include.

Sincerely,



Curtis E. Carlson, Jr.  
Acting Regional Administrator





8 August 1977

LWVEF Energy Education Outreach Grants\*

<u>State</u>	<u>Total Grant</u>	<u>State</u>	<u>Total Grant</u>
Alabama	\$ 2300	Montana	\$ 2200
Alaska	2200	Nebraska	2475
Arizona	2575	Nevada	2200
Arkansas	2500	New Hampshire	2350
California	4000	New Jersey	3550
Colorado	3000	New Mexico	2575
Connecticut	3400	New York	3700
Delaware	1900	North Carolina	3000
Florida	3450	North Dakota	2100
Georgia	3000	Ohio	3700
Hawaii	1975	Oklahoma	3000
Idaho	2475	Oregon	3300
Illinois	3700	Pennsylvania	3700
Indiana	3300	Rhode Island	2350
Iowa	3300	South Carolina	2800
Kansas	2700	South Dakota	2100
Kentucky	2800	Tennessee	2800
Louisiana	2800	Texas	3750
Maine	2275	Utah	2475
Maryland	2850	Vermont	2125
Massachusetts	3400	Virginia	3300
Michigan	3450	Washington	3200
Minnesota	3650	West Virginia	2275
Mississippi	2125	Wisconsin	3300
Missouri	3500	Wyoming	2200

Puerto Rico, the Virgin Islands and the District of Columbia will receive \$500 each from the Consortium pass-through funds and \$200 each has been set aside from the ERDA pass-through funds.

\* Consortium Funds--53 Leagues @ \$500 = \$26,500

The ERDA funds were apportioned among the state Leagues using a formula based on the number of Leagues and number of League members within the state, population, and the geographic area of the state. Of those factors, number of Leagues and state population were weighted most heavily.  
Total ERDA pass-through funds = \$119,250







# memorandum

13 July 1977

TO: Presidents of the Leagues of Puerto Rico, the Virgin Islands and the District of Columbia

FROM: Betty N. MacDonald, Chairman, National Energy Committee

RE: Energy Education Outreach Projects

## I. The Project in Brief

We are pleased that representatives from your Leagues were able to attend the National Energy Conference in Washington, D.C. Now it is time to start planning your energy education projects. The money contributed to the energy education program by a consortium of donors funded the publications, Energy Dilemmas and Energy Options, as well as the National Energy Conference, and also includes funds to provide \$500 pass-through money to all state Leagues and Puerto Rico, the Virgin Islands and the District of Columbia. As stated in the January 1977 National Board Report (p.8), the energy department, together with the research and development department, has been seeking additional funds to enhance the state and/or regional energy education outreach efforts.

That search was successful, as you have undoubtedly learned from your conference participants. A representative from the Energy Research and Development Administration (ERDA) announced on the final day of the conference the award of a \$200,000 grant to the LWVEF to augment our energy education program, especially the state/regional outreach activities.

The primary focus of the ERDA grant, however, is to enhance statewide energy education outreach efforts. The amount of additional money we pass to each state from the ERDA grant will depend upon the area of the state, number of Leagues and number of League members within the state. Because each of you is a local League, rather than a state League, with a circumscribed geographic base, and, in two out of three cases, has a rather limited number of members within your League, you will likely be ineligible for additional energy funds. However, along with every state League, you will each receive \$500 from the Consortium fund.

## II. Submitting Your Proposal

To receive your \$500 pass-through grant, your Leagues and every state League must submit to us by September 15th a proposal and a budget for an areawide energy education project. The proposals will then be reviewed by the national energy committee at its meeting in September, and grant monies sent out soon after. As stated above, your Leagues will receive \$500 from the Consortium fund for your project. At the



end of July we will send you and all state Leagues another memo describing the League's activities under the ERDA grant, and will include information on project manager stipends, a suggested proposal outline and budget form, and guidelines for administering the grant.

You may have already begun to plan your project or may be ready to begin working on it and would like money to proceed. If you wish to begin work on your project this summer or by early September, you may send us a description of your project according to the attached outline as soon as you can and we will forward \$500 to you.

However, if you have a plan for a project which you feel will have a broad and significant impact on your area and for which you think you will need more than \$500, let us know by September 15th in a detailed project proposal and it will be considered for additional funds under the ERDA grant. But please remember that funds from the ERDA grant will not be distributed until after the national energy committee meets in September and reviews your proposals.

The description of your project should include the name of your project manager(s), who, we assume, will be one or both of the participants you selected to attend the National Energy Conference. Be sure to also involve the third delegate to the National Energy Conference, if one came from your League, because that person can make a valuable contribution to the project and can provide a point of broader contact with the public.

### III. Interrelationships Among Natural Resources Programs

As you are aware, some grant monies have been passed through from other LWVEF departments (208, CZM, etc.). Because of their differing focuses and schedules, and their separate reporting requirements, it is not possible to merge these grants with the energy grants into one project. States involved in the CZM project, for example, have already submitted their proposals; their projects will be underway by September and are to be completed by early December, whereas the energy projects will probably not be initiated until late fall and may continue until early May, 1978.

On the other hand, we recognize as you do, the interrelatedness of subject matter dealt with by the above grants, particularly CZM and energy. We encourage state boards to consider the statewide implications of the projects and to design them to complement rather than duplicate each other in fulfilling your League's overall natural resources goals. We trust that project managers will trade ideas and experiences and build on each other's work.



13 July 1977  
page 3

IV. Further Information

If you have any questions, please do not hesitate to contact the LWVEF Energy staff. We will be available to assist you by mail or phone, and may even be able to provide some on-site assistance later on, if necessary. Address correspondence to Isabelle P. Weber, Coordinator, or Florence Chichester, staff of the Energy Department, 1730 M St., N.W., Washington, D.C. 20036 or call collect at (202)296-1770, ext. 300 or 310.

We have long wanted to be able to provide Leagues with some monetary assistance for their energy education programs and we're pleased that the opportunity has now come. Leagues should be able to develop useful contacts with state (or local) energy officials and other energy organizations, to become more involved in energy activities, and those Leagues that have them should be able to expand on-going energy education activities. We look forward to hearing from each of you about your projects.

cc: National Board  
National Energy Conference Participants





May 2, 1977

GRANT FOR AN ENERGY EDUCATION PROGRAM  
LEAGUE OF WOMEN VOTERS

THE OBJECTIVES

The League of Women Voters Education Fund believes that a nationwide, balanced, impartial public education program on the energy situation is needed in order to provide citizens with the background information and analytical perspectives requisite to comprehending the nation's energy outlook and the options for dealing with energy problems, and to promote meaningful dialogue and mutual understanding as groups with differing views search for trade-offs and compromises. We believe that a public energy education program is vital because of the serious consequences that lack of forward movement in this area have had and will have on our economy, society, environment, international position and political system. Further, we believe that any proposed comprehensive national energy plan will be incomprehensible to an uninformed citizenry.

The League of Women Voters Education Fund is now conducting a national energy education program which is to culminate in a public education push at the grass roots level performed by trained League and community leaders in every state. The LWVEF proposes to augment its current activities by strengthening this state/regional component of the program with increased money available to every state League, technical assistance to the leaders performing those programs and with materials for public education as needed.

If ERDA wishes to increase public awareness and understanding of the energy situation in a balanced way, it would be efficient, in terms of time and of money, for ERDA to build machinery that is already in motion. What we are suggesting is that ERDA multiply and extend the outreach portion of the LWV Education Fund's program. Our present budget leaves only \$500 for each state's outreach activities, which clearly limits each program's impact unless the state League can add to this by raising funds in the local communities. The LWVEF proposes that ERDA enable us to increase the amount of money available to each state League by \$2,500, to extend the period of time during which the current energy education program is conducted, and to broaden the scope of the state/regional energy education program which follow the national conference.

THE PROGRAM PRESENTLY UNDERWAY

In May 1974 the League of Women Voters Education Fund began a program intended to increase citizen awareness of the costs (e.g. economic, environmental, social) and benefits associated with the various ways in which energy is produced, distributed and used, and of the ways in which these benefits and costs are distributed among geographic, economic and social groups within the United States. The LWVEF anticipates that increased awareness will make individuals more effective users of energy, further their understanding of energy problems and proposed solutions, and lead to increased public participation in the making of energy policy.



The LWVEF energy education program efforts to date have produced a series of conferences and a number of publications.

- o A national conference was held in 1974 to train leaders of local Leagues and heads of selected organizations to educate others in energy conservation. It was followed in 1975 by a series of seven regional conferences across the country.
- o For members and the general public, the League produced a series of publications called Energy Briefs, short fact sheets each focusing on one facet of the energy problem. They highlight key issues, present basic information and suggest further reading. So far, twenty-two have been published.
- o A Community Guide, entitled "Citizens and Energy: The National Issues," was published to help individuals and groups focus citizen attention on national energy problems. It includes suggested meeting agendas, a list of books, articles and other resources, as well as suggestions for cooperation with local organizations and interest groups in launching community education projects.
- o The League published two basic informational books: Energy Dilemmas, which provides an overview of the energy crisis, traces its historical development and examines key problems and issues, and Energy Options, which deals with energy sources and options and the government's roles in meeting our future needs.

A national energy training conference is scheduled for early June 1977. The three-day program will include speakers and panels on energy sources, problems and possible solutions, and training in public education/participation techniques.

Each state League (including Puerto Rico, the Virgin Islands and the District of Columbia) will select and send two participants (at least one of them a League member) to the conference with all expenses paid. Each state may send a third participant, preferably a practicing energy educator or communicator, for whom the states must secure funding. Conference participants will be expected to carry out energy education programs and projects in their state or regions following the national conference.

Planning for the national conference is under the direction of an advisory committee composed of League members and staff and selected non-League experts in either energy or public education. They will also furnish guidance for the state/regional programs.

In short, the LWV Education Fund has already thought out, organized and embarked upon a comprehensive effort in public education. The machinery is in place and running. To pay for this effort the Education Fund has persuaded seventy-four donors, mostly utilities and oil companies, to support the program. The size of the contributions varies from \$100 to \$20,000, adding up to \$160,800. Every donor understands that the Education Fund will present a balanced program according to its



own judgement, and no donor may influence the program by anything other than advice, (of which there is a super abundance from many more sources than there are donors).

#### THE PROPOSED STRENGTHENING OF THE PROGRAM

The purpose of the national and the state/regional energy education program is to build a corps of energy experts who can effectively educate and provide citizens with information about the nature of our energy problems and alternative solutions from international, national regional and state perspectives.

The unique strength of the Education Fund's plan for grant money expenditure, indeed of the whole program, lies in the fact that these leaders can combine the expertise acquired at the national conference, with their intimate knowledge of the peculiarities of their local communities to design activities to fit local situations and needs. We have found over many years that it is far more effective to furnish the state and local Leagues with the tools to tailor activities to their local needs, than it is to try to impose a plan from the national level. And no other organization has this capability to the extent that the League has it because of the Leagues' years of working with the power structure in their communities.

The enhancement of League energy awareness programs would take place in the following ways:

1. Increasing the money available for the state/regional energy education programs.

Participants who attend the LWVEF national energy conference will be expected to help organize and carry out a follow-up state or regional energy education program. An opportunity will be provided during the conference for preliminary planning. At that time participants within each of the 10 federal regions will decide whether they want to proceed with separate state energy education programs or cooperate on regional programs, or a combination of both. State and regional energy education programs may or may not include a training conference depending on the need of the states and regions.

Funds will be made available to each state League for the expenses of state projects; those funds can be pooled if participants have elected to undertake a regional program.

2. Providing Technical Assistance from National Office

At the national office of the Education Fund, a full time staff specialist backed by a secretary would be assigned to render technical assistance to every League seeking help with its program. Assistance to increase their communication tools would be given by telephone, by mail, and some on-site visits by energy committee members close to the site in question and occasionally by the staff.

As the need arises, this team would produce Energy Briefs on appropriate topics, and occasionally "how to" tools such as:  
--discussion guides to carry suggestions for ways to help people consider an issue, how to organize and conduct discussion groups



--activity guides to explain how to bring a subject to people's attention and how to help them understand how to communicate their views and to whom

--reading lists to give sources of free and inexpensive materials of help to citizens in understanding energy issues as considered from a number of viewpoints.

The beauty of these publications would be that they would always respond to needs which have arisen from the operation of the program.

#### ORGANIZATIONAL CAPABILITY

The League of Women Voters has had more than 50 years experience in public education on important national and local issues. Individually, the Leagues are locally organized groups. Together they comprise a nationwide network of 1,350 local, state and inter-League organizations. According to an internal survey of the League's membership 68% hold college degrees, while 50% of the spouses of members are professionals and another 27% are in business. Thus, the League is comprised largely of opinion leaders and is a significant force in generating public awareness of issues of the day especially among that portion of the public most attentive to national and regional policy issues. With membership of over 140,000 these local Leagues are backed up by a competent professional staff in the League's national office in Washington. Members and staff know how to reach people, how to promote public discussion and how to organize conferences and community programs.

The League of Women Voters Education Fund was established in 1958 as a complementary organization to the League of Women Voters of the United States. It provides the League and the general public with research, publications and other educational services, both on current issues and on citizen participation techniques.

As a non-partisan, multi-purpose organization, the LWVEF has been a bridge between a variety of interests that have little in common. It is experienced in working with key local, state and regional institutions. But perhaps our greatest asset, the one which should most attract support from ERDA, is the credibility of the Education Fund which is built on over fifty years experience in public education on national and regional public policy issues.