Workbook II

Thirteenth State Convention

March 1971

League of Women Voters of Texas Education Fund

Financial Statement for the Period 2-1-70 through 1-31-71

2-1-70	Checking Account, Westview National Bank, Waco		$1,672.19
	Income		
	50th Anniversary Gifts	$3,080.00	
	Memorial Gifts	715.00	
	Other Contributions (From LL Finance Drives)	548.00	
	Dividend Income	500.00	4,843.00
			$6,515.19
	Expenses		
	Trustees Meetings (3)	303.47	
	Liaison with State Board	94.30	
	Administration (Postage, L.D. calls, mailings to LL Pres., Forms)	207.81	
	Guide for Jurors Project (Shipping charges	12.35	
	Citizens Handbook Project	2,916.67	3,534.60
			$2,980.59
	(Balance includes $100 earmarked for Houston League less $24.42 expended)		24.42
2-1-71	Checking Account		$2,956.17
	Certificate of Deposit ($2,025 plus 103.16)	2,128.16	
	Savings Account ($123.68 plus 6.16)	129.84	2,258.00
	Total Liquid Assets		$5,214.17

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LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

[redacted]

January, 1969

TO: Local League Presidents

RE: "A GUIDE FOR JURORS" and enclosure

Shipment of the second printing of "A GUIDE FOR JURORS" has begun. The Education Fund Trustees feel that you will want to take full advantage of this community service as part of your efforts to publicize the League's 50th anniversary fund-raising campaign. The enclosed press release should assist in your plans for demonstrating the League's varied voters service projects.

The release is merely a guide in itself. You may wish to rewrite it but it does contain the necessary facts about "A GUIDE FOR JURORS" and the Texas Education Fund.

Newspaper and/or radio and television use of the release should be accompanied, if at all possible, by a picture of some sort; either the president or voters service chairman delivering copies to the judge, or a juror using one, etc. Use your own imagination but we do hope you will be able to capitalize on the project.

Those Leagues which have not ordered additional Guides may still do so. Send your orders, in multiples of 1,000, to the League of Women Voters of Texas Education Fund, 1416 Royal Oaks Drive, Waco, Texas 76710. (The Guides come already boxed, 1,000 per box.)

NOTE: Since this is <u>not</u> going out on Duplicate President's mailing, two copies are enclosed.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

January, 1969

FOR IMMEDIATE RELEASE:

_____ copies of "A GUIDE FOR JURORS" were presented to Judge _____ of the _____ District Court today by Mrs._____, president of the League of Women Voters of _____. Copies of the pamphlets, which explain the responsibilities and requirements of jurors, will be made available to all members of jury panels in the _____District Court by Judge_____, Mrs._____ said.

These educational pamphlets have been published by the League of Women Voters of Texas Education Fund, a tax-exempt fund established by the League of Women Voters of Texas for the purpose of undertaking educational projects in the field of state government, including such publications as "A GUIDE FOR JURORS" and the booklet "TEXAS CONSTITUTIONAL REVIEW", published in 1967.

Three hundred thousand copies of the jury pamphlet are being made available to every district court in Texas. Financed by a grant from the Humble Oil & Refining Company, these copies represent a second printing of the Guide. A second printing was necessary because of the tremendous demand which developed after the distribution of a first printing of 50,000 copies to the courts in cities where there are local Leagues of Women Voters, Mrs. Maurice H. Brown, Waco, the Education Fund chairman, has stated. She indicated that many judges who have had the pamphlet available for their jurors say it has been most helpful to the members of the juries.

Included in the pamphlet is information on the different kinds of juries, who is eligible for jury duty, how jurors are selected in the

-MORE-

different courts, what happens if a citizen's name is drawn,who can claim exemptions from jury duty, how grand juries are selected, what jurors are paid and the reasons why the judge may excuse or postpone a person's jury duty.

The League of Women Voters of the United States is embarked on an $11,000,000 fund raising campaign to commemorate the 50th anniversary of the founding of the League in 1920. Contributions to this drive can be earmarked for either the League or the Education Fund, Mrs. _____ said. It is hoped that many more such projects can be undertaken after the completion of this special anniversary drive, she explained.

# # # # # # # #

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

[redacted]

January, 1969

League of Women Voters of Texas

EDUCATION FUND

BOARD OF TRUSTEES

MRS. MAURICE H. BROWN
CHAIRMAN, WACO

MRS. CHARLES M. LINEHAN
VICE CHAIRMAN, MIDLAND

MRS. E. R. BROWNSCOMBE
SECRETARY–TREASURER, DALLAS

MRS. EDWARD C. FRITZ
DALLAS

JUDGE W. ST. JOHN GARWOOD
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MR. CHARLES C. KEEBLE
HOUSTON

MR. HARRIS KEMPNER
GALVESTON

MR. SHERIDAN C. LEWIS
CORPUS CHRISTI

MRS. T. A. POLLARD
HOUSTON

[redacted]

November 20, 1968

Dear Local League President:

The Education Fund Trustees are pleased to announce receipt of a grant from the Humble Oil and Refining Company and the Humble Companies Charitable Trust for a second printing of "A Guide for Jurors". Printing will begin immediately. Shipment, however, will not begin until after January 1 to avoid the heavy rush of the Christmas season for both the freight companies and the post office.

The Guide has been slightly revised to make it completely usable in all counties of Texas.

Sincerely yours,

Dorothy Brown

Mrs. Maurice H. Brown
Chairman

PLEASE NOTE: Credit for the grant will not appear on the Guide itself. We suggest that publicity concerning the financing that makes possible the free distribution in your cities should accompany your distribution.

JUN 7 1968

League of Women Voters of Texas

EDUCATION FUND

BOARD OF TRUSTEES:

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MRS. EDWARD C. FRITZ, VICE CHAIRMAN, DALLAS
MRS. E. R. BROWNSCOMBE, SECRETARY-TREASURER, DALLAS
MR. JON FORD, AUSTIN
JUDGE W. ST. JOHN GARWOOD, AUSTIN
DR. EUGENE HUGHES, HOUSTON
MRS. T. A. POLLARD, HOUSTON

[redacted]

June 3, 1968

Dear Local League President:

Would it be possible for you to indicate how many copies of "A GUIDE FOR JURORS" your League will be able to use, if we can arrange for additional printings? The EDUCATION FUND Board of Trustees needs this information for its June 14 meeting.

Please let us know no later than June 12, even if your reply is that you are not interested in more copies for distribution. The Guide will continue to be available at no cost if we go ahead with a second printing.

Sincerely yours,

Dorothy Brown

Mrs. Maurice H. Brown

League of Women Voters of Texas EDUCATION FUND

[redacted]

April, 1968

TO: Presidents of Local Leagues
FROM: EDUCATION FUND Trustees

Fifty thousand copies of "A GUIDE FOR JURORS" will be ready for shipment shortly. Each local League, except those in our five largest cities, will receive 1,000 copies for local distribution. There will be no charge for the GUIDE or for postage. Leagues in Dallas, El Paso, Fort Worth, Houston and San Antonio will receive 2,500 copies from this first printing. Where there is more than one League in a county, we suggest the pooling of your copies and distribution in the name of all Leagues in that county.

A second (or any addtional) printing will depend upon our ability to raise the necessary money. If you know of a prospective contributor, we would very much appreciate hearing from you. Details of how these prospects can be contacted will then be worked out to the mutual satisfaction of the local League and the EDUCATION FUND. Such contributions are, of course, tax-deductible. Additional printings will cost about $300 per 50,000.

In order that we may show prospective contributors the potential market for additional copies of the GUIDE, we have attached an Order Form to this memo. Will you indicate how many copies you will need to provide adequate converage in your county? This useful public service will certainly provide benefits in future finance efforts in your community. The back page of the GUIDE contains only the name of the publisher (the TEF) and will provide ample space for you to apply the name of your local League and the local address where more copies may be obtained, if and when they become available. It will also provide space for us to list the name of the donor on future printings!

DETACH AND MAIL TO:

League of Women Voters of Texas EDUCATION FUND

[redacted]

Send _____ copies of "A GUIDE FOR JURORS" to:

League of Women Voters of _____

c/o : _____

_____ ZIP CODE

Please order by thousands - no split orders!

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND [redacted]

March 15, 1967

CONFIDENTIAL TO STATE
BOARD MEMBERS ONLY

TO; Board of Directors, LWV of Texas
FROM: Board of Trustees, LWV of Texas EDUCATION FUND

The non-League members of the EDUCATION FUND's Board of Trustees have pointed out the fundamental weakness of the financial condition of the Fund and the Trustees have instructed me to make the following report to you and to request time at your pre-Council Board meeting for a full discussion of our financial problems.

The Trustees are fully aware of the similar financial problems facing the LWV of Texas but respectfully submit that those of the EF should be of utmost concern to the LWV of Texas also.

Several basic questions relating to the EF's financial crisis were discussed at the most recent meeting of the Trustees and are posed here for your consideration too. We faced the bitter conclusion that a sound financial basis is essential to the continuing operation of the EF and raised these questions:

1) What is the LWV's responsibility to the EDUCATION FUND? As the organizer of the FUND, the LWV probably must be able to at least suggest methods of providing essential financing while not actually being responsible for providing that financing.

2) Where can operating funds for the EF be obtained? The state of the state budget precludes any financial support being offered from that source. Where can the EF go for support? Grants to the FUND for its various projects include only enough extra money for the actual expenses incurred by the FUND in carrying out that project. Foundation financing is <u>not</u> available for operating expenses, e.g., postage, meeting expenses, mimeographing, etc.

3) Should the Trustees foot the bill for the operation of the FUND? This is the situation we presently face since there are not sufficient funds to pay travel expenses to the meetings of the Trustees.

4) Would a percentage of each local League pledge to the state budget provide support for the FUND? Is this even a good idea?

5) Shall we solicit contributions from the local Leagues, over and above their support for the state LWV budget?

These are the questions I would like to discuss with you at your pre-Council Board meeting. Perhaps a solution can be found that will assure the continuance of the FUND. There is one possibility I will present for your decision.

In addition to this discussion, there are some matters of interest to the future of the FUND which the Board must tend to at its pre- or post-Council meeting. These are concerned with the terms

of office of three Trustees which will expire this year. Will you please elect Trustees to fill the following terms?

Mrs. E. R. Brownscombe, 1420 El Campo, Dallas
Mrs. Charles M. Linehan, 1208 Harvard, Midland
Mr. Millard Ruud, 3416 Foothills Terrace, Austin

The Annual Meeting of the Trustees will be held in Austin on May 12 at which time the new or reelected Trustees will plan for the year ahead with the holdover members of the Board.

At the most recent meeting of the Trustees (March 3), it was decided that we should urge the LWV of Texas to hold 1,000 copies of the TCReview booklet in reserve for use when and if a Constitutional Convention is organized for the state. Shipments of the booklet are leaving Waco at a fairly rapid clip now and a report form has been sent to the local Leagues asking for information on the use and distribution of the 39,500 copies shipped on advance orders. A return date of May 1, 1967 has been placed on the report form and there may be a later request for further information.

The Trustees also determined that our next project will be the reprinting of a flyer first distributed by the LWV of Austin as a guide for citizens called for jury service. Slight changes will be made in it; 100,000 copies will be printed for use as a complement to the Bar Association's booklet and in courts throughout the state. Further information will be forthcoming later. This will be a project of the EDUCATION FUND. Tentative plans were made for a series of regional seminars on revision if and when the 60th Legislature passes the Convention bill. This particular project is in a very infant stage and will be discussed further at the May 12 meeting of the Trustees. It will require both local and state League cooperation if it becomes a possibility.

One further request is presented here for your tentative consideration at your pre-Council meeting. If the continuing financial crisis of the FUND can be resolved, we would like for you to consider the possibility of increasing the size of the Board of Trustees of the FUND. If we are to undertake what is the real potential of the FUND, then the present Board of seven is wholly inadequate to carry out that potential. We would like for you to consider the addition of four members to the Board - three League members and one businessman.

Sincerely yours,

Dorothy

Mrs. Maurice H. Brown
Chairman

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

[redacted]

March 15, 1967

TO: Local League Presidents
FROM: EDUCATION FUND Trustees

Your response to our appeal for advance orders for the second printing of Texas Constitutional Review was excellent. 50,000 copies were printed; 39,250 are currently being shipped to you. This has resulted in a tremendous monetary savings to the FUND since the printer is paying all freight costs of these shipments, freeing the remainder of our grant from the Sears, Roebuck Foundation for other expenses of the project.

10,500 copies of the booklet are being shipped to the League's state office. Orders on hand there will be filled shortly. To encourage wide use of the booklet, the following shipping regulations have been established:

> Orders for 250 (one pre-packed carton) or more, in multiples of 250, will be shipped at any time from the state office of the League by prepaid freight. Freight charges will be paid by the EDUCATION FUND.
>
> Orders for less than 250 will be shipped by parcel post from the state office with the parcel post fee paid by the person or organization ordering. A handling fee of 25¢ will be charged for orders of less than 250 and will be paid by the person or organization ordering.
>
> Single copies will be mailed by the state office for a 15¢ postage and handling fee, charged to the recipient. This charge shall not be billed for anything more than a single copy.

Thank you again for your wonderful cooperation in this first project of the League of Women Voters of Texas EDUCATION FUND. We hope we have been able to provide you with the necessary tools for a wide distribution of the booklet. The FUND has retained 250 copies for its use.

8. Registered, practical, and vocational nurses actively engaged in the practice of their profession.
9. Practitioners and nurses who treat the sick by prayer or spiritual means according to the tenets of any well-established denomination and readers whose duty it is to conduct the regular religious services of such denomination.
10. Licensed morticians actively engaged in practice.
11. Registered pharmacists actively engaged in practice.
12. Agents actively engaged in forestry protection work while employed by the State Department of Forestry.
13. The spouse of any person who is summoned to serve on the same jury panel.
14. All school teachers in public, parochial, and private schools except during vacations and other periods of time when they are not actually teaching.

For what reasons may the judge excuse or postpone your jury duty?

The judge has discretion to excuse any person or groups of persons for reasons of hardship.
If you are leaving town, your jury duty can be postponed.
If called for the petit jury, call the district clerk.
If called for grand jury, call the district judge.
If you are sick —
Obtain a doctor's affidavit to prove you cannot serve and mail this to the district clerk for the petit jury or to the district judge for the grand jury.

How is the District Court grand jury selected?

The judge appoints a grand jury commission of not less than three nor more than five persons.
This commission selects names of 20 responsible, community-minded citizens. This group of 20 becomes the grand jury panel.
For the jury, the first twelve persons who qualify make up the grand jury. The judge then appoints the foreman.
The grand jury serves during the term of the court. There are generally four grand juries each year.
The grand jury usually meets at least once a week. Nine jurors constitute a quorum. The foreman may excuse a member from attending a meeting.

Are jurors paid?

District and county petit jurors are paid $4 per day to serve on a jury; grand jurors may be paid up to $10 per day. If the petit jury is summoned by special venire, persons on the special venire jury panel receive $2 a day, and the final 12 jurors selected receive $4 a day. Lodging and meals are provided when necessary.
All federal jurors are paid $20.00 a day, plus travel expense of $.10 per mile both ways (plus the amount, if any, expended for tolls), and an additional $16.00 a day if the juror remains overnight.

What may happen if a juror is late?

The judge may hold him in "contempt of court," and he may be fined or given a jail sentence.

PUBLISHED AS A PUBLIC SERVICE BY

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND

[redacted]

COPIES AVAILABLE FREE ON REQUEST
TO THE EDUCATION FUND

APRIL, 1968

A GUIDE FOR JURORS

JURY SERVICE - A CITIZEN'S PRIVILEGE AND RESPONSIBILITY

How many kinds of juries are there?

There are two types of juries: one investigates charges to discover whether a charge really exists; the other tries actual charges.

1. The GRAND JURY investigates criminal charges, hears sworn testimony, and decides whether to dismiss the charge ("no-bill") or indict for court action ("true-bill" or "indictment").

   In District (state) grand juries TWELVE persons form the jury.

   In Federal grand juries not less than SIXTEEN nor more than TWENTY-THREE persons form the jury.
2. The PETIT JURY tries the actual charges in criminal cases and determines the facts in dispute in civil cases. It is the third part of the Court: the judge, the lawyers, and the jury. The jury decides questions of fact; the judge decides questions of law and makes the ruling in the case.

   In County Courts SIX persons make up the petit jury. In District and Federal Courts TWELVE persons make up the petit jury.

What different kinds of courts use jury trials?

1. State District and County Courts.
   County Courts-at-law.
   A County Court which serves as Probate Court.
2. Federal Courts.
3. In addition, the various Justice of the Peace, Juvenile, and Corporation courts may occasionally have jury trials.

Who is eligible for jury duty?

1. In District and County Courts: Any citizen of the State and County who is (1) at least 21 years old, (2) qualified to vote, (3) a freeholder in the State or a householder in the County (or the wife of a householder in the County), (4) of sound mind and good moral character, and (5) able to read and write.

   No person may qualify as a juror, however, if he (1) has served as a juror in the District Court for six days during the preceding six months or in the County Court for six days during the preceding three months, (2) has been convicted of a felony, or (3) is under indictment for a felony. Furthermore, the following persons will be disqualified to serve as jurors in any particular case: (1) any witness in the case, (2) any person directly or indirectly interested in the case, (3) any person related by consanguinity or affinity within the third degree to either of the parties to the suit, (4) any biased person, or (5) any person who has sat as a petit juror in a prior trial of the same case, or a trial involving the same questions of fact.
2. In Federal Courts: Any citizen of the United States who (1) is at least 21 years old, (2) has resided for a period of one year within the judicial district, (3) is able to read, write, speak, and understand the English language, (4) is both mentally and physically able to render efficient jury service, and (5) has not been convicted of, and does not have any charge pending against him for the commission of, a crime punishable by imprisonment for more than one year.

   Any person summoned for jury service in a Federal Court may be excused by the judge upon a showing of undue hardship or extreme inconvenience. For example, in some Federal Districts individuals may be excused at their request if the distance to the courthouse, either in miles or in travel time, is "excessive" according to standards previously established by the Federal Court. Likewise, within a two-year period no person will be required by the Federal Courts to (1) attend court for more than thirty days for prospective service as a petit juror (except when the service is necessary to complete service in a particular case), or (2) serve on more than one grand jury, or (3) serve as both a grand and petit juror.

   A person summoned for jury service may also be excluded by the Federal judge when the individual (1) will not be able to render an impartial decision, or (2) is otherwise unqualified for jury service.

How are jurors selected in District and County Courts?

Source: Voter's Registration and Property Tax Lists.
A list of qualified jurors is prepared by the tax assessor, the district clerk, the county clerk, and the sheriff in August each year. Each name is put on a card, and the cards put in a metal container known as the jury wheel. This wheel is locked with two keys (one is kept by the district clerk and one by the sheriff). The wheel is turned to mix the cards, then in the presence of the sheriff and the district clerk about 150 names are drawn at a time.
In cities and counties relatively small in population, slightly different selection methods may be employed.

How are jurors selected in the Federal Court?

Each Federal District Court in the United States has its own written plan for the random selection of grand and petit juries. These plans provide for the selection of jurors from a fair cross section of the community — no person may be excluded from service because of his race, color, religion, sex, national origin, or economic status. Under these plans, the names of prospective jurors are selected at random either from the voter registration lists or from the lists of actual voters in the Federal Judicial District. These names are then placed in a "master" jury wheel and, from time to time as directed by the district court, the clerk or district judge publicly draws from the "master" jury wheel the names of as many persons as may be required for jury service. These names are then placed in the "qualified" jury wheel and drawn as they are needed for grand and petit jury panels.

What happens if your name is drawn?

If your name is drawn for a District or County Court, the sheriff sends you notification of the time and the court by mail.
If your name is drawn in a Federal Court from the "master" jury wheel, the clerk or jury commission mails you a "Juror Qualification Form" accompanied by instructions to fill out and return the form to the clerk or jury commission by mail within ten days. If your name is drawn from the "qualified" jury wheel, you are notified either by personal service or by certified or registered mail of the court in which you must appear and the time for the appearance.
When the prospective jurors assemble, the roll is called, the requests to be excused are heard, and then the judge rules on the requests. Those not excused are allotted to as many groups as there are cases that need jury panels.
From the jury panel, of maybe 50 persons, the 12 (or 6) jurors for each case are chosen.

What is a Special Venire Summons?

A special venire summons is sent out by a district court to select a jury for a specific case in which the death penalty may be invoked. Special venire jurors are kept under custody throughout the trial.

Who can claim exemptions from jury duty?

Federal Court:

1. Members in active service in the armed forces of the U.S.
2. Members of fire or police departments.
3. Public officers in the executive, legislative, or judicial branch of government.

District and County Courts:

1. All persons over 65.
2. Ministers of the gospel actively engaged in the discharge of their duties.
3. Practicing physicians, dentists, veterinarians, chiropractors, optometrists, attorneys and spouses of attorneys.
4. Railroad station agents, conductors, engineers, and firemen when engaged in the discharge of their positions.
5. All members of the "Militia" of the State National Guard during periods of time when they are actually on active duty.
6. Active members of fire departments (in cities having 1,000 or more inhabitants).
7. All females who have legal custody of a child or children under the age of 16 years.

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When the prospective jurors assemble, the roll is called, the requests to be excused are heard, and then the judge rules on the requests. Those not excused are allotted to as many groups as there are cases that need jury panels.
From the jury panel, of maybe 50 persons, the 12 (or 6) jurors for each case are chosen.

What is a Special Venire Summons?

A special venire summons is sent out by a district court to select a jury for a specific case in which the death penalty may be invoked. Special venire jurors are kept under custody throughout the trial.

Who can claim exemptions from jury duty?

Federal Court:

1. Members in active service in the armed forces of the U.S.
2. Members of fire or police departments.
3. Public officers in the executive, legislative, or judicial branch of government.

District and County Courts:

1. All persons over 65.
2. Ministers of the gospel actively engaged in the discharge of their duties.
3. Practicing physicians, dentists, veterinarians, chiropractors, optometrists, attorneys and spouses of attorneys.
4. Railroad station agents, conductors, engineers, and firemen when engaged in the discharge of their positions.
5. All members of the "Militia" of the State National Guard during periods of time when they are actually on active duty.
6. Active members of fire departments (in cities having 1,000 or more inhabitants).
7. All females who have legal custody of a child or children under the age of 16 years.

8. Registered, practical, and vocational nurses actively engaged in the practice of their profession.
9. Practitioners and nurses who treat the sick by prayer or spiritual means according to the tenets of any well-established denomination and readers whose duty it is to conduct the regular religious services of such denomination.
10. Licensed morticians actively engaged in practice.
11. Registered pharmacists actively engaged in practice.
12. Agents actively engaged in forestry protection work while employed by the State Department of Forestry.
13. The spouse of any person who is summoned to serve on the same jury panel.
14. All school teachers in public, parochial, and private schools except during vacations and other periods of time when they are not actually teaching.

For what reasons may the judge excuse or postpone your jury duty?

The judge has discretion to excuse any person or groups of persons for reasons of hardship.
If you are leaving town, your jury duty can be postponed.
If called for the petit jury, call the district clerk.
If called for grand jury, call the district judge.
If you are sick —
Obtain a doctor's affidavit to prove you cannot serve and mail this to the district clerk for the petit jury or to the district judge for the grand jury.

How is the District Court grand jury selected?

The judge appoints a grand jury commission of not less than three nor more than five persons.
This commission selects names of 20 responsible, community-minded citizens. This group of 20 becomes the grand jury panel.
For the jury, the first twelve persons who qualify make up the grand jury. The judge then appoints the foreman.
The grand jury serves during the term of the court. There are generally four grand juries each year.
The grand jury usually meets at least once a week. Nine jurors constitute a quorum. The foreman may excuse a member from attending a meeting.

Are jurors paid?

District and county petit jurors are paid $4 per day to serve on a jury; grand jurors may be paid up to $10 per day. If the petit jury is summoned by special venire, persons on the special venire jury panel receive $2 a day, and the final 12 jurors selected receive $4 a day. Lodging and meals are provided when necessary.
All federal jurors are paid $20.00 a day, plus travel expense of $.10 per mile both ways (plus the amount, if any, expended for tolls), and an additional $16.00 a day if the juror remains overnight.

What may happen if a juror is late?

The judge may hold him in "contempt of court," and he may be fined or given a jail sentence.

PUBLISHED AS A PUBLIC SERVICE BY

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND

[redacted]

COPIES AVAILABLE FREE ON REQUEST
TO THE EDUCATION FUND

APRIL, 1968

A GUIDE FOR JURORS

WHY A LWV of TEXAS EDUCATION FUND?

WHAT CAN IT DO?

WHO CAN USE IT?

WHAT TYPE OF PROJECT?

* THE TEXAS EDUCATION FUND is a fund created by the League of Women Voters of Texas in 1966 to undertake educational programs in the field of government in Texas. These programs may be financed through gifts from foundations, corporations or individuals. Such gifts, grants and bequests are tax-deductible.

THE FUND IS NONPARTISAN and all projects it undertakes must be strictly educational in nature.

GENERAL OVERALL SUPERVISION is assumed by the Education Fund for its projects. Materials published by the Education Fund may not be sold for profit or to recover the amount of the financing grant.

* SPONSORED PUBLICATIONS, conferences, seminars or courses can be directed at awakening citizens to their responsibilities and providing background information to this end, but they cannot be aimed at furthering specific legislation or political programs.

FIRST PROJECT UNDERTAKEN by the Education Fund was distribution of **Texas Constitutional Review,** a publication of the League of Women Voters of Texas. Printing and distribution were financed through a grant from the Sears, Roebuck Foundation.

* FACILITIES OF THE EDUCATION FUND are available to local Leagues of Women Voters, other civic and service organizations as well as individuals interested in publishing material or otherwise developing educational projects and courses in the field of government.

* FUTURE PROJECTS might include publications, training courses and seminars in the field of government or experimental projects in getting out the vote. The opportunity is wide, and the Education Fund welcomes sound and practical ideas for increasing individual and group responsibility, awareness, participation and effectiveness in government at all levels.

APPLICANTS FOR FUND ASSISTANCE should understand that the Education Fund itself is not a source of money. Local Leagues and other groups and individuals who want to use Fund facilities should be able to suggest their own sources of project finance. This money can be processed through the Education Fund, however, and thus qualify as a tax deductible grant or gift.

DO YOU HAVE A PROJECT?

Requests for project approval should be submitted to the Board of Trustees of the Education Fund,

c/o Mrs. Maurice H. Brown, chairman

[redacted]

for consideration as to eligibility and priority.

BOARD OF TRUSTEES:

1967-1968

MRS. MAURICE H. BROWN
CHAIRMAN, WACO

MRS. EDWARD C. FRITZ
VICE CHAIRMAN, DALLAS

MRS. E. R. BROWNSCOMBE
SECRETARY-TREASURER, DALLAS

MR. JON FORD
AUSTIN

JUDGE W. ST. JOHN GARWOOD
AUSTIN

DR. EUGENE HUGHES
HOUSTON

MRS. T. A. POLLARD
HOUSTON

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

[redacted]

THE LEAGUE OF WOMEN VOTERS OF TEXAS

EDUCATION FUND

Legislature Office
JAN 6 1967

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

[redacted]

CONFIDENTIAL INFORMATION FOR STATE BOARD MEMBERS ONLY

December, 1966

TO: State Board Members of the LWV
FROM: EDUCATION FUND Trustees
RE: Shipment of TCReviews

The second printing of Texas Constitutional Review has begun. Orders from the local Leagues on hand total 31,250 copies and will be shipped as they come off the presses. 250 copies are being kept by the FUND; the remainder (18,500 copies) will be shipped to the state office when they are available - within approximately 60 days.

As reported to you earlier, different shipping regulations are in effect for this printing. Requisition slips will be sent to the state office for reimbursement by the FUND on all orders for 250 or more copies. Fewer than 250 copies will be handled by the state office according to the instructions sent to you on November 14. For quick and easy reference, they are being reprinted on a separate sheet along with the Procedures for Reimbursement.

The FUND trustees will notify the state office when it wishes the ordering information to be made generally available to the local Leagues. It is our feeling that this information was prematurely disclosed in the November Texas VOTER and we do not think further mention should be made of it until the 18,500 copies are actually on hand in the state office. At that time, we hope that the state office will make a major effort to push for wide distribution of the remaining copies. We will need to know how the books were distributed and will be sending a questionnaire to both the state office and the local Leagues after the February 10 meeting of the Trustees requesting this information.

Attached to this memo are the ordering information and the procedures for reimbursement. Please note both carefully and file for reference. In addition, the requisition slips accompany this memo to the state office only. Copies are not being sent to state Board members.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND [redacted]

CONFIDENTIAL:
To be released only under FUND direction.

ORDERING INFORMATION

Orders for more than 1,000 copies on hand when shipment begins from the Waco printer will be shipped by him at no charge to the local Leagues.

Orders for 250 (one pre-packed carton) or more will be shipped at any time from the state office by prepaid freight. Freight charges will be paid by the EDUCATION FUND.

Orders for less than 250 will be shipped by parcel post from the state office with the parcel post fee paid by the person or organization ordering. A handling fee of 25¢ will be charged for orders of less than 250 and will be paid by the person or organization ordering.

Single copies will be mailed by the state office for a 15¢ postage and handling fee, charged to the recipient. This charge shall not be billed for anything more than a single copy.

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PROCEDURES FOR REIMBURSEMENT BY THE EDUCATION FUND OF CHARGES INCURRED BY THE STATE OFFICE OF THE LWV IN DISTRIBUTION OF TEXAS CONSTITUTIONAL REVIEW:

1. The State Office will name a project chairman or treasurer whose responsibility it will be to sign all requisitions and forward them to the EDUCATION FUND treasurer for payment.

   A. No checks can be written to the LWV of Texas but must be made payable to the printer, the freight company, etc.
   B. A requisition slip will be provided by the FUND and must be sent <u>in duplicate</u> to the FUND's treasurer for payment.

2. Bulk orders in quantities of 250 or over should be shipped by prepaid freight. Bills for shipping charges should be sent to the FUND treasurer for payment accompanied by the two requisition slips signed by the project chairman or treasurer.

   A. No other material may be placed in the shipping carton.
   B. A master record of shipments shall be made; copy for the FUND treasurer.

3. A handling fee of 25¢ per order will be charged for orders of less than 250 copies. Orders for less than 250 copies will be shipped from the state office by parcel post with the parcel post fee and the 25¢ handling fee paid by the recipient. The 25¢ fee belongs to the state office.

4. Single copy orders will be mailed for a 15¢ postage and handling fee, to be paid by the recipient and retained by the state office.

# # # # # # #

TO: State Board of the LWV of Texas

FROM: EDUCATION FUND Trustees

RE: TCReview reprinting, etc. November 17, 1966

The Board of Trustees of the EDUCATION FUND in meeting on November 11 completed plans and suggestions for the reprinting and distribution of Texas Constitutional Review. It seems likely that the necessary money will be available very soon and that printing can begin immediately on receipt of the funds. The EDUCATION FUND has received the necessary tax exemption to begin operations.

Through the use of the TEF, some different shipping regulations and methods of charging for the booklet have become necessary. In order to promote the widest possible distribution of the book without seriously damaging local League or state budgets, the following schedule of shipping charges have been adopted by the EF trustees for the guidance of the state office:

Orders for more than 1,000 copies on hand when shipment begins from the Waco printer will be shipped by him, at no charge, direct to the local Leagues.

Orders for 250 (one pre-packed carton) or more will be shipped at any time from the state office by prepaid freight. Freight charges will be borne by the EDUCATION FUND.

Orders for less than 200 will be shipped by parcel post from the state office with the parcel post fees paid by the LL. A handling fee of 25¢ per package will be charged for orders of less than 200 copies and will be paid by the LL.

Single copies will be mailed by the state office for a 15¢ postage and handling fee charged to the recipient. This charge should not be billed for anything more than a single copy.

The EDUCATION FUND trustees also request that the state Board compile suggestions for distribution of the booklet for the LLs and a means of distribution to other than League sources. We will need to know how the books were distributed and will be sending a questionnaire to the LLs after the first of the year requesting this information. We sincerely hope that the availability of funds for prepaid freight distribution will not result in large orders without companion plans for large distribution. We would hate to see a LL order 250 or more copies for storage under beds and hope the state Board can discourage this practice. It is our feeling that this should be the last printing of this book, certainly under the auspices of the EDUCATION FUND and also under a grant from the Sears, Roebuck Foundation which will probably be the main donor.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

[redacted]

November 1966

TO: The Local Leagues
FROM: League of Women Voters of Texas EDUCATION FUND
RE: Texas Constitutional Review booklets

50,000 additional copies of the LWV of Texas publication, TEXAS CONSTITUTIONAL REVIEW, will be available soon. The use of the LWV of Texas EDUCATION FUND for this printing has made possible some different shipping regulations.

Because we would prefer that the maximum number of copies be shipped from the Waco printer direct to the local Leagues, rather than from Waco to Houston and then reshipped to you, we are making the following offer.

> Orders for 1,000 or more copies, in multiples of 250, will be shipped direct to the local Leagues by the printer. There will be no shipping charge. Such orders must be on hand when shipment begins on approximately January 1.

Back orders (those unfilled orders that you requested from the first shipment) will be filled as soon as the booklet is available, but the order will be filled to the nearest multiple of 250.

In developing your orders for copies from the second printing, we suggest that you use as a basic formula to determine the number you will need the number of copies that can be given to your public schools, junior and senior colleges, libraries, and other large groups with an interest in state government. We will be wanting to know, for the donors of the grant to the EDUCATION FUND, how you distributed your copies. A questionnaire will be sent to you after the first of the year seeking this information.

An order blank for large quantity orders is included below. Please use it and send no later than December 10 to: League of Women Voters of Texas EDUCATION FUND, 1416 Royal Oaks Drive, Waco 76710. Other orders for smaller amounts should be submitted on regular LWV of Texas Publications Order blanks and sent to the state office.

# # # # # # # # #

League of Women Voters of _____

Please ship _____ copies of Texas Constitutional Review to:

Name _____

Address _____

City _____ State _____

Please do not use Post Office box numbers since these orders will be shipped by motor freight.

Use this order blank only for orders for 1,000 copies or more. Please send two copies; keep one for your records.

MAIL NO LATER THAN DECEMBER 10, 1966.

OCT 20 1966

League of Women Voters of Texas EDUCATION FUND September 1966

POLICIES AND OPERATING PROCEDURES

I. Purpose

The EDUCATION FUND is organized and shall be operated exclusively for educational purposes in the general area of government and public policy in the United States and in the State of Texas.

II. Program

The EDUCATION FUND shall carry out its purpose through research, publication of educational materials, and other appropriate projects. These programs may be initiated either by local, regional, or national groups, or by the FUND itself.

III. Policies

A. No project or publication may be undertaken without the approval of the Board of Trustees.

B. The League of Women Voters of Texas shall be kept advised of all EDUCATION FUND activities.

C. The FUND shall solicit contributions in a manner that will not interfere with the fund-raising activities of the League of Women Voters.

D. All projects shall be under the direction of a Trustee or someone designated by the Trustees.

E. The Board of Trustees shall include among its members one member of the current Board of Directors of the League of Women Voters of Texas, two past Board members of the League of Women Voters of Texas, and one attorney and one businessman.

F. The annual meeting of the Board of Trustees shall be held following the regular statewide meeting of the League of Women Voters of Texas. The terms of office of the Trustees shall begin at that annual meeting. At the annual meeting, the Board of Trustees shall choose a chairman, a vice-chairman, and a secretary-treasurer from among its members. The vice-chairman shall preside in the absence of the chairman. A vacancy in any office specified above for any reason shall be filled by the Board of Trustees from its remaining members for the unexpired portion of the term.

G. All checks, drafts, or notes issued in the name of the FUND shall be signed on behalf of the FUND by the chairman or the secretary-treasurer.

H. Carbon copies of all correspondence shall be sent to the chairman.

I. Communications to the public and all Leagues of Women Voters shall go in the name of the chairman.

J. The chairman shall notify the other members of the Board of Trustees of the time, placen and the nature of the business of the next regular meeting at least two weeks before the meeting.

IV. General Procedure

A. The FUND shall send copies of its minutes, budgets, and treasurer's reports to the League of Women Voters of Texas and shall make available other reports for them on request or when it is deemed appropriate. Summaries of correspondence (to be marked CONFIDENTIAL) shall go to all EDUCATION FUND Trustees and to the President and Executive Secretary of the League of Women Voters of Texas.

B. A written up-to-date list of policies and general procedures shall be given to the League of Women Voters of Texas for their files.

C. Contributions

Prior to solicitation of contributions, the Board of Trustees shall consult with the League of Women Voters of Texas and the appropriate local League.

D. Projects

1. All proposals for projects shall include a statement of the purpose of the project and of the means to be used to accomplish the purpose and a budget for the project.

2. The budget for any project shall include a reasonable amount for overhead expenses incurred by the FUND.

3. The FUND shall not set up a revolving fund for any other organization.

E. Trustee Expenses

A trustee may be reimbursed for expenses incurred in performing his duties for the FUND by submitting a voucher therefor to the secretary-treasurer.

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League of Women Voters of Texas EDUCATION FUND

[redacted]

September 1966

Criteria for selection of projects:

Does it have statewide application?

Does it have general educational value?

Is it factual, objective, nonpartisan?

Is it being done by any other group?

Is it timely and not likely to become obsolete in a short time?

Is it a one time only project?

The above criteria will be applied to any project suggested to the EDUCATION FUND and the decision on whether the proposed project meets the criteria will be made by the Trustees. The questions should be answered by the group proposing the project.

Number one is not meant to preclude selection of a project of purely local application. Determination will be made on the merits of each individual application. First consideration will perhaps be given to projects that do have statewide application but not to the extent that local projects would be automatically eliminated.

For example, if the FUND receives a grant to publish a "Know Your City", it pays all expenses incurred under the grant, retaining the small service charge, and then gives the entire printing free (with the exception of a few file copies) to the League for which it was printed. In turn, the League must give the publication away free. Only in the event the grant does not include sufficient funds to cover the full cost of producing the publication, including the cost of handling and distribution, is a League permitted to sell it for the small amount needed to recover such costs. Whenever a League sells the publication, the same price must apply to all to whom it is offered, whether they are members of the League or the general public. THE PRICE OF THE PUBLICATION IS SET BY THE TEXAS EDUCATION FUND.

f) Procedure: A local League wishing to enlist the services of the TEXAS EDUCATION FUND should write to the League of Women Voters of Texas EDUCATION FUND, 1841 Bingle Road, Houston, Texas 77055, for the Request Form on which to apply to the Trustees of the FUND for approval of the project it wishes to undertake. The League should be able at the time of the application to give a full description of the work it wishes to undertake and a budget of the cost. The League should have a good idea of where the money to underwrite the project is coming from and, if possible, should attach to the Request Form a list of the likely donors.

If the project is approved by the Trustees, the FUND then sends the League detailed instructions regarding further procedures. The FUND assists the League in drawing up the formal proposal to be made to the donors, accepts and disburses the funds in accordance with the proposed budget, and, in the event printed material is to be prepared, reviews the material in draft form in order to assure that standards required by tax-exempt status are maintained. Printed materials issued through the FUND must state that they are published by the League of Women Voters of Texas EDUCATION FUND, although credit is also given to the League responsible for their preparation. A Trustee of the FUND or someone designated by the Trustees is responsible for following the progress of each project. Leagues should be aware that processing a project undertaken by the FUND may require considerable time.

# # # # # #

August 1966

THE LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND ----

ITS USES AND PROCEDURES

The League of Women Voters of Texas EDUCATION FUND was established in 1966 by the League of Women Voters of Texas to undertake educational programs in the field of government in Texas. The FUND is a separate legal entity from the League and is financed by grants, gifts, and bequests from foundations, corporations, and individuals. Tax-exempt status has been applied for and will, hopefully, make all such gifts tax-deductible.

The facilities of the EDUCATION FUND are available to the local Leagues, as well as to other organizations which wish to publish materials or develop educational courses in the field of government. All requests must be submitted to the Board of Trustees of the EDUCATION FUND for consideration in order that the Board may determine whether such requests qualify as proper TEXAS EDUCATION FUND activities.

A League wishing to use the FUND should understand the following:

a) THE EDUCATION FUND IS NOT ITSELF A SOURCE OF FUNDS. It is simply a facility which will be able to accept tax-deductible grants or gifts. A local League wishing to use the facilities of the FUND is responsible for locating its own source of funds to finance the project it has in mind. These funds can then be processed through the TEXAS EDUCATION FUND and qualify as a tax-deductible grant or gift. *

b) Projects undertaken by the FUND must be purely educational in nature. The contents of publications, conferences, or courses conducted by the FUND may be aimed at awakening citizens to the meaning of citizen responsibility, the place of citizen leadership, and the necessity for citizen decisions; but they may not be directed toward support of any specific legislation or political program.

c) The Trustees of the TEXAS EDUCATION FUND must approve each individual project in order to make certain it qualifies as a "purely educational" endeavor and will be eligible for tax-exempt support.

d) If a project is undertaken by the TEXAS EDUCATION FUND, it is then responsible for general overall supervision of that project. This costs money, so the FUND charges a small percentage of each grant to pay for contingent expenses. This amounts to 5 percent of the grant.

e) In accordance with the ruling of the Bureau of Internal Revenue, publications published through the League of Women Voters of Texas EDUCATION FUND may not be sold for profit or to recover the amount of the grant given to finance the cost of the publication.

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* An exception could be the first project undertaken by the FUND which will be explained on request.

League of Women Voters of Texas

EDUCATION FUND

[redacted]

League of Women Voters of Texas

EDUCATION FUND

BOARD OF TRUSTEES:

Mrs. Maurice H. Brown, Chairman
Mrs. E. R. Brownscombe, Secretary-Treasurer
Mr. Jon Ford
Mrs. Edward C. Fritz
Dr. Eugene Hughes
Mrs. Charles M. Linehan
Mr. Millard Ruud

May 15, 1967

Dear League Member:

The League of Women Voters of Texas Education Fund needs your help.

The Education Fund was established in 1966 by the League of Women Voters of Texas with a $300 grant to undertake nonpartisan educational programs in the field of government, on a large scale, through the use of funds not available to the League because it is not a tax exempt organization. The Fund's first project was the second printing of 50,000 copies of the 60-page TEXAS CONSTITUTIONAL REVIEW, which were distributed free of charge. This project was paid for by a grant from the Sears-Roebuck Foundation.

Now the Texas Education Fund faces a financial crisis. Foundation money, which is available for our projects, is not available for the operating expense of the Fund between projects. Our operating money has run out despite all possible economies. Therefore, with the permission of the state Board, we are soliciting the help of individual League members.

Will you contribute at least $1.00 to help put the Fund on a sound financial basis? We are not soliciting contributions from your League as an organization, but want our support to be the product of the generosity of individual League members. If the Fund is to become the instrument for specific project grants to be made available to all the Leagues in Texas--with money that we know is here, but which is not available except through a Texas-based Fund--then the Fund itself must budget to pay its operating expenses. It is obvious that the local Leagues and the state League do not have any funds to give the Education Fund.

Your contribution, and those of other League members, will enable the Fund to plan future projects and to secure Foundation money with which to operate the projects. The first result from these contributions will be the preparation of a simplified guide to jury service and the acquisition of money to print and distribute 100,000 of them.

An addressed envolope is enclosed for your convenience. Please make checks payable to the League of Women Voters of Texas Education Fund. Any amount you can give will be appreciated, whether it be $1.00 or $100.00 or a sum in between.

Sincerely yours,

Dorothy Brown

Mrs. Maurice H. Brown

CONTRIBUTIONS TO THE TEXAS EDUCATION FUND ARE TAX-DEDUCTIBLE

Texas Education Fund

Newsletter

League of Women Voters of Texas Education Fund

OCT 16 1968

[redacted]

Vol. 2 September, 1968 No. 1

NEW TRUSTEES NAMED.....

Four new Trustees have been named to the Board of the Texas Education Fund for terms of two years. They are: Mr. Charles C. Keeble, Houston; Mr. Harris Kempner, Galveston; Mr. Sheridan C. Lewis, Corpus Christi; Mrs. Charles M. Linehan, Midland. They join holdover members, Mrs. E. R. Brownscombe, Dallas; Judge W. St. John Garwood, Austin; Mrs. T. A. Pollard, Houston, and re-elected members, Mrs. Maurice H. Brown, Waco, and Mrs. Edward C. Fritz, Dallas, in bringing the Board of Directors to its newly authorized strength of nine.

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OFFICERS ELECTED BY THE BOARD OF DIRECTORS.....

Trustees elected the following officers at a September 27 meeting in Houston: Chairman - Mrs. Maurice H. Brown, Waco
Vice Chairman - Mrs. Charles M. Linehan, Midland
Secretary-Treasurer- Mrs. E. R. Brownscombe, Dallas

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A GUIDE FOR JURORS.....

The Trustees deeply regret the unavoidable delay in delivery of your orders for "A Guide for Jurors". A complication arose when it was discovered that some of the information contained in the Guide was not applicable in our five major metropolitan counties (Bexar, Dallas, El Paso, Harris, Tarrant). A decision had to be made -- should two Guides be produced or could the original be made general enough to be useful in all counties?

We are happy to report that the latter course is the one we will be able to follow and a second printing of the Guide will be available soon. The original Guide, sent to you in May, will continue to be usable in all but the five counties mentioned above; the very slightly revised edition will be usable in all of Texas' counties.

Orders on hand for immediate shipment total 171,500. Additional copies will continue to be available as long as supply and demand last. Present plans are to produce 300,000 and to undertake promotion and use of the Guide in the 225 counties without Leagues of Women Voters.

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LUBBOCK LAND AND WATER USE SEMINAR.....

Lack of adequate financing and a reassessment of the criteria for Fund projects have dictated the Fund's withdrawal from sponsorship of this proposed project. Despite the fact that the Trustees felt that there is an urgent need for the sort of dialogue proposed for the Seminar, it has become evident that promotion of this kind of project is beyond the Fund's present capability and that other organizations can and should undertake such sponsorship. Criteria for Fund projects include two questions which the Trustees felt, after full investigation, were not met by the proposal: 1) Does it have statewide application? Only to a very limited extent. The project does hold statewide implications for the future of water resources development in Texas but a Seminar limited to participants from West and East Texas does not really fulfill this criteria. 2) Is it being done by any other group? Many other groups are interested in the subject and while their actual efforts may lie along entirely different lines from those explored by the League and the Fund, the Trustees feel that adequate information and dialogues can be produced by these other groups.

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FUTURE FUND PROJECTS.....

A very preliminary discussion of future projects for the Fund was begun at the September 27 meeting of the Trustees. No decisions were attempted or reached. There is a growing awareness of a need for a quite different kind of citizen education than anything presently in operation or contemplation. An education in the practicalities of citizen participation, most particularly with the less advantaged sections of our population, is long overdue.

The Trustees invite and urge you to begin to consider projects in this field. At the same time, the Trustees will be giving much more thought to the question and may be in direct conversation with some of the local Leagues in the exploration of what we might be able to do together. A regional approach in various sections of the state would seem feasible but no suggestions are offered at this time. The Trustees suggest only that you begin to discuss the possibilities and contact us with any ideas you may generate.

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THE FUTURE OF THE FUND.....

The League of Women Voters of Texas Education Fund is still very much a "spare bedroom" operation. It has no secretarial help - the chairman serves as her own secretary as do each of the Trustees. The Fund owns no equipment - it has only a part of one file drawer and one-half of a seldom-used closet for its storage. Operations are in the black at the present, however,

due in large part to the generosity of League members during our 1967 fund-raising drive. Plans are under consideration for our future growth to a more business-like approach and the Fund will participate, to a limited extent, in the LWV's 50th Anniversary fund-raising campaign. Details of that participation are still being worked out.

Memorial contributions continue to provide us with some money. In the past year, contributions to the Texas Education Fund have been made in memory of:

Mr. Samuel E. Ziegler, Dallas
Mr. John E. Mitchell, Brownsville
Mr. A. A. Prince, Brownsville
Mr. John Vilkaitis, Brownsville
The father of Mrs. Alden Baum, Irving
Mr. R. A. Montague, father of Mrs. William Watson, Fort Worth
Mrs. John M. May, Fort Worth
Mr. and Mrs. Edgar Rheaume, parents of Mrs. F. A. Curtis Jr., Fort Worth

Your continuing support of our efforts, both financial and moral, is necessary for the Fund's continuing activities. We welcome your support, your interest, your questions and/or your suggestions for our future operations.

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LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND BOARD OF TRUSTEES

1968 -- 1970

Mrs. Maurice H. Brown Chairman
[redacted]

Mrs. Charles M. Linehan Vice-Chairman
[redacted]

Mrs. E. R. Brownscombe Secretary-Treasurer
[redacted]

Mrs. Edward C. Fritz
[redacted]

Judge W. St. John Garwood
[redacted]

Mr. Charles C. Keeble
Humble Oil & Refining Co.
[redacted]

Mr. Harris Kempner
U. S. National Bank Building
[redacted]

Mr. Sheridan C. Lewis
Southern Community Gas Co.
[redacted]

Mrs. T. A. Pollard
[redacted]

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Texas Education Fund Newsletter

Duckworth

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

[redacted]

Vol. 1 March 1968 No. 2

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Since the previous edition of the Education Fund Newsletter was mailed to you last August, one project has been completed, two others have been initiated, and the appeal for funds has resulted in a measure of financial stability for the Fund. This edition of the Newsletter is designed especially to bring you up-to-date on the Fund's activities as it approaches its second birthday.

****

TEXAS CONSTITUTIONAL REVIEW:

Less than 500 copies of the TEXAS CONSTITUTIONAL REVIEW booklet remain undistributed by either the League of Women Voters of Texas or the Education Fund. Fifty thousand copies were printed as a result of the $9,000 grant from the Sears, Roebuck Foundation.

****

GUIDE FOR JURORS PAMPHLET READY SOON:

The Education Fund will underwrite the cost of printing 50,000 GUIDE for JURORS leaflets which should be ready for distribution early in April. They will be made available to the local Leagues at no cost, except perhaps a minimum postage and handling charge if a satisfactory arrangement cannot be worked out otherwise. Advance notice and order forms will be sent to the local Leagues shortly after the LWV State Convention.

The Fund is underwriting the cost in order to demonstrate its usefulness to citizens throughout the state and to provide a sample of its work to prospective financial donors. It is hoped that a donor can be found who will be willing to contribute funds for a second printing of 50,000. We had originally hoped to print 100,000 on the first printing but the cost is beyond the Fund's financial means. If any of the local Leagues know of prospective contributors, we would appreciate being notified so that we may contact them. These prospects would be those who cannot or will not contribute large sums to the League because of its lack of tax-exemption. A gift to the TEF is, of course, tax-deductible.

The potential market for the GUIDE is actually unlimited. We know that the League in one county distributes 11,000 of its own GUIDE in a year. It would seem that we will be limited in the number that can be distributed only by the amount of money we can raise for printing.

****

GIFT TO EDUCATION FUND:

An endowment gift of corporate stock valued at approximately $12,500.00 was made during the past year to the Education Fund by Judge and Mrs. W. St. John Garwood of Austin, Judge Garwood being one of the Trustees of the Fund. A cash dividend of $500.00 on this stock was received by the Fund subsequent to the gift and, as income, is subject to expenditure for current Fund purposes, as future dividends will be also.

It is hoped that this gift, and the donations being, and to be, received from League members and Leagues, is a true augury of future strong financial support of the Education Fund. In any event, the Trustees are deeply grateful.

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FINANCIAL STATEMENT, JUNE 1, 1966 - FEBRUARY 29, 1968 ------

The Trustees are pleased to present the following financial statement showing the progress made by the Fund in its first two years of operation.

INCOME (source and amount)

LWV of Texas Memorial Fund - to establish the Education Fund	$300.00
Sears, Roebuck Foundation - for TEXAS CONSTITUTIONAL REVIEW project	9,000.00
Contributions prior to Fund Appeal (includes two memorial contributions, totaling $15.00)	55.00
Fund Appeal to members of LWV of Texas - 430 contributed (includes 15 memorial contributions, totaling $60.00)	1,831.50
Dividend on gift of corporate stock	500.00
Contributions from Trustees	254.99
Interest on savings and loan account	5.72
TOTAL INCOME	$11,947.21

(Financial statement continued on next page)

(Financial statement continued)

EXPENSES

Cost of TEXAS CONSTITUTIONAL REVIEW project	$8,812.89
Preliminary cost of projects for 1968	44.73
Cost of Fund Appeal (mainly postage)	320.16
Miscellaneous Expenses for Education Fund operation	743.22
TOTAL EXPENSES	$9,921.00
Plus cash in bank and savings and loan	2,026.21 ****
TOTAL EXPENSES PLUS CASH AND INVESTMENTS	$11,947.21

****Approximately $500.00 committed for 1968 project of publishing 50,000 GUIDEs for JURORS.

****

LAND AND WATER USE SEMINAR DATE CHANGED:

The August, 1967 Newsletter mentioned the request from the LWV of Lubbock for Fund sponsorship of an East-West Land and Water Use Seminar in April, 1968. The Fund has undertaken this sponsorship but the date of the Seminar has been changed to November, 1968 to allow more time for adequate planning. Mrs. Edward C. Fritz of Dallas is the Fund's project director; Mrs. Duane Jordan of Lubbock is the local project chairman.

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L. W. V. OF TEXAS EDUCATION FUND

[redacted]

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6c
FRANKLIN D. ROOSEVELT
U.S. POSTAGE

MRS. F. L. DUCKWORTH

[redacted]

Texas Education Fund Newsletter

League of Women Voters of Texas Education Fund

[redacted]

Vol. 1 August 1967 No. 1

FUND IN THE BLACK.....

Response to the appeal for operating funds by the Texas Education Fund has been gratifyingly successful. Contributions totalling over $1,650.00 have been received from League members ince May, and continue to arrive in each day's mail. Trustees of the Fund will be unable to acknowledge each individual contribution but are extremely pleased by the show of confidence in our efforts.

Donations to the Fund are always welcome and we hope that you will continue to consider the Fund when honoring service by women to the League or when making memorial contributions for deceased members and their families.

Gifts have been received during the Fund's first year of operation in memory of Mrs. E. L. Misegades and Mrs. Warren Spofford, both long-time members and Board members of the LWV of Tyler, and in memory of Mr. W. L. Cribbs, Houston, father of Mrs. Harold E. Murphree Jr., Whiting, Indiana, a former state Board member.

NEW TRUSTEES NAMED.....

Judge W. St. John Garwood, Austin, and Mrs. T. A. Pollard, Houston, have been elected by the state Board of the LWV to two year terms on the Board of Trustees of the Fund. Mrs. E. R. Brownscombe, Dallas, was reelected to a two year term. Judge Garwood and Mrs. Pollard replace Mrs. Charles M. Linehan, Midland, and Mr. Millard Ruud, Austin, whose terms had expired.

FIRST PROJECT TREMENDOUS SUCCESS.....

Reports filed by the local Leagues indicate that the Fund's first project - a second printing of 50,000 copies of the LWV's TEXAS CONSTITUTIONAL REVIEW - was an overwhelming success. The initial shipment from the printer to the local Leagues totalled 37,000 copies. The booklets have found wide acceptance and use in the public schools, junior and senior colleges, and with other civic and professional organizations.

Financed by a grant from the Sears, Roebuck Foundation, the Fund is pleased to report successful completion of its first project and that additional copies of the booklet are still available from the LWV state office.

OTHER PROJECTS UNDER CONSIDERATION.....

Announcement should be made shortly of the second and third projects of the Fund. Under consideration are a Fund-sponsored reissuance of the GUIDE FOR JURORS originally published by the League in the late 1950s, and a request from the LWV of Lubbock for Fund sponsorship of an East-West Land and Water Use Seminar in Lubbock in April, 1968. Purpose of the first project is to provide assistance to those called for jury service in the courts of Texas and to distribute the publication widely and without charge. The Lubbock project envisions a development of a mutual understanding of water and land use problems among residents of East and West Texas.

PROMOTIONAL BROCHURE AVAILABLE.....

A pamphlet describing the Education Fund is available for use by the local Leagues in responding to questions raised by contributors in local finance drives, etc. We think the flyer will furnish the answer to possible questions about tax exempt contributions. Intended to in no way compete with local finance drives, the pamphlet is for use only at your discretion. Sample copies will be sent to each local League president and to the presidents or chairmen of other civic groups and foundations in the state. It is also valuable as a guide to understanding the purpose and operation of the Fund. Copies may be ordered from the Education Fund.

The League of Women Voters of Texas Education Fund is just over a year old. Organized by the state Board of the LWV with an initial budget of $300, the Fund ends its first year with total assets of $1,841.11. With the operating costs deficit somewhat overcome, the Trustees can now begin planning for the future with more confidence. Although still a long way from qualifying as an affluent organization, the Fund's potential is great.

Three types of projects can be undertaken by the Fund: 1) those in response to requests by

the state and local Leagues; 2) those initiated by the Fund in response to needs recognized by the Trustees and which communicate the techniques learned by the LWV and 3) those initiated by the Fund as an experiment with new techniques in citizen education. Examples of the types can be found in the receipt of a request from the LWV of Texas for Fund sponsorship of the second printing of TCReview and the recent request from the LWV of Lubbock for Fund sponsorship of a Seminar. The CUIDE FOR JURORS soon to be reissued by the Fund for free distribution is an example of the second type. There are no present plans for a project in the third category.

The Trustees feel that the Fund has a challenging future and we solicit the continued support and attention of each member of the League in Texas. We sincerely hope that you are interested in our purpose and our goals for the future.

L. W. V. OF TEXAS EDUCATION FUND

[redacted]

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Texas Education Fund

Newsletter

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

[redacted]

VOL. 3 SEPTEMBER 1969 NO. 1

LWV of TEF SHOWS INCREASE

The League of Women Voters' 50th Anniversary Campaign has so far enriched the account of the Texas Education Fund by $1,725.00, as of June 30, and additional contributions are expected to be received as local League's campaign efforts are wound up by the end of the year.

MEMORIAL GIFTS to the Fund have been made in memory of:

Mrs. Hough Houston, mother of Mrs. William E. Joor
Mrs. Davis A. Fahlquist, Bryan (League member)
Mr. Frank Ervin, Brownsville (League husband)
Mrs. Leah Shlipak, Irving (League mother-in-law)

* * * * * *

NEW TRUSTEES ELECTED, OFFICERS NAMED

Three new and reelected Trustees have been named to the Board by the state Board of the League.

NEW TRUSTEES are: Mrs. Arthelia Cook Smith, Austin
Mrs. B. H. Passmore, San Antonio

REELECTED TRUSTEE is: Judge W. St. John Garwood, Austin

Trustees elected new officers for 1969-70 at a July 11 meeting in Austin.

Chairman: Mrs. Maurice H. Brown, Waco
Vice Chairman: Mrs. Charles M. Linehan, Midland
Secretary: Mrs. Arthelia Cook Smith, Austin
Treasurer: Mrs. Edward C. Fritz, Dallas

Othere members of the Board of Trustees whose terms run through 1970 are: Mr. Charles C. Keeble, Houston
Mr. Harris Kempner, Galveston
Mr. Sheridan C. Lewis, Corpus Christi

* * * * * *

A GUIDE FOR JURORS

Our popular little pamphlet is being readied for fall orders, the 61st Texas Legislature having caused a bit of difficulty for us by repealing one provision for eligibility to serve on a jury. (Eligibility requirement 1 (3).)

The printer assures us, however, that local Leagues can now order for immediate delivery from the 122,000 copies in stock on which the correction has been made. Orders should be sent to the League of Women Voters of Texas Education Fund, 1416 Royal Oaks, Waco 76710.

Two hundred sample copies of A GUIDE, with order forms, were distributed to the Judicial Section of the Texas State Bar so that regions beyond League reach could be made aware of the useful pamphlet, but response from new areas has, so far, been disappointingly slight. If you have contact with any of the Courts in these areas, please show the pamphlet and encourage its use.

* * * * * *

50th ANNIVERSARY GIFTS TO TEF

In your calls on potential contributors during the course of the League's 50th Anniversary Campaign, we do hope you will be certain to mention the possibility of tax-deductible gifts to the Education Fund if it seems desirable. Contributors who would prefer that their gifts be used in Texas will find the TEF a possible source.

While we would prefer that all such gifts be unrestricted, we will be happy to work with you on those that must be earmarked for a particular project.

* * * * * *

JOINT LWV-TEF AD HOC COMMITTEE APPOINTED

A committee made up of representatives from the local Leagues, the state Board and the Education Fund has been appointed to investigate the potentialities of Fund support for some League activity in the future. The committee will also explore possible effects on the TEF of the pending tax reform bill and future financing possibilities for the TEF.

TEF members of the committee are Mrs. Brown and Mr. Keeble.

* * * * * *

COPY FOR YOUR INFORMATION

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

Meeting of the Trustees of the League of Women Voters of Texas EDUCATION FUND

Minutes

Commodore Perry Hotel, Austin
February 27, 1970

The meeting was called to order at 10:00 A. M. by Mrs. Maurice Brown, chairman.

The following Trustees were present: Mrs. Maurice Brown, Mrs. Edward C. Fritz, Judge W. St. John Garwood, Mr. Charles C. Keeble, and Mrs. Arthelia Cook Smith.

Absent were: Mr. Harris Kempner, Mr. Sheridan C. Lewis, Mrs. C. M. Linehan, and Mrs. B. H. Passmore.

Guests present were: Mrs. Ralph I. Bubis, Dallas; Mrs. Darvin Winick, Dickinson; and Mrs. Harold Murphree Jr., Dickinson.

The chairman reported:
1) Orders for GUIDES FOR JURORS continue to come in, from judges, sheriffs, and local Leagues. Fewer than 100,000 GUIDEs remain.

2) Two hundred copies of a special 50th Anniversary brochure have been prepared for use in approaching foundations and other potentially large contributors.

3) The Annual Report of the TEF, including an explanation of new tax reform provisions affecting Fund contributors, has been submitted to the LWV of Texas for inclusion in the LWV State Convention Workbook II for Convention delegates.

Minutes of the meeting of October 24, 1969 were approved as received by mail.

The Treasurer's report for the period 7-1-69 through 1-31-70 was filed for audit.

PROJECTS -- PRESENT AND PROPOSED

1) Mr. Keeble showed the first three copies of a 5,000 promotional run of A CITIZENS HANDBOOK, which he had just picked up at the printer's. The Trustees heard that TEF agreed to pay $500 of the approximate cost of $940 for this preliminary printing order, so that prospective Fund contributors could see what the HANDBOOK looked like. Discussion centered on two aspects of the publication's future:

a. Approval has not yet come through for payment for 50,000 copies by Shell Oil Company, in return for use of the

received. Judge Garwood seconded her motion to this effect and it CARRIED.

Mrs. Smith made two related suggestions for action in the area of water development in Texas: that a seminar be held in order to videotape or film it for use throughout the state, with supporting materials for viewers and promotional materials for TV stations showing the series of programs encompassing the entire seminar; and, second, a fold-out brochure titled POINTS OF VIEW which would provide, one to each page, a view from each different interest relating to the Texas Water Plan. She will get rough cost figures for a videotaped seminar.

In other project business --

Judge Garwood moved, Mrs. Fritz seconded, that Trustees approve payment of expenses for travel of an observer, designated by the chairman, from TEF to the Indiana Youth Conference.

A Proposal Outline form for use in requesting consideration by TEF for a project grant has been prepared and will be sent to local Leagues after start of their new fiscal year, together with TEF guidelines on its purposes and procedures.

COORDINATION with LWV

1) The Trustees read and discussed in a preliminary fashion the Report of the LWV/TEF Ad Hoc Finance Committee; no recommendations were made.

2) It was recommended that LWVTEF utilize the Texas VOTER to explain itself and its purpose to every Texas League member, on a continuing and planned basis. As projects are added, TEF might be able to fill a regular column in the VOTER if that space were made available.

The chairman asked the two attorneys on the board, Judge Garwood and Mr. Keeble, to check the LWVTEF Trust Agreement to make sure it is in order, there having been slight revisions made to it since it was originally approved.

The next meeting of the TEF is scheduled for May 22, 1970.

The meeting was adjourned at 3:00 P. M.

Respectfully submitted,

Arthelia Cook Smith
Secretary

2 attachments to original copy

HANDBOOK with their new Texas employees. It is still anticipated however, and the project is moving through normal channels.

b. The LWV of Texas has no funds for investment in the printing cost of this publication.

Judge Garwood mobed, seconded by Mr. Keeble, that TEF pay $500 into the project. Mrs. Fritz moved, seconded by Mrs. Smith, to amend the motion to read, "The TEF will underwrite the total cost of the first printing, 'just under $1,200.00'." The amendment CARRIED.

2) Mrs. Murphree was asked to report on LWV of US plans for follow-up on the National Youth Conference held in Colorado. She reported that the National Board has made a proposal to a foundation for grants to states to put on such Youth seminars. A number of state Leagues, however, are not waiting for resolution of this type of financing before making plans to hold their own Youth Conferences. Indiana LWV has a conference ready to go, but has been temporarily delayed by withdrawal of one of the two co-sponsors with the League, the Indiana Republican party. The conference will place major emphasis on the political process in Indiana.

Following discussion, TEF Trustees agreed that a proposal for a Texas Youth Conference should come from the League, and Judge Garwood moved, Mrs. Smith seconded, that Trustees postpone discussion or action until such League proposal was made to TEF.

3) Mrs. Ralph Bubis, chairman of the LWV of Texas committee on the Texas Legislature, presented a proposal for a 2-day School for Legislators. Preliminary planning proposals were for co=sponsorship with the University of Texas (the Institute for Public Affairs which will be merged into the LBJ School of Public Affairs). The School for Legislators could be structured solely for technical instruction or could include substantive issues. It should be held just prior to opening of the Legislature. It might indlude all legislators or only the 40-50 new legislators. The estimatedccost would be $10,000 to $12,500.

Mrs. Murphree then reported on a meeting she had attended on the previous day in Washington at which it was announced that the Sears, Roebuck Foundation had provided funds to the National Education Fund for this purpose, and $21,000 would be available for the School for Legislators in Texas. Mrs. Bubis reported that a survey of legislators had been conducted by local Leagues, the results of which should be printed when all reports had been received by the state League. A formal written proposal will be made to TEF before its next meeting on the printing of these legislators' replies to the League's questionnaires.

4) Mrs. Smith reported on her assignment to bring in a sample proposal for a Texas Water Seminar. She had not completed the assignment and recommended, because of the complexity and extensive limits of the subject, that Trustees take no action until or unless a formal proposal or other firm expression of interest in a Water Seminar is

OUTLINE FOR PROPOSAL TO LWV OF TEXAS EDUCATION FUND

(These are the questions you should answer in making a proposal for EDUCATION FUND sponsorship of your proposed projects)

1. Need for Project

   Present active interest and resources and any previous efforts toward a similar project.

2. Project Purpose

   Brief statement of short-and long-term objectives.

3. General Nature of Project

   State whether research, conference, publication, etc.

4. Description of Project

   Names and qualifications of those in charge.

   If conference:

   Participants -- Number of
   Why selected
   How selected

   Speakers - Faculty - Proposed subject matter

   Planning committee -- Number of members
   Proposed composition
   Number of meetings

5. Plan for follow-up.

6. Budget

   Should include any necessary committee expenses, printing, typing, postage, long distance phone calls, etc. Also should include overhead charge for TEF (to be determined by TEF on basis of project and not to exceed 5% of grant).

LWV-TEF
March 1970

REQUEST FORM

TO: League of Women Voters of Texas EDUCATION FUND

[redacted]

FROM:

Purpose of the Request:

Details of the Project to be considered, including plans for execution:

Proposed budget for use of the grant (including overhead):

Distribution plans for printed material (if part of project):

DATE: _____ Submitted by: _____

_____

_____

Use extra sheets if necessary.

[redacted]

THE LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

ITS USES AND PROCEDURES

The League of Women Voters of Texas EDUCATION FUND was established in 1966 by the League of Women Voters of Texas to undertake educational programs in the field of government in Texas. The FUND is a separate legal entity from the League and is financed by grants, gifts, and bequests from foundations, corporations, and individuals. All such gifts are tax-deductible.

The facilities of the EDUCATION FUND are available to the local Leagues, as well as to other organizations which wish to publish materials or develop educational courses in the field of government. All requests must be submitted to the Board of Trustees of the EDUCATION FUND for consideration in order that the Board may determine whether such requests qualify as proper TEXAS EDUCATION FUND activities.

A League wishing to use the FUND should understand that:

a) THE EDUCATION FUND IS NOT ITSELF A SOURCE OF FUNDS. It is simply a facility which will be able to accept tax-deductible grants or gifts. A local League wishing to use the facilities of the FUND is responsbile for locating its own source of funds to finance the project it has in mind. These funds can then be processed through the EDUCATION FUND and qualify as a tax-deductible grant or gift.

b) Projects undertaken by the FUND must be purely educational in nature. The contents of publications, conferences, or courses conducted by the FUND may be aimed at awakening citizens to the meaning of citizen responsibility, the place of citizen leadership, and the necessity for citizen decisions; but they may not be directed toward support of or opposition to any specific legislation or political program.

c) The Trustees of the TEXAS EDUCATION FUND must approve each individual project in order to make certain it qualifies as a "purely educational" endeavor and will be eligible for tax-exempt support.

d) If a project is undertaken by the TEXAS EDUCATION FUND, it is them responsbile for general overall supervision of that project. This costs money, so the FUND charges a small percentage of each grant to pay for contingent expenses. This amounts to no more than 5 percent of the grant.

e) In accordance with the ruling of the Bureau of Internal Revenue, publications published through the TEXAS EDUCATION FUND may not be sold for profit or to recover the amount of the grant given to finance the publication. For example, if the FUND receives

a grant to publish a "KNOW YOUR CITY", it pays all expenses incurred under the grant, retaining the small service charge, and then gives the entire printing free (with the exception of a few file copies) to the League for which it was printed. In turn, the League must give the publication away free. Only in the event the grant does not include sufficient funds to cover the full cost of producing the publication, including the cost of handling and distribution, is a League permitted to sell it for the small amount needed to recover such costs. Whenever a League sells the publication, the same price must apply to all to whom it is offered, whether they are members of the League or the general public. THE PRICE OF THE PUBLICATION IS SET BY THE TEXAS EDUCATION FUND.

f) PROCEDURES: A local League wishing to enlist the services of the TEXAS EDUCATION FUND should write to the FUND at 1416 Royal Oaks Drive, Waco, Texas 76710, for the request form on which to apply to the Trustees of the FUND for approval of the project it wishes to undertake. The League should be able at the time of the application to give a full description of the work it wishes to undertake and a budget of the cost. The League should have a good idea of where the money to underwrite the project is coming from and, if possible, should attach to the Request Form a list of the likely donors. If the proposed project is a publication, the expenditure side of the budget should include printing, typing, distribution costs, art work, long distance telephone, etc.

If the project is approved by the Trustees, the FUND then sends the League detailed instructions regarding further procedures. The FUND assists the League in drawing up the formal proposal to be made to the donors, accepts and disburses the funds in accordance with the proposed budget, and, in the event printed material is to be prepared, reviews the material in draft form in order to assure that standards required by tax-exempt status are maintained. Printed materials issued through the FUND must state that they are published by the League of Women Voters of Texas EDUCATION FUND, although credit is also given to the League responsible for their preparation. A Trustee of the FUND or someone designated by the Trustees is responsible for following the process of each project. League should be aware that processing a project undertaken by the FUND may require considerable time.

# # # # # #

Revised March 1970

League of Women Voters of Texas EDUCATION FUND

[redacted]

Criteria for selection of Texas EDUCATION FUND projects:

The project should have statewide application.

It should be of general educational value.

It should not be highly controversial.

It should be factual, with no conclusion drawn from the facts.

It should not be a project that can be better done by another organization -- League or otherwise.

It should be timely and not likely to become obsolete soon.

It should be a one-time-only project, not a continuing one.

NOTE: Criterion #1 is not meant to eliminate automatically from consideration projects of purely local application. Selection will be based on the merits of each individual application and the commitments of the EDUCATION FUND at the time of the request. Local projects are, in fact, encouraged if the other criteria are met and if there is a demonstrable need for the project. Criterion #1 is meant to encourage broader application of the reasons for a project -- in many instances, a project that is presumed to be purely local in nature might be much more effective if made to be applicable statewide.

LWV-TEF
Revised March 1970

League of Women Voters of Texas – Education Fund

50th Anniversary Campaign

The following pages outline some possible projects that the Education Fund might undertake as a result of a successful 50th Anniversary Campaign. None of these projects is presented here in final form or even as definite projects of the Texas Education Fund.

Potential large contributors to the Texas Education Fund will welcome specific examples of the manner in which contributions to the Fund may be spent.

The Texas Education Fund is prepared to develop these and other projects into formal proposals where specific interest is indicated by a prospect for a major gift to the campaign.

B. ADMINISTRATIVE BUDGET

To accomplish its potential as a useful service to the citizens of Texas, the Texas Education Fund needs unrestricted funds for administrative purposes. Paramount to carrying on its state operation is the need for an office and a small staff of clerical help. Since its organization in 1966, the Texas Education Fund has maintained an office in the home of the chairman with all secretarial work handled there. An office established in Austin on a permanent basis would provide the visibility necessary for a successful operation of the Fund. Also to be considered as part of an administrative budget would be some program experts in the fields of Fund activities.

C. SUPPORT FOR LEAGUE ACTIVITY

The Texas Education Fund will be able to make grants on a regular basis to the League for purely educational services performed by the League. This could include voters service expenses, state services to local Leagues in the field of state and local government, and a part of the cost of the operation of the state office.

Price tag not established but could run to $25,000.

I. STATE GOVERNMENT

A. LEGISLATIVE CONFERENCES

Following patterns established by the League of Women Voters of the US Education Fund, pre-session legislative conferences for state legislators might prove helpful to new legislators. These conferences, held before the legislature convenes, are designed to bring legislators together for two or three days to discuss with experts within and without the state substantive problems of state government. The LWVUS-EF has sponsored three such conferences since 1967. The Texas Education Fund would like to experiment with a conference oriented to consider one basic state problem in depth and with one designed to provide the new legislator with information in depth on problems likely to be encountered in the session.

B. PROGRAMS TO INCREASE PUBLIC KNOWLEDGE OF LEGISLATIVE ACTIVITY

Paralleling the need for conferences for new legislators is the need for similar conferences for the public prior to or during the legislative session. Such conferences might demonstrate to the public the need to understand the workings of the legislature and the methods by which the average citizen can make his voice and vote heard in the legislature. How to lobby in the public interest; how to write your elected officials; who to contact regarding specific problems are possible subjects for such conferences.

A possible price tag of $20,000 is foreseen for these efforts on state government.

II. WATER AND LAND CONSERVATION

A. WATER AND LAND USE SEMINAR

The Texas Education Fund is particularly anxious to work with other groups to set up a conference and/or a seminar to provide substantive background for citizen action on land and water use problems. Citizen information is very inadequate on the growing need for solutions to Texas water problems; citizens are unable to determine what should be done statewide to protect our natural resources in a manner that will provide benefits to all Texans.

A possible price tag is $5,000 for a statewide seminar.

III. POLITICS

A. POLITICAL EFFECTIVENESS CONFERENCES

The Texas Education Fund might be able to organize a conference on the implications and the impact on existing institutions of the new representation of the poor and the minorities. What meaning does this have for political party organization? How can the citizen be politically effective today? How can the citizen work within the existing system? What does political change augur for the future?

B. VOTERS MANUAL

A concise, readable tool designed for use in junior and senior high schools, civic groups, industry, all organized and unorganized groups seeking answers to the questions of how, when, where, why to exercise this basic right of citizens is being prepared by the League of Women Voters of Texas with funding provided by the Texas Education Fund. The publication will be available as a 50th Anniversary gift to the voters of Texas by February 1, 1970.

C. SLIDE/TAPE PRESENTATION

A popular presentation of the information available in the Voters Manual might be prepared for use by TV, community action groups, school-related organizations and the like.

These three projects carry a total $15,000 price tag.

IV. YOUTH CONFERENCES

Designed as a period (weekend or two-day conference) of experience and idea swapping on the grass-roots organization for political effectiveness for youth. Youth would serve on the steering and planning committee to choose speakers, topics for discussion, and participants. Issues which might be explored include how to work within the political system, the requirements for effective citizenship, possibilities for improvement and development of youth involvement in the political, educational and economic issues facing state government. Such a conference might be held on a statewide basis or several conferences might be developed on a regional basis.

Possible price tag: $15,000.

V. TEXAS EDUCATION FUND - GENERAL NEEDS

A. NEW IDEA COMMITTEE

A joint LWV/TEF committee needs to be established on a permanent basis to search out new ideas, new issues and new implementations in the processes of citizen education and participation.

Some suggested uses for the TEF-50th Anniversary brochure:

1. In your wrap-up of any major gifts for the 50th Anniversary Campaign from those seeking tax-deductibility and a Texas project.

2. As an answer to requests for tax-deductibility on large gifts in your regular local finance drive.

3. As a stimulant to your thinking about local projects that might be funded through the Texas EDUCATION FUND.

4. As a demonstration for potential contributors of statewide rather than purely local use of contributions.

5. In making calls on local foundations which prefer (or must have) a tax-deductible channel for their gifts even if they are to be used locally.

6. For individual contributors who desire tax-exemption on their gifts.

Two copies of the brochure are being sent to each local League, one for the president and one for the finance chairman. Some additional copies are available on request on a first-come, first-served basis. Quantities are limited.

Ten copies have been sent to the Metro 50th Anniversary Chairmen in Dallas, Fort Worth and Houston for the wrap-up of the Campaign.

LWV-TEF
March 1970

League of Women Voters of Texas-EDUCATION FUND

[redacted]

MEMORANDUM
March, 1970

TO: Local Leagues

FROM: EDUCATION FUND Trustees

As the Texas EDUCATION FUND prepares to begin its fifth year of existence, the Trustees feel the time has come to initiate some programs that will increase the awareness of the local Leagues of its existence and will encourage a greater use of the facilities of the FUND by the local Leagues.

The first step in this endeavor is the revision and reprinting of the Uses and Procedures sheet that accompanies this memorandum. We have also prepared for your use in any of the mopping-up calls of your 50th Anniversary Campaign a brochure on how money given to the FUND might be used. This brochure will also be useful and we highly recommend its use in your regular local finance drives. Now that contributors to the League are more aware of the possibility of tax-deductible gifts, you will need to be able to demonstrate how such tax-exempt monies might be spent.

Those of you who will be attending the League's State Convention in Houston next month will find an annual report on the FUND in Workbook II which you will receive at registration. This report will also be included in the next edition of the TEF Newsletter which will be sent to you soon. We encourage you to reproduce both the Convention Report and the Newsletter in your local Voters.

A Request Form for your use in applying to the FUND for its services has also been prepared and will be sent to you on request.* There are many possibilities, it seems to us, for funding local educational projects through the Texas EDUCATION FUND. A brief list might include revised and updated KNOW YOUR CITY AND COUNTY publications; certain voter's service materials; program materials that do not include a position; seminars or conferences on local or state issues; citizen education programs.

The Trustees are also very pleased to report to you that costs of the new LWV of Texas publication "A CITIZEN'S HANDBOOK" have been underwritten by the FUND. This marks the first return to the state of gifts made to the TEF during the 50th Anniversary Campaign. The publication is available to you for distribution at no cost except for actual postage from the state office. Single copies will be billed at 15¢ per copy, to cover postage and handling. Orders must be sent to the state office (1841 Bingle Road - Houston) and not to the TEF.

Help us help you make the TEF a vital force in citizen education in the field of government in Texas.

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*One copy is enclosed for your information.

COPY FOR YOUR INFORMATION

League of Women Voters of Texas
EDUCATION FUND

BOARD OF TRUSTEES

MRS. MAURICE H. BROWN
CHAIRMAN, WACO

MRS. CHARLES M. LINEHAN
VICE CHAIRMAN, MIDLAND

MRS. E. R. BROWNSCOMBE
SECRETARY-TREASURER, DALLAS

MRS. EDWARD C. FRITZ
DALLAS

JUDGE W. ST. JOHN GARWOOD
AUSTIN

MR. CHARLES C. KEEBLE
HOUSTON

MR. HARRIS KEMPNER
GALVESTON

MR. SHERIDAN C. LEWIS
CORPUS CHRISTI

MRS. T. A. POLLARD
HOUSTON

[redacted]

April 30, 1970
772-2953

TO: Texas Education Fund Trustees
FROM: Dorothy Brown

The final meeting of the 1969-70 Board of Trustees of the League of Women Voters of Texas Education Fund will be held at the Commodore Perry Hotel in Austin on Friday, May 22, as scheduled at our last meeting. Time will be from 10:00 A. M. to 3:00 P. M.

Major topic for discussion at the session will be amendments to the Trust Agreement. Judge Garwood and Mr. Keeble have made several suggestions for handling the technicalities of amending the Agreement but I have not carried through on the formal procedure required until there was an opportunity to discuss the amendments with you. A major deterrent to our smooth operation, particularly in regard to the election of Trustees, is the date set by the Agreement for their election by the Board of Directors of the LWV of Texas. Before resolving this difficulty, however, it might be a good idea to look at some possible changes in the entire process. We have expressed the desire that the local Leagues be kept more completely informed of our activities -- perhaps a change in the method by which the LWVT elects our Trustees would be valuable. Several suggestions that have been made would mean either amendments to our Trust Agreement or to the Bylaws of the LWVTexas. Rather than attempt to put all the options and suggestions in this memo, I am preparing a resumé of the possible changes to present to you at the May 22 meeting.

The LWVT is not going to request our assistance in presenting a statewide Youth Conference this year. A changeover, due to take effect in 1971, to holding the League's state convention in odd-numbered years makes this a short and busy period between conventions for them and there seemed little interest in undertaking such a large-scale project under the circumstances.

Mrs. Bubis, of the LWV state Board, has prepared a brief mimeographed summary of the findings of the League's legislative survey which is enclosed. The LWV is interested in publishing the results of the survey and Mrs. Bubis will have the formal request ready for us, with possible sources of financing, for the May 22 meeting.

Shell Oil Company turned down our request for funding for additional copies of "A CITIZEN'S HANDBOOK". It is possible that financing will become available through a contact already made to a foundation in Fort Worth and I hope to have additional and fuller information for you at the meeting.

Please let me know if you do not have a copy of the Trust Agreement. You will need to have one before you at the meeting and it would be helpful if you would look it over beforehand. I am enclosing copies of suggested amendments prepared by Judge Garwood for your consideration.

I have been in conference with and correspondence with the LWV of Houston regarding use of the TEF for funding local projects with tax-exempt money. Our criteria for projects is limiting in cases of this kind and we will need to look at them closely to see if we can provide this sort of service to the local Leagues. Again, I will not report all of the discussion that has taken place with the Houston president in this memo but will have a full report for your consideration on May 22. Please look at the criteria, sent to you recently, to see if a restatement of #1 can be made that will be helpful to us and the local Leagues.

New Trustees have been elected and will assume their positions at our next meeting after July 1. Elected for new two-year terms are: Mrs. Carl Hermann Jr., Houston; Mr. Charles C. Keeble, Houston; Mrs. Charles M. Linehan, Midland; and Mrs. Darvin M. Winick, Dickinson. Mrs. Winick is also the new state president of the LWV which will add a dimension of cooperation and coordination that has been lacking in the past. Trustees whose terms expire July 1 are: Mr. Keeble; Mr. Harris Kempner, Galveston; Mr. Sheridan C. Lewis, Corpus Christi; and Mrs. Linehan.

I hope to see all of you in Austin on May 22. It will be an important meeting.

encl: Legislative survey report
Suggested amendments to Trust Agreement
Agenda for May 22 meeting

not included for you.

LEAGUE OF WOMEN VOTERS OF TEXAS --- EDUCATION FUND

BOARD OF TRUSTEES MEETING

Commodore Perry Hotel

Austin

May 22, 1970

AGENDA

10:00 - 10:30 A. M.		
	Chairman's Report	Brown
	Minutes	Smith
	Treasurer's Report	Fritz
10:30 - 11:00 A. M.		
	Legislative survey request from LWV of Texas	Bubis (?)
11:00 - 11:30 A. M.		
	Report on financing for "A CITIZEN'S HANDBOOK". Discussion of possibilities.	Brown
11:30 - 12:15 P. M.		
	Guidelines for local Leagues wishing to use the TEF for local projects.	Brown
12:15 - 1:30 P. M.	LUNCH	
1:30 - 3:00 P. M.		
	Trust Agreement amendments. Discussion and action.	Garwood & Keeble

ADJOURNMENT

League of Women Voters of Texas EDUCATION FUND

[redacted]

May 25, 1970

TO: State Board Members LWV
FROM: Board of Trustees TEF, Mrs. Maurice H. Brown

This will be a brief report to you of a meeting of the Trustees held in Austin Friday, May 22. There will be more to report at your meeting next week and you will also receive copies of the TEF Minutes when they are ready.

I don't know whether it has ever been officially reported to you that the Shell Oil Company reply to our request for funding for A CITIZEN'S HANDBOOK was negative. We are still working on the problem. In the meantime, however, the Trustees voted to use some more of the 50th Anniversary funds for another printing of 10,000 copies immediately.

Mr. Keeble reported to us that the first year's payment on the Humble pledge to the 50th Anniversary campaign will be received shortly. (You will remember that Humble"s gift was for $50,000 to be paid over a three-year period, with $3,000 of the gift earmarked for the TEF?)

To resolve the problem created by the proximity of the dates of your spring Board meeting and the date when our Trustees' terms expire, we are asking your permission to amend our Trust Agreement as follows: change the date when the terms of office of the Trustees will begin from April 1 to July 1 -- Art. III - B. This Amendment was passed by our Trustees by unanimous vote. We do hope that you will establish a firm procedure, rather than a precedent, to elect the Trustees at your Spring meeting, held in connection with Convention or Council.

Trustees approved sponsorship of the legislative survey report, provided that the state Board is able to find financing for the publication and that we are assured a reading of the final draft before it goes to the printer.

At your meeting next week I will bring you recommendations from the Trustees regarding promotion of A CITIZEN'S HANDBOOK.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

BOARD OF TRUSTEES MEETING

MINUTES

MAY 22, 1970

The meeting was called to order at 10:00 A. M. by Mrs. Maurice H. Brown, Chairman.

The following Trustees were present: Mrs. Brown, Mrs. Edward C. Fritz, Judge W. St. John Garwood, Mr. Charles C. Keeble, Mrs. C. M. Linehan, Mrs. B. H. Passmore, and Mrs. Arthelia Cook Smith.

Absent were: Mr. Harris Kempner and Mr. Sheridan C. Lewis.

Minutes of the meeting of February 27, 1970 were approved as received by mail.

The Treasurer's report (attached) for the period 2-27-70 through 5-21-70 was filed for audit.

PROJECTS

1. Mr. Edward C. Fritz of Dallas presented a proposal for a four-year project to be sponsored by the TEF. Mr. Fritz distributed copies of his written proposal and spoke briefly about recent events in his part of the state to which the project is designed to respond. Titled a Youth Environmental Program, the project would give guidanace and coordinate efforts of young people trying to learn how to take effective action in behalf of a quality environment. Described as "probably 70% character-building and 30% environmental study and action", the project will give formal structure to activities already underway in the Dallas-Fort Worth area by college and high school students. A budget of $50,000 for the first year was proposed. Mr. Fritz has already approached a number of major oil companies for funding of the project and is anxious to get started at once, to be sure the momentum of present activities is continued during the summer.

Mrs. Passmore moved, Mrs. Linehan seconded, that a TEF committee be appointed by the chairman to study the proposal and make recommendations to the Trustees meeting in July, at which time the four newly elected Trustees will be present. Motion carried.

2. Trustees approved, on motion of Judge Garwood, seconded by Mrs. Fritz, sponsorship by the TEF for printing the LWV of Texas Survey of Texas Legislators.

3. Mrs. Fritz moved, Mrs. Smith seconded, that the TEF underwrite the printing of an additional 10,000 copies of A CITIZEN'S HANDBOOK,

with the understanding that the LWV of Texas will promote distribution of the HANDBOOK locally and statewide. Motion carried. This action followed discussion of the immediate need for more copies, even for filling present orders, pending a successful conclusion to the search for major funding for the HANDBOOK. If the funds are found, the TEF will be reimbursed for the cost of this printing order for 10,000 HANDBOOKS.

Mrs. Brown reported on questions she had received about TEF guidelines and criteria for local Leagues wishing to use TEF for local projects. It was agreed by the Trustees that the chairman would send a new page of criteria to local Leagues amending the first statement regarding "statewide application". Judge Garwood suggested that the statement might include the paragraph from the Trust Agreement which describes the purpose of the Fund.

Trust Agreement amendments proposed by a committee of Judge Garwood and Charles Keeble were discussed and the following were adopted:

Article III-A: number of Trustees increased to nine.
Article III-B: "The Trustees shall be elected by the Board of Directors of the LWV of Texas, a Texas corporation, at its meeting each year next preceding the first day of July.

"The term of office of the Trustees shall be two years, commencing on the first day of July following their respective elections and continuing until election of their respective successors. Beginning with the year 1970, Trustees in the number of five shall be elected in each even-numbered year and four in each odd-numbered year."

Trustees present signed the copy of the amended Trust Agreement; Mrs. Brown will get signatures of the two absent Trustees and the president and secretary of the LWV of Texas, after which Judge Garwood will file the document with the County Clerk of Travis County.

The chairman announed the committee to study Mr. Fritz' proposed project to be Mr. Keeble and Mrs. Smith, in addition to the chairman, and it was agreed the committee would meet in Austin during the week of June 22.

July 17 was agreed as the date for the next meeting of the Trustees.

Respectfully submitted,

Arthelia Cook Smith,
Secretary

TReasurer's Report attached

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

Financial Statement for the Period 2-27-70 through 5-21-70

2-26-70	Checking Account	$1,839.92	
	Income		
	Memorial Gifts	55.00	
	50th Anniversary Gifts	513.33	
		$2,408.25	$2,408.25
	Expenses		
	Trustees Meeting 2-27-70	39.00	
	Administration (50th Anniversary Folders, Postage, Photostats)	119.08	
	Liaison with state LWV Board	14.90	
	GUIDE FOR JURORS Project (Shipping charges, postage)	7.60	
	CITIZEN'S HANDBOOK project (Printing, L.D. calls, art)	1,231.67	
		$1,412.25	$1412.25
5-21-70	Checking Account balance		$996.00

Submitted by,

Mrs. Edward C. Fritz,
Treasurer

League of Women Voters of Texas EDUCATION FUND

[redacted]

TO: Local League Presidents
FROM: Board of Trustees

Enclosed in this mailing as a replacement for an earlier sheet sent to you is the revised CRITERIA FOR SELECTION OF EDUCATION FUND PROJECTS. Please destroy the sheet sent to you in March and dated "Revised March 1970". It caused such a great deal of confusion that the Trustees have reworded it and hope that it now says what we mean for it to say. Three copies per local League are being enclosed: one for the president, one for the public relations or organization vice-president, and one for the voters service chairman.

Many questions have been asked since the announcement at the League's state convention that the TEF could serve as a "bank" for the local Leagues. Instead of answering each separate question, the main questions and their answers are discussed on an enclosed memo. We encourage you to start thinking about the use of the TEF both in this manner and for funding of your projects.

The Trustees of the Fund are pleased to announce that a second printing of A CITIZEN'S HANDBOOK will be undertaken very soon. While the preliminary work of securing a grant to cover the cost of printing and distributing 50,000 copies goes on, the TEF Trustees will make 10,000 more copies available from TEF funds. You will be notified when they are ready for ordering. In the meantime, we hope you are planning for exciting uses of this free publication. Are they in the hands of all your local schools, libraries, civic organizations, etc., etc., etc.?

LWV-TEF
JUNE 1970

Criteria for Projects
TEF/June 1970

League of Women Voters of Texas EDUCATION FUND

[redacted]

Article II of the Trust Agreement of the League of Women Voters of Texas EDUCATION FUND states:

"The purpose or purposes for which the FUND is organized are: To receive, to hold, and to invest contributions and funds, and to distribute such funds for educational uses and to conduct such other activities as are supplemental or incidental thereto, and are not in conflict therewith."

In general, to carry out this purpose, the following criteria for selection of Texas EDUCATION FUND projects shall apply:

The project should be of general educational value.

The project should not be highly controversial.

The project should be factual, with no conclusion drawn from the facts.

The project should be timely and not likely to become obsolete soon.

It should not be a project that can be better done by another organization -- League or otherwise.

It should be a one-time-only project, not a continuing one.

LWV-TEF
June, 1970

File for reference
TEF/Projects

' File for reference
' TEF/Projects
' June, 1970
'----------

League of Women Voters of Texas EDUCATION FUND

[redacted]

REPLIES TO FREQUENTLY ASKED QUESTIONS ABOUT TEXAS EDUCATION FUND

1. Q. Do the criteria automatically rule out grants for local projects?

   A. No. The TEF is specifically designed and was established to provide a funding agency for local educational projects financed by tax-exempt grants. (See Criteria/June 1970 and The LWVTEF - Its Uses and Procedures/March 1970.)

2. Q. How can a local League use the TEF for projects purely local in nature?

   A. By presnting its proposed project to TEF on the Request Form with full information and a suggested financing source. To qualify, proposed projects should generally meet TEF criteria.

3. Q. What is the difference in the use of restricted and unrestricted funds? What choice does the local League have?

   A. Restricted funds are those sought for a specific project or given for a specific project by the donor. Unrestricted funds are those tax-exempt contributions received during the course of a regular local finance drive. The local League has the choice in whether it is raising money for projects (restricted) or for general use (unrestricted). The TEF must abide by the donor's requirements. (See sixth question for further information on unrestricted funds.)

4. Q. What procedures should the local League follow for specific project grants?

   A. There are three main procedures for specific project grants:

   a) Satisfy yourselves that the proposed project meets the TEF criteria.
   b) Complete the Request Form, replying to all questions.
   c) Arrange for the financing.

   There are these other procedures to be followed:

   1. Before project approval, it would be advisable to:

   a) Discuss the project thoroughly with the local Board.
   b) Look objectively at the proposal. If it is a publication, for instance, are conclusions drawn, solutions suggested, or is it truly objective as required for tax-deductibility? If it is a conference, is the planning committee qualified and broad-based? Are conclusions drawn, solutions suggested, is "taking a stand" required - all of which would disqualify it?

2. After project approval:

a) All bills are sent to the TEF for payment. TEF checks cannot be made payable to a local or the state League. They can be made payable to individuals, however, for personal expenses, etc.
b) Supervision of a Trustee or someone designated by the Trustees is maintained. The Trustee should meet with the committee, as often as possible, and should be kept informed on progress.

5. Q. What about one-time-only voters service projects, such as candidate information guides?

A. One-time-only voters service information will require different guidelines because of the short time limit between replies from candidates and production of the guide. However, the local League decision to produce a candidates' guide can be made well in advance of most elections since dates for most elections are set by statute. Request for approval can be submitted when the decision is made. It is suggested, however, that such projects be given serious thought by the local League, asking such questions as: Can we find a donor? Is the project large enough to warrant the effort? For example, do you plan to reach every registered voter or will your plans for distribution remain much the same as past efforts financed by your local budget?

6. Q. What guarantee can we give the contributor about the use of his money?

A. It is assumed this question is related to unrestricted funds raised in local finance drives. Local Leagues can guarantee that money raised will be used as promised. The TEF has no other choise in the case of restricted funds, and, to a lesser degree, in the case of unrestricted funds. TEF can use unrestricted funds only as that use meets the terms of its Trust Agreement and the IRS rulings for the expenditure of tax-exempt money. An example is the use of 50th Anniversary contributions to TEF for the publication of A CITIZEN'S HANDBOOK.

7. Q. Will the 5% administrative charge be made by TEF on all projects?

A. Yes, on all projects.

8. Q. Are there ways TEF can hold for and return to local Leagues funds raised in the course of regular finance drives but which have no present specific use?

A. Guidelines are being established that will attempt to accomplish this goal. You will be kept informed of progress.

9. Q. Can TEF supplement local League budgets?

A. Not at the present time. It is a future possibility but will require new budgeting procedures for local and state Leagues and the TEF. You will be kept informed of progress.

# # # # # # # # #

Texas Education Fund Annual Report

.....A GUIDE FOR JURORS

.....TEXAS CITIZENSHIP TEST

.....Participation in the 50th Anniversary of the League

.....Plans for the future

Goals achieved and objectives outlined, the League of Women Voters of Texas EDUCATION FUND prepares for its fifth year of existence with confidence in the future. Following the progress of the Tax Reform Act of 1969 through Congress provided many moments of concern for the continued existence of the FUND but, as finally written, the Act provides a future for the FUND. A formal ruling by the Internal Revenue Service is expected soon but the attorneys for the LWVUS have expressed the opinion that we are eligible to receive funds under the Act.

According to the Education Fund Trust Agreement the Trustees of the Fund are suppoed to submit a report annually of the financial activities of the Fund to the Board of Directors of the League of Women Voters of Texas. In accordance with this requirement, the Treasurer of the Fund has prepared the following financial statement:

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND

Financial Statement for the period 7-1-69 through 1-31-70

7-1-69	Checking account, Westview Natl. Bank, Waco		$3,341.02
	Savings account, First Federal Savings, Waco		118.24
	Total cash and savings		$3,459.26
	Income		
	50th Anniversary	$500.00	
	Memorial gifts	38.20	
	Dividend on stock	500.00	
	LWV of Texas, payment of Citizenship Test expense	114.67	
		$1,152.87	
	Expenses		
	Purchase Certificate of Deposit	$2,000.00	
	Trustees meeting, 7-11-69	74.92	
	Trustees meeting, 10-24-69	154.09	
	Joint LWV/TEF committee meeting	48.00	
	GUIDE FOR JURORS project	505.40	
	Administration	39.29	
		$2,821.70	
1-31-70	Total cash in checking account		$1,672.19

TEF ANNUAL REPORT continued

1-31-70	Checking account	$1,672.19
	Certificate of deposit ($2,000 plus $25 interest)	2,025.00
	Savings account	123.68
	Total cash and savings	$3,820.87

1) Total 50th Anniveraary gifts since 1-1-69	$2,350.00
2) Total memorial gifts since 1-1-69	138.20
3) Total memorial gifts since 7-1-69	38.20

For the future, the EDUCATION FUND Trustees are investigating the possibility of sponsoring a statewide Youth Conference and a pre-session Legislative Conference for new state legislators in cooperation with the League of Women Voters of Texas. In addition, when additional funds are secured, more copies of the new LWV publication, A CITIZEN'S HANDBOOK, will be prepared for wide distribution at no cost.

The Trustees of the Fund would be most remiss if they do not express, as part of this Annual Report, their very sincere appreciation for League members' efforts on behalf of the FUND in the past year. Contributions received as a result of your efforts in the 50th Anniversary Campaign have aided us in meeting not only our obligations but in planning for the future. Memorial contributions to the Fund have continued to prvide funds for our work and make a most fitting memorial to deceased League members and the loved ones of members. This means of making memorials is open to League members as well as to League Boards and is most appropriate.

Respectfully submitted,

Mrs. Maurice H. Brown, Chairman
Mrs. Charles M. Linehan, Vice Chairman
Mrs. Arthelia Cook Smith, Secretary
Mrs. Edward C. Fritz, Treasurer
Judge W. St. John Garwood
Mr. Charles C. Keeble
Mr. Harris Kempner
Mr. Sheridan C. Lewis
Mrs. B. H. Passmore

REQUEST FORM

TO: League of Women Voters of Texas EDUCATION FUND

[redacted]

FROM:

Purpose of the Request:

Details of the Project to be considered, including plans for execution:

Proposed budget for use of the grant (including overhead):

Distribution plans for printed material (if part of project):

DATE: _____ Submitted by: _____

_____

_____

Use extra sheets if necessary.

OUTLINE FOR PROPOSAL TO LWV OF TEXAS EDUCATION FUND

(These are the questions you should answer in making a proposal for EDUCATION FUND sponsorship of your proposed projects)

1. Need for Project

   Present active interest and resources and any previous efforts toward a similar project.

2. Project Purpose

   Brief statement of short-and long-term objectives.

3. General Nature of Project

   State whether research, conference, publication, etc.

4. Description of Project

   Names and qualifications of those in charge.

   If conference:
   Participants -- Number of
   Why selected
   How selected

   Speakers - Faculty - Proposed subject matter

   Planning committee -- Number of members
   Proposed composition
   Number of meetings

5. Plan for follow-up.

6. Budget

   Should include any necessary committee expenses, printing, typing, postage, long distance phone calls, etc. Also should include overhead charge for TEF (to be determined by TEF on basis of project and not to exceed 5% of grant).

LWV-TEF
March 1970